



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

AGENDA

LOCATION

Wednesday, September 4, 2024

6:30 PM

West Branch
1125 University Avenue

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, Priscilla Villanueva

To submit an e-mail comment during the meeting to be read aloud during public comment, email BOLT@berkeleyca.gov with the Subject Line in this format: "PUBLIC COMMENT ITEM ##." Please observe a 150 word limit. Time limits on public comments will apply. Written comments will be entered into the public record.

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to [Jacqui Rodriguez](#) **Administrative Secretary, (510) 981-6102**. The Board of Library Trustees may take action related to any subject listed on the agenda.

I. PRELIMINARY MATTERS

A. Call to Order

B. Ceremonial Matters: *In addition to those items listed on the agenda, the President may add additional ceremonial matters.*

C. Public Comment

Speakers are allowed 3 minutes each for up to 10 speakers; if more than 10 individuals have filled out and submitted cards to speak, the time for all speakers will be reduced to 2 minutes per person and if more than 20 individuals have submitted speaker's cards, the time per person will be reduced to one minute each, for a maximum of one hour of public comment.

D. Comments from Library Unions

For regular meetings of the BOLT, representatives from the three unions representing Library employees may address BOLT, with a total time limit of 15 minutes. If all three (3) unions have representatives present and wish to speak, each union shall receive 5 minutes to address BOLT. If only two (2) unions have representatives present and wishing to speak, each union shall receive 7.5 minutes to address BOLT, for a total of 15 minutes. If only one (1) union has representatives present and wishing to speak, that union shall receive 15 minutes to address BOLT. The Secretary shall, at the start of the Comment from Library Union item, ask union representatives who wish to speak to identify themselves and which union they represent. The Secretary shall then determine the appropriate allocation of speaking time according to the rules stated herein.

- i. SEIU, LOCAL 1021 (Maintenance and Clerical Units)
- ii. SEIU, LOCAL 1021 (Community Services and PTRLA Units)
- iii. Public Employees Union, LOCAL 1

E. Comments from Board of Library Trustees

II. PRESENTATIONS

A. Oral Staff Report – State of the Collection

From: Bae Smith, Supervising Librarian-Collection Services

III. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.

A. Minutes of July 11, 2024 Regular Meeting

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution to approve the minutes of the July 11, 2024 Regular Meeting of the Board of Library Trustees.

B. Contract Amendment: Contract No. 32200222 with Konica Minolta Business Solutions U.S.A.

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 32200222 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$135,594 for the continuing provision of public use copiers and printers at all Library locations and extending

the term date to end on October 31, 2027.

C. Gann Override Measure Reauthorizing the Library Tax Approved in 1988

From: Tess Mayer, Director of Library Services

Recommendation: Adopt a Resolution to support the passage of Measure AA - Article XIII B GANN Appropriations Limit Authorization on the November 5, 2024 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

IV. ACTION CALENDAR

A. Proposed Personnel Changes

From: Tess Mayer, Director of Library Services

Recommendation: Adopt the resolution approving the conversion of three vacant positions into two new positions, a full-time Library Assistant and a .75 FTE Librarian, and increased hours of one 30-hour Library Assistant position to full-time.

V. INFORMATION REPORTS

A. Review Rules for Nominations for the Selection of Board President and Vice-President - Tess Mayer, Director of Library Services

B. Monthly Library Director's Report – Tess Mayer, Director of Library Services

VI. ITEMS FOR FUTURE AGENDAS

These items are not scheduled for discussion or action at this meeting. The Board of Library Trustees may schedule these items to the agenda of a future meeting.

A. Discussion of items to be added to future agendas

VII. ADJOURNMENT

This meeting will be conducted in accordance with the Brown Act, Government Code Section 54953. Any member of the public may attend this meeting. Questions regarding this matter may be addressed to Tess Mayer, 510-981-6195, tmayer@berkeleyca.gov.

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: E-mail addresses, names, addresses, and other contact information are not required but, if included in any communication to a City board, commission, or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission, or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission, or committee for further information.

Any writings or documents provided to a majority of the commission regarding any item on this agenda will be made available for public inspection at the Berkeley Public Library Administration Office located at 2090 Kittredge Street - 3rd Floor Admin Wing, Berkeley, CA 94704.

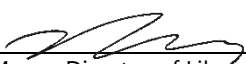
COMMUNICATION ACCESS INFORMATION:



This meeting is being held in a wheelchair-accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

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I hereby certify that the agenda for this regular meeting of the Board of Library Trustees was posted at the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way and in front of the Central Public Library at 2090 Kittredge Street as well as on the Berkeley Public Library's website, on ###.

//s//

  
Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustees

**Communications:**

| Date      | Name             | Subject                                                                  |
|-----------|------------------|--------------------------------------------------------------------------|
| 7/16/2024 | Nick Moore       | Collaboration with LBNL                                                  |
| 7/17/2024 | Bob Gilmen       | Personal                                                                 |
| 7/30/2024 | Chelsey D        | -                                                                        |
| 7/31/2024 | Margaret         | Police offered Bentley by creative artist and sheriff who told police... |
| 7/31/2024 | Ilma Qureshi     | Interested in working at the Library                                     |
| 8/11/2024 | Helen Jones      | Project 2025 mandate for leadership                                      |
| 8/23/2024 | Margaret Proctor | Police women pretended to be fbi but begun moving in building...         |





**MINUTES**  
**Berkeley Public Library - Board of Library Trustees Regular Meeting**  
**Thursday, July 11, 2024**  
**6:30 PM**

Board of Library Trustees:  
Amy Roth, President  
Sophie Hahn, Vice President  
Tanir Ami  
Beverly Greene  
John Selawsky

**I. PRELIMINARY MATTERS**

A copy of the agenda packet can be found at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

- A. Call to order:** 6:30pm
- Present: Trustees Ami, Greene, Hahn, Roth and Selawsky.
- Absent: None
- Also Present: Tess Mayer, Director of Library Services; Henry Bankhead, Deputy Director; Aimee Reeder, Associate Management Analyst; Jacqui Rodriguez, Administrative Secretary.
- B. Ceremonial Matters:** None
- C. Public Comments:** 1 speaker.
- D. Comments from Library Unions:**
1. SEIU, LOCAL 1021 (Community Services and PTRLA Units) – 0 speakers.
  2. SEIU, LOCAL 1021 (Maintenance and Clerical Units) – 0 speakers.
  3. Public Employees Union, LOCAL 1 – 0 speakers.
- E. Comments from Board of Library Trustees**
1. Trustee Selawsky asked for clarification regarding the duration of his planned attendance at Board meetings. It was confirmed that Selawsky's last meeting as a Trustee was the July 11 meeting.
  2. Trustee Hahn acknowledged and thanked Trustee Selawsky for his work with the Board.
  3. Trustee Selawsky expressed gratitude and acknowledged the BPL leadership as well as the remainder of the Board.

**II. CONSENT CALENDAR**

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R24-084 to approve the consent calendar as presented.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

**A. Approve Minutes of the May 30, 2024 Special Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the May 30, 2024 Special Meeting of the Board of Library Trustees as presented.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R24-085 to approve the minutes of May 30, 2024.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

**B. Approve Minutes of the June 5, 2024 Regular Meeting**

**From:** Director of Library Services

**Recommendation:** Adopt a resolution to approve the minutes of the June 5, 2024 Regular Meeting of the Board of Library Trustees as presented.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R24- 086.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

**C. Fiscal Year 2025 Purchase Authorization in Excess of Director of Library Services' Granted Authority**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution authorizing the Director of Library Services to enter into fiscal year 2025 purchase agreements and approve payments to specified vendors for services encompassing utility, telephone and intranet/internet services, library materials, state taxes, professional services, and office supplies that may exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Selawsky / Trustee Hahn to adopt resolution #R24-087.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

**III. ACTION CALENDAR**

**A. Proposed Personnel Changes**

**From:** Tess Mayer, Director of Library Services

**Recommendation:** Adopt the resolution to create two new positions to support Library operations and communications.

**Contact:** Tess Mayer, Director of Library Services

**Action:** M/S/C Trustee Greene / Trustee Ami to adopt resolution #R24-089.

**Vote:** Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

**IV. INFORMATION CALENDAR**

**A. 2024 Update to the Local Hazard Mitigation Plan: Public Comment Process**

**From:** Dee Williams-Ridley, City Manager

**Action:** Received

**B. Monthly Library Director's Report**

**From:** Tess Mayer, Director of Library Services

**Action:** Received

**V. AGENDA BUILDING**

Future meeting topics identified include a presentation regarding Sunday hours, as well as safety and security in downtown Berkeley. Director Mayer indicated that the annual Collections presentation was upcoming.

**VI. ADJOURNMENT**

M/S/C Trustee Selawsky / Trustee Ami to adjourn the meeting.

Vote: Ayes: Trustees Ami, Greene, Hahn, Roth, Selawsky. Noes: None. Absent: None. Abstentions: None.

Adjourned at 7:41 PM.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of Thursday, July 11, 2024 as approved by the Board of Library Trustees.

//s// \_\_\_\_\_

Tess Mayer, Director of Library Services, acting as secretary to BOLT.

Attachments:

1. none



**CONSENT CALENDAR**

September 4, 2024

To: Board of Library Trustees

From: Alicia Abramson, Manager, Library Information Technology

Subject: Contract Amendment: Contract No 32200222 with Konica Minolta Business Solutions U.S.A.

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to amend Contract No. 32200222 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$135,594 for the continuing provision of public use copiers and printers at all Library locations and extending the term date to end on October 31, 2027.

**FISCAL IMPACTS OF RECOMMENDATION**

Funding is available in Library Tax account 101-22-242-271-0000-000-463-623120.

| <b>Contract Value</b> | <b>Description</b>                        |
|-----------------------|-------------------------------------------|
| \$55,079              | Previous not-to-exceed value              |
| \$80,515              | Incremental not-to-exceed amount          |
| <b>\$135,594</b>      | <b>Total Contract Not-to-Exceed Value</b> |

**CURRENT SITUATION AND ITS EFFECTS**

The Library currently provides seven public use photocopying and printing machines at all Library locations: three at the Central Library and one at each neighborhood branch. This service provides patrons with the ability to make photocopies from hard copy material, such as books or periodicals, and to print content from public computers as well as from their own devices over Wi-Fi. The Library has offered this service for many years with the exception of a break in service due to the COVID-19 pandemic from 2020 to 2021.

**BACKGROUND**

The selection of the current public use photocopier and printer system, provided by Konica Minolta Business Solutions, U.S.A., was based on a competitive Request for Proposals process in which Library staff compared different vendors' solutions on the market based on costs, quality of products offered, and customer service practices with the goal of identifying the optimal service options to capitalize upon the most up-to-date technology for public library services. Request for Proposals (RFP) Specification No. 21-11451-C "For Library: Lease for Public-Use Photocopy and Printing Equipment and Service" was issued in the spring of 2021 and among two competing systems, the proposed system offered by Konica Minolta Business Solutions, U.S.A., was selected by a Library staff committee as the best overall fit and value for Berkeley Public Library's Public-Use Photocopy and Print solution.

At its September 1, 2021 meeting, the Board of Library Trustees authorized the Director of Library Services to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for Public-Use

**BERKELEY PUBLIC LIBRARY**  
**CONSENT OR ACTION CALENDAR REPORT**

Contract Amendment: Contract No 32200222 with Konica Minolta Business Solutions U.S.A.

**Page 2**

Photocopying and Printing Equipment and Service in an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024. The contract was extended to September 30, 2024 while contract negotiations were in process and have now concluded.

**RATIONALE FOR RECOMMENDATION**

Discontinuing the public use printing and photocopying system would cause disruption to the Library's public service offerings.

**CONTACT PERSON**

Alicia Abramson, Manager, Library Information Technology

Attachments:

1: Resolution



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: 24-\_\_**

III Consent Calendar

Item B

Attachment # 1

**Contract Amendment: Contract No 32200222 with Konica Minolta Business Solutions U.S.A.**

WHEREAS, the Library currently provides seven public use photocopying and printing machines at all Library locations: three at the Central Library and one at each neighborhood branch; and

WHEREAS, this service provides patrons with the ability to make photocopies from hard copy material, such as books or periodicals, and to print content from public computers as well as from their own devices over Wi-Fi; and

WHEREAS, The Library has offered this service for many years with the exception of a break in service due to the COVID-19 pandemic from 2020 to 2021; and

WHEREAS, Request for Proposals (RFP) Specification No. 21-11451-C "For Library: Lease for Public-Use Photocopy and Printing Equipment and Service" was issued in the spring of 2021 and among two competing systems, the proposed system offered by Konica Minolta Business Solutions, U.S.A., was selected by a Library staff committee as the best overall fit and value for Berkeley Public Library's Public-Use Photocopy and Print solution; and

WHEREAS, at its September 1, 2021 meeting, the Board of Library Trustees authorized the Director of Library Services to execute a contract with Konica Minolta Business Solutions U.S.A., Inc. for Public-Use Photocopying and Printing Equipment and Service in an amount not to exceed \$55,079 from September 15, 2021 through June 30, 2024; and

WHEREAS, the contract was extended to September 30, 2024 while contract negotiations were in process and have now concluded; and

WHEREAS, discontinuing the public use printing and photocopying system would cause disruption to the Library's public service offerings.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the Director of Library Services is authorized to amend Contract No. 32200222 with Konica Minolta Business Solutions USA, Inc. by increasing the contracted not-to-exceed amount to \$135,594 for the continuing provision of public use copiers and printers at all Library locations and extending the term date to end on October 31, 2027.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on Wednesday, September 4, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**CONSENT CALENDAR**

September 4, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Gann Override Measure Reauthorizing the Library Tax Approved in 1988

**RECOMMENDATION**

Adopt a Resolution to support the passage of Measure AA - Article XIII B GANN Appropriations Limit Authorization on the November 5, 2024 ballot reauthorizing the City to spend the proceeds of the Library Relief Tax that was approved by the voters in 1988.

**FISCAL IMPACTS OF RECOMMENDATION**

The ballot measure, if approved by the voters in the upcoming November 5, 2024 General Municipal Election, will allow the Library (City) to continue spending the proceeds from the library tax. This measure would reauthorize spending taxes previously approved by the voters.

**BACKGROUND**

The Berkeley Public Library is almost entirely funded by a citywide special tax (referred to as the Library Relief Act of 1980), which was approved by the voters in 1988. Article XIII B of the California Constitution, the "Gann Appropriations Limit," limits each city's annual appropriation of taxes, adjusted for population and cost of living, to the amount spent during the prior year. Half of any amount collected in excess of the appropriation limit must be refunded to the taxpayers within the next two years unless the voters approve a change in the appropriations limit. The annual appropriations limit can only be exceeded if the majority of voters approve the excess expenditures, which is required every four years; this constitutional restriction is in addition to the special tax requirement of a two-thirds vote of the people.

Most recently in 2020, Berkeley voters approved a measure allowing the City to spend all revenues from existing taxes. Under the California Constitution, such a vote can only raise the spending limit for up to four years. Therefore, the spending increase approved by the voters in 2020 will expire after fiscal year 2024. If, in a cumulative two-year period, a city exceeds the spending limit without authorization from its voters, the city must return all revenues in excess of the spending limit in the form of reduced taxes or fees over the subsequent two years.

Measure LL was on the ballot in November of 2020, authorizing use of the tax fund from FY 2021 through 2024, and passed.

This process is typically managed by the City's Finance and City Attorney staff.

**CURRENT SITUATION AND ITS EFFECTS**

The City Council has approved the ballot language for a measure to be placed on the November 2024 General Municipal Election ballot:

*Shall the City's appropriation limit under Article XIII B of the California Constitution be increased to allow expenditure of the proceeds of City taxes and income from the investment of those taxes for fiscal years 2025 through 2028?*

*Financial Implications: This measure would not increase taxes or impose a new tax. It would authorize the City to continue to spend the proceeds of already- approved taxes for FY 2025 through 2028.*

The 2024 ballot information and argument in favor of the Measure AA along with others is available on the City of Berkeley website:

<https://berkeleyca.gov/sites/default/files/documents/Ballot%20Measure%20Documents%20for%20Web%20-%20Nov%202024.pdf>

FUTURE ACTION

None.

CONTACT PERSON

Tess Mayer, Director of Library Services, 510-981-6195

Attachments:

1. Resolution

## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R24-\_\_\_\_

### GANN OVERRIDE MEASURE REAUTHORIZING THE LIBRARY TAX

WHEREAS, the Berkeley Public Library is almost entirely funded by a citywide special tax, referred to as the Library Relief Act of 1980 approved by the voters in 1988;

WHEREAS, the “Gann Appropriations Limit” limits each city’s annual appropriation of taxes to the amount spent during the previous year;

WHEREAS, an increase in the appropriations limit was adopted by the voters, but the authorization to increase the spending limit must be renewed every four years;

WHEREAS, authorization to spend the proceeds from the Library Tax was last approved in November 2020; and

WHEREAS, the City Council of the City of Berkeley has put forth Measure AA for November 2024 to the Berkeley Electorate to increase the appropriation limit for the Library Tax, along with voter-approved taxes for parks maintenance and emergency medical services.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to support voter-approval of Measure AA - Article XIIIB GANN Appropriations Limit Authorization on the November 2024 ballot.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 4, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





**ACTION CALENDAR**

September 4, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Proposed Personnel Changes

**RECOMMENDATION**

Adopt the resolution approving the conversion of three vacant positions into two new positions, a full-time Library Assistant and a .75 FTE Librarian, and increased hours of one 30-hour Library Assistant position to full-time.

**INTRODUCTION**

The adopted Budget for all Library Funds for FY 2025 and 26 projects revenue of \$25,810,174 and \$26,319,469; respectively and expenditures of \$29,233,229 and \$29,644,143. The following table reflects the dollar values by Fund grouping.

Adopted Budget

| Fund                           | FY 2025             |                     | FY 2026             |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                | Revenue             | Expense             | Revenue             | Expense             |
| Library Tax (101)              | \$25,535,754        | \$26,815,703        | \$26,046,049        | \$27,226,617        |
| Library Capital Projects (102) | \$0                 | \$2,000,000         | \$0                 | \$2,000,000         |
| Grants (103)                   | \$68,420            | \$67,526            | \$68,420            | \$67,526            |
| Friends and Gifts (104)        | \$105,000           | \$150,000           | \$105,000           | \$150,000           |
| BPL Foundation (105)           | \$100,000           | \$200,000           | \$100,000           | \$200,000           |
| <b>Berkeley Public Library</b> | <b>\$25,810,174</b> | <b>\$29,233,229</b> | <b>\$26,319,469</b> | <b>\$29,644,143</b> |

The proposed changes will result in a \$43,785.20 increase to the FY 2025 and FY 2026 budgets above. The conversions described below have been discussed during a meeting with SEIU CSU PTRLA representatives on July 24, 2024, as well as staff in impacted teams.

**CURRENT SITUATION**

The Library is requesting changes related to FTEs and to the organizational structure as described below. Recommended changes to staffing will not result in any individual being repositioned, re-classed, nor impacted by any form of job loss, or lay-off. All staffing proposals contained in this report are directly related to short and long-term library interests and operations.

From a budgetary perspective, all of these changes are interdependent: the balance left over from making the changes at West helps to fund the proposed changes at Central.

The Library recommends adding the following positions:

**1. 40-hr Library Assistant position at the West branch, in place of two vacant .75 FTE Library Aide positions.**

The West Branch is currently budgeted for three Library Aide positions. The supervisory team at West observed that the branch would benefit from adding a position that could perform a broader range of tasks, including providing customer service independently at the service desk. Library Aides, although they

can provide some customer service, cannot perform borrower-account related service which is a frequent need. They focus primarily on sorting, shelving, and providing directional assistance to patrons. The West Branch does not need the level of support that three .75 FTE Aides provide in terms of processing and shelving materials. This capacity is better directed to the customer service needs of the branch and public services coverage, and this change provides for adding a position that can provide that.

**2. 30-hr/week, .75 FTE Librarian at the Central Library, Adult Services/move current half-time Librarian position in Collections into Collections full-time**

The Library currently has a full-time Librarian position that is shared between Collection Services and Adult Services. This adaptation was needed in order to provide more support to collection management in a team that only had one dedicated cataloger, and Collections would benefit from more dedicated and consistent support. For this reason, the proposal is to “move” the 20 hours currently dedicated to Adult Services into Collections, making this a full-time Collections librarian position. The Library will then add a .75 FTE Librarian to Adult Services, ensuring that the original level of coverage provided (20 hours) is maintained and increased by 10 hours. The Library will convert a vacant Library Assistant position in the department (position was .5 FTE) to the new Librarian position plus creating additional Library Assistant hours.

**3. 10 hours to existing .75 FTE Library Assistant at the Central Library, Collections**

As indicated above, a vacant .5 FTE Library Assistant position in Collections will be used to make the half-time Librarian position in Collections whole, as well as add 10 hours to an existing 30-hr/week Library Assistant position in Collections, making it full-time. When part-time positions had the opportunity to convert to .75 FTE, a half-time Library Assistant position in Collections changed to .75. If 10 more hours are added to this position, then much-needed collection processing support is restored to the team with the conversion of the Library Assistant vacancy.

FISCAL IMPACT OF RECOMMENDATION

Personnel Budget (Library Tax Fund)

In the proposed scenario presented above, a new Library Assistant position at West and a new Librarian position at the Central Library are created for a net gain of two positions. Two vacant Library Aide positions as well as a vacant Library Assistant position are eliminated for a net loss of three positions. The total change is a reduction of headcount by one position.

As of July 2024, the total position count was 150. With implementation of the changes described in this report, the number decreases by one to 149.



**Budget impact summary**

| <u>West</u>       |             |                      |             | <u>Difference</u>    |               |                       |
|-------------------|-------------|----------------------|-------------|----------------------|---------------|-----------------------|
| Position          | Current     |                      | FTE         | Amount required      |               |                       |
|                   | FTE         | salary/benefits      |             |                      | FTE           | Amount                |
| Library Aide      | 0.75        | 93,677.00            |             |                      | (0.75)        | (93,677.00)           |
| Library Aide      | 0.75        | 80,790.00            |             |                      | (0.75)        | (80,790.00)           |
| Library Assistant |             |                      | 1.00        | 126,699.41           | 1.00          | 126,699.41            |
|                   | <b>1.50</b> | <b>\$ 174,467.00</b> | <b>1.00</b> | <b>\$ 126,699.41</b> | <b>(0.50)</b> | <b>\$ (47,767.59)</b> |
|                   |             |                      |             |                      |               |                       |
|                   |             |                      |             |                      |               | \$ (47,767.59)        |
| <u>Central</u>    |             |                      |             | <u>Difference</u>    |               |                       |
| Position          | Current     |                      | FTE         | Amount required      |               |                       |
|                   | FTE         | salary/benefits      |             |                      | FTE           | Amount                |
| Library Assistant | 0.50        | 51,755.00            |             |                      | (0.50)        | (51,755.00)           |
| Librarian         |             |                      | 0.75        | 126,028.40           | 0.75          | 126,028.40            |
| Library Assistant |             |                      | 0.25        | 17,279.39            | 0.25          | 17,279.39             |
|                   | <b>0.50</b> | <b>\$ 51,755.00</b>  | <b>1.00</b> | <b>\$ 143,307.79</b> | <b>0.50</b>   | <b>\$ 91,552.79</b>   |
|                   |             |                      |             |                      |               |                       |
|                   |             |                      |             |                      |               | \$ 43,785.20          |
|                   |             |                      |             |                      |               | total difference      |

ALTERNATIVE ACTIONS

No alternative actions are proposed at this time. If the changes described above are not approved, then the Library will continue to operate as it has been and proceed to recruit to fill existing vacancies.

FUTURE ACTION

On adoption by the Library Board of Trustees the Library will report this update to the City's Budget Office to inform mid-cycle updates to the City's overall budget.

CONTACT PERSON

Tess Mayer, Director of Library Services, 510-981-6195

Attachments:

1. Resolution
2. Library Aide Classification
3. Library Assistant Classification
4. Librarian Classification



## BOARD OF LIBRARY TRUSTEES

RESOLUTION NO: R24-\_\_\_\_

Adopt the resolution approving the conversion of three vacant positions into two new positions, a full-time Library Assistant and a .75 FTE Librarian, and increased hours of one 30-hour Library Assistant position to full-time.

WHEREAS, on May 1, 2024, the Board of Library Trustees by Resolution No.: 24-077 approved the fiscal year's 2025-26 budget; and

WHEREAS, the Board of Library Trustees is vested with the authority to amend the fiscal year budgets for encumbrances and adjustments throughout the fiscal year as it deems prudent and necessary as pertains to the operations of the Library; and,

WHEREAS, the FY 2025 and FY 2026 expenditures budgets are requested to be amended by \$43,785; and,

WHEREAS, the Board of Library Trustees has delegated day-to-day operation of the Library to the Director of Library Services by Resolution R07-10; and,

WHEREAS, the Library staff has identified new and different positions that will better support Library operations at the West and Central libraries than some existing vacant positions.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that the that the positions as described in the attached report be added to the Library's position control and the FY 2025 and FY 2026 Expenditure Budgets are amended based upon a recommended value of by \$43,785 in appropriated expenditures.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 4, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Amy Roth, President

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Tess Mayer, Director of Library Services  
Serving as Secretary to the Board of Library Trustee





## City of Berkeley Library Aide

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4037             | <b>SALARY</b>        | \$23.03 - \$26.95 Hourly<br>\$1,842.14 - \$2,155.98 Biweekly<br>\$3,991.29 - \$4,671.28 Monthly<br>\$47,895.54 - \$56,055.38 Annually |
| <b>ESTABLISHED DATE</b> | October 07, 2008 | <b>REVISION DATE</b> | February 07, 2012                                                                                                                     |

### Description

#### DEFINITION

Under general supervision, performs a variety of manual and related journey-level clerical and circulation tasks in support of library services.

#### CLASS CHARACTERISTICS

Library Aide is the journey-level class in the library support series. Initially under close supervision, incumbents perform a variety of routine manual and related clerical and circulation support tasks. As experience and proficiency are gained, assignments become more varied and may require the use of judgment and independence within clearly established guidelines. Library Aides may be assigned primarily to one task or may alternate between tasks as the need arises. This class is distinguished from Library Assistant in that the latter independently performs more responsible clerical and circulation library support tasks, including cash handling and accessing/manipulating patrons' records.

### Example of Duties

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs a variety of routine manual library support tasks including, sorting, shelving, stacking, retrieving a wide variety of library materials; also processing returned materials, and maintaining such materials according to alphabetical, numerical and categorical systems;
2. Performs basic processing of returned materials (check-in), and maintains such materials according to alphabetical, numerical and categorical systems;
3. Conducts shelf reading for accuracy and shifting and transporting books and other library materials to assigned areas of the library as directed;

4. Assists in keeping all areas of the library in a clean, neat, and orderly condition and assisting in a variety of special projects and services as assigned;
5. Performs basic clerical tasks in support of technical support services, including performing simple mending, labeling, jacketing in preparation for circulation and minor repair of a variety of library materials;
6. Assists patrons in utilizing library technology including self-check machines, catalog and internet computers;
7. Assists with creation and maintenance of public displays and bulletin boards;
8. Performs basic data entry and clerical work;
9. Provides support to interoffice mail/delivery function;
10. Assists with the development of Library Pages, youth workers, and volunteers; and
11. Performs related work as assigned.

**Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Alphabetical, numerical and subject filing systems;
2. Basic arithmetic; and
3. Basic operation of library office equipment including copy machines, self-check machines and computer workstations.

Ability to:

1. Understand and carry out oral verbal and written instructions;
2. Sort and organize materials in alphabetical, numerical and topical order and attend to detail to ensure accuracy;
3. Deal tactfully and effectively with a wide variety of library users and co-workers; and
4. Operate standard office equipment and computer workstations.

**Minimum Qualifications**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school. No experience is required. Experience working in a library setting is preferred.

**OTHER REQUIREMENTS**

Must be able to work evenings and weekends. Performs a wide range of physical motions, which may include routine and repetitive bending, reaching and pushing, moving and carrying library materials. Must have sufficient strength to repeatedly lift books weighing between 1 and 10 pounds, including overhead lifting, to load transit boxes, book bins and push book trucks weighing in excess of 50 pounds.

**Classification History**

|                               |            |
|-------------------------------|------------|
| Library Aide                  |            |
| Classification Code           | 4245       |
| Classification Established    | 12/1988    |
| Classification Revised        | 3/2002     |
| Classification Revised        | 2/2012     |
| FLSA Status                   | Non-exempt |
| Administrative Leave/Overtime | OT         |
| Representation Unit           | IB         |
| Probationary Period           | 6 Months   |
| Workers' Compensation Code    | 8810       |







## City of Berkeley Library Assistant

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 4039             | <b>SALARY</b>        | \$27.96 - \$33.23 Hourly<br>\$2,236.70 - \$2,658.37 Biweekly<br>\$4,846.17 - \$5,759.80 Monthly<br>\$58,154.10 - \$69,117.57 Annually |
| <b>ESTABLISHED DATE</b> | October 13, 2008 | <b>REVISION DATE</b> | February 07, 2012                                                                                                                     |

### Description

#### DEFINITION

Under general supervision, performs a variety of support and clerical work in the day-to-day operations of library services.

#### CLASS CHARACTERISTICS

Library Assistant is the experienced clerical level of the library support series. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services but are not expected to handle reader's advisory or reference service questions. This class is distinguished from Library Specialist I in that the latter class requires additional training and experience, and performance of advanced library support work. This class is further distinguished from Supervising Library Assistant in that the latter has a broad range of responsibilities in addition to supervising Library Assistants, Library Aides and Library Pages.

### Example of Duties

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Performs public service involving a variety of routine circulation activities, patron registration and updating, cash collection in payment of fines, fees and charges;
2. Performs a variety of clerical tasks in connection with the daily operation of the library, including answering telephones, typing and/or data entry; assisting in the instruction of Library Aides and Library Pages; filing and maintaining records; preparing and posting public information displays; assisting in the opening and closing procedures for the library; and taking inventory of and placing orders for supplies;
3. Answers a variety of basic public service questions regarding library services; providing information to library users, including use of library catalogs, general circulation and operational policies, and referring to appropriate library divisions, dealing with difficult patrons in the absence of supervisors.

4. Operates a variety of standard office equipment, including computer workstations, operating copy reproduction equipment; and performing basic checks to ensure proper operation of computer workstations;
5. Performs a variety of clerical tasks in support of technical support services, including checking invoices against materials received; creating computerized order records; monitoring the condition of library materials and performing basic repairs that may include more specialized repairs; and preparing materials for display or placing in collection; and
6. Performs a wide range of routine and repetitive physical motions including bending and reaching and pushing, moving and carrying library materials.

**Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. General library policies and procedures;
2. Basic public desk etiquette and methods of providing information;
3. Basic arithmetic;
4. Equipment and systems used in the library and general office work; and
5. Techniques and methods for dealing with difficult situations involving hostile and/or disorderly individuals.

Ability to:

1. Understand and carry out oral and written instructions;
2. Deal tactfully and effectively with a variety of individuals including patrons and library staff;
3. Make accurate arithmetic computations to determine library overdue fees, cash balances and related tasks;
4. Make sound judgments and decisions within established guidelines;
5. Interpret library procedures and operational manuals;
6. Assist in directing and instructing Library Aides, Library Pages and volunteers;
7. Perform office support work including, data entry, typing and filing; and
8. Operate standard office equipment including computer workstations.

Note: Specified positions may require typing at a net speed of 40 words per minute from printed copy.

**Minimum Qualifications**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from high school and 780 hours of experience involving public information and office support duties in a library setting.

**OTHER REQUIREMENTS**

Must be able to work evenings and weekends.

**Classification History**

|                               |            |
|-------------------------------|------------|
| Library Aide                  |            |
| Classification Code           | 4245       |
| Classification Established    | 12/1988    |
| Classification Revised        | 3/2002     |
| Classification Revised        | 2/2012     |
| FLSA Status                   | Non-exempt |
| Administrative Leave/Overtime | OT         |
| Representation Unit           | IB         |
| Probationary Period           | 6 Months   |
| Workers' Compensation Code    | 8810       |





## City of Berkeley Librarian I

|                         |                  |                      |                                                                                                                                       |
|-------------------------|------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>CLASS CODE</b>       | 2131             | <b>SALARY</b>        | \$38.33 - \$45.96 Hourly<br>\$3,066.48 - \$3,676.75 Biweekly<br>\$6,644.04 - \$7,966.30 Monthly<br>\$79,728.48 - \$95,595.55 Annually |
| <b>ESTABLISHED DATE</b> | October 07, 2008 | <b>REVISION DATE</b> | October 07, 2008                                                                                                                      |

### Description

#### DEFINITION

Under general supervision, performs professional library work involving reference services, library collections development, cataloging, services for children and youth or other special services; performs related work as assigned.

#### CLASS CHARACTERISTICS

Librarian I is the entry level class in the professional librarian series. Initially under close supervision, incumbents provide assistance and service to patrons in the central library or branch libraries or assist in the operation of technical processes and services while learning library policies and procedures. As experience is gained, duties become more diversified and are performed under more general supervision. This class is distinguished from Librarian II, in that the latter is the journey level class in the professional librarian series which performs more difficult librarian work involving complex services requiring a thorough grasp of reference sources and search techniques. The Librarian II class also requires a broader knowledge and familiarity with technical processes and services available to patrons.

Librarian I incumbents are expected to gain knowledge and experience through on-the-job training and demonstrate proficiency to qualify for promotion to Librarian II following the completion of two years of full-time equivalent service in the Berkeley Public Library. Incumbents who demonstrate the ability to perform the duties of the journey-level class may be promoted to Librarian II through a non-competitive personnel action in accordance with Section 9.03 of the Personnel Rules and Regulations.

#### Example of Duties

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Assesses patron needs and advises them in making effective use of library resources and services;

2. Assists patrons of all ages with reference questions and selection of books, magazines, records, cassettes, compact disks, pamphlets, and other print and non print materials;
3. Orients patrons to library procedures and practices and specialized information sources, specialized library material collections, and similar services;
4. Under direction, prepares reading lists and bibliographies using computer equipment and programs;
5. Advises patrons and answers reference questions regarding specialized subject knowledge, such as art and music, young people's literature, and library materials or special collections; refers more difficult or complex questions to more experienced staff;
6. Assists in program planning and implementation, including outreach and public relations work;
7. Classifies, catalogs, and processes books and other materials;
8. Provides professional assistance in selection of a wide range of library materials and in maintaining library collections;
9. Serves on project committees, attends meetings and library workshops;
10. Prepares displays and visual materials as needed;
11. Prepares a variety of written materials;
12. May assume lead responsibility for non professional staff; and
13. Performs related duties as assigned.

### **Knowledge and Abilities**

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Class Characteristics.

Knowledge of:

1. Public library objectives, organization and procedures;
2. Patron advisory methods and practices;
3. Reference sources and search techniques;
4. Automated library information systems and tools;
5. Collection development, including book and materials selection and cataloging procedures.

Skill in:

1. Assessing library patron needs and providing accurate reference information;
2. Planning and implementing specialized programs, including performing outreach work;
3. Classifying, cataloging and processing a wide range of books and library materials using both manual and computerized procedures;
4. Establishing and maintaining effective working relations with a variety of library patrons and others contacted in the course of the work;
5. Maintaining accurate records and files;
6. Preparing clear, accurate and concise written reports and correspondence; and
7. Preparing effective displays and other visual materials.

### **Minimum Qualifications**

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Equivalent to graduation from a college or university with a Master's degree in Library Science. Progressively responsible related experience may be substituted for the college coursework on a year-for-year basis.

#### OTHER REQUIREMENTS

A valid California driver's license is desirable. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. Must be able to work evenings and weekends.

#### Classification History

|                                  |            |
|----------------------------------|------------|
| Librarian I                      |            |
| Classification Code              | 2605       |
| Classification Established       | 12/1988    |
| Classification Revised           | 7/1989     |
| Classification Revised           | 10/2011    |
| FLSA Status                      | Non-Exempt |
| Administrative<br>Leave/Overtime | Overtime   |
| Representation Unit              | M          |
| Probationary Period              | 6 Months   |
| Workers' Compensation<br>Code    | 8810       |







## **INFORMATION REPORTS**

September 4, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Review Rules for Nominations for the Selection of Board President and Vice-President

### **INTRODUCTION**

Each year the Board of Library Trustees elects Officers for a one-year term.

### **FISCAL IMPACTS OF RECOMMENDATION**

This report will have no fiscal impacts.

### **BACKGROUND**

Each year the Board of Library Trustees appoints a Trustee to sit as President and a second Trustee to sit as Vice-President for the following year. Section 3.04.040, "Organization of Board" of the City of Berkeley Municipal Code specifies that each year the Board of Library Trustees shall elect one of its members as president and another as vice president for a term of one year, on or about the first meeting of the board in October of each year.

### **CURRENT SITUATION AND ITS EFFECTS**

Regular President and Vice-President elections occurred on October 4, 2023. Trustee Roth was elected President and Trustee Hahn Vice-President, to serve through the time of the next election in November 2024 or until a successor is elected.

#### *Process*

Per the amended adopted Bylaws of the Board of Library Trustees, in July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and calling for nominations to be made at the September BOLT meeting.

At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee. Nominations taken "from the floor" allow all of the Trustees the opportunity to nominate others as well as themselves.

At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same

meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.

The election of officers is a public process, with the vote announced at the conclusion of voting. The one-year term will commence November 7, 2024.

#### FUTURE ACTION

The call for nominations of Officers will take place at the October meeting, and the election of Officers will take place at the November meeting.

#### CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

#### Attachments:

1. Bylaws of the City of Berkeley Board of Library Trustees

## **Bylaws of the City of Berkeley Board of Library Trustees (BOLT)**

Berkeley Public Library strives to build community through its services, programs, and collections. The Library brings people together to share access to books, information, ideas, and culture. The Library is dedicated to building a community of lifelong learners who share an interest in personal and community development and enjoyment through literacies of all types. We serve a diverse community, and our services celebrate that diversity through a wide array of programs and collections that welcome, reflect, and include the diversity of Berkeley.

### **Mission Statement:**

“We believe free, universal access to information is fundamental to a healthy democracy and that reading, and learning are key to a well-lived life. The Berkeley Public Library is a trusted hub of reading, learning, and community engagement.” (May 2020)

The Board of Library Trustees (“BOLT”) shall endeavor to ensure that the mission of the Library is upheld, as well as the American Library Association’s Bill of Rights and the Urban Libraries Council’s Statement on Race and Social Equity.

BOLT is appointed by the Berkeley City Council to manage the Berkeley Public Library and all branch libraries (the “Library”) on behalf of the City and citizens of Berkeley, and to provide leadership, governance, and oversight.

### **Article I - Organization**

Pursuant to Section 30 of the Charter of the City of Berkeley (the “Charter”) and Berkeley Municipal Code (“BMC”) Chapter 3.04, BOLT is the governing body of the Library. BOLT delegates duties and powers to the Library Director. BOLT’s duties are enumerated in the Charter and BMC.

1. Employ a Library Director who will be administratively responsible for the day-to-day operation of the Berkeley Public Library.
2. All Duties prescribed in Section 30 of the Charter and BMC Chapter 3.04 including (excerpts):
  - a. manage and control the Library;
  - b. make and enforce rules, regulations, and bylaws necessary for the administration, governance and protection of the Library and Library property;
  - c. appoint officers and employees of the library as may be necessary to adequately conduct the business of the library, and to prescribe their duties and powers;
  - d. recommend to the City Council the purchase or lease of real property.

3. Annually evaluate the job performance of the Library Director.
4. Participate in the formation and adoption of a strategic plan for the Library and support achievement of such plan through the Library's programs and budget.
5. Develop budgetary priorities and recommend an annual budget for the operation and maintenance of the Library.
6. Approve by vote of BOLT library purchases of materials, supplies or equipment of \$50,000 or more, and contracts for services of \$25,000 or more.
7. Recommend to the City Council the purchase, lease and/or erection of buildings, quarters, and sites for the Library and its administration, and control all Library property.
8. Communicate the mission, goals, needs, and other important information about the Library to the City of Berkeley and to the public.
9. Make an annual report to the City Council describing the condition of the Library and a summary of BOLT's work over the course of the past year, as well as any other reports and information that may be requested by the City Council.

## **Article II - Membership**

1. **Membership** - The Board of Library Trustees shall consist of five (5) members ("Trustee" or "Trustees"), to be appointed by the City Council. All Trustees shall be residents of the City of Berkeley.
2. **Appointment** - Four of the five Trustees shall be non-City Councilmembers, appointed by the City Council. The fifth Trustee shall be a Councilmember, also appointed by the City Council.
3. **Removal** - Trustees shall be subject to removal from BOLT at the pleasure of the City Council, prior to the expiration of their appointed term.
4. **Majority Vote Required** - A majority vote of all the members of the City Council shall be required to appoint a Trustee, fill any vacancy, or to remove any member from the board prior to the expiration of their term of office.
5. **Terms** - The term of office of non-Councilmember Trustees shall be four (4) years. The term of the Councilmember Trustee shall expire on December 1 of the year their Council term expires.

- a. Each Trustee shall serve until a successor is appointed and qualified.
  - b. Vacancies from whatever cause, [except temporary vacancies], shall be filled by the City Council for the unexpired term.
5. **Compensation** - Trustees shall serve without compensation.
6. **Oath of Office** - Before a Trustee participates as a voting member of BOLT, they must take the Oath of Office as required by law at the City of Berkeley Clerk's Department or through BOLT Secretary at a regular BOLT meeting. Failure to take the Oath of office within 30 days of appointment is cause for automatic termination.
7. **Attendance Requirements** - BOLT members shall attend all regular and special BOLT meetings. If a Trustee is unable to attend a meeting, that member shall notify the BOLT President and Secretary.
8. **Leaves of Absence** - If a Trustee must be absent for a period, a leave of absence not to exceed three months may be granted by the Council; the Library Director shall submit a consent item to the Council agenda to approve the absence prior to the commencement of the period of absence, in compliance with the procedures in the Commissioners' Manual
9. **Resignation Procedure** - A Trustee wishing to resign shall submit a written resignation directly to the City Clerk and Secretary. Once submitted, a letter of resignation cannot be withdrawn. The effective date of the resignation is the date it is received by the City Clerk and Secretary unless a future date is indicated. The Secretary shall then notify BOLT and the City Council that a vacancy exists within three business days.

### **Article III - General Responsibilities of Trustees**

Each Trustee shall:

1. Abide by these Bylaws and all Library policy including, but not limited to, the Library's conflict of interest statement, code of ethics, and confidentiality requirements.
2. Abide by the requirements of the Brown Act and be familiar with Robert's Rules of Order.
3. Strive to build strong working relationships with other Trustees; during meetings, practice civility and decorum in discussions and debate, value each other's time, and preserve order and decorum.

4. Understand and periodically review existing Library Policies, including, but not limited to, the Board of Library Trustees Meeting Policy, Ethical Conduct Policy, and Privacy Policy.
5. Understand and support basic library tenets including, but not limited to, the Library Bill of Rights, the Urban Libraries Council's Statement on Race and Social Equity, The American Library Association's Freedom to Read Statement, Intellectual Freedom, and patron privacy rights.
6. Stay informed about BOLT and Library matters by reviewing all distributed minutes, reports, and documentation.
7. Assist BOLT in carrying out its fiduciary responsibilities including, but not limited to, reviewing, and approving financial reports, the annual budget, and the annual audit report.
8. Stay current on developments and trends related to public libraries and, when possible, participate in library conferences, workshops, and educational undertakings.
9. Periodically visit the Library locations, Central and branches.
10. Serve as an advocate for the Library through formal and informal communication opportunities with the public, businesses, civic groups, and other organizations.
11. Strive to establish relationships with the Berkeley Public Library Foundation, the Friends of the Berkeley Public Library and other community organizations affiliated with the Library.
12. Serve on ad hoc committees when assigned and complete associated projects.
13. Abide by and uphold BOLT's decisions.

#### **Article IV - Officers**

BOLT Officers shall be the President, Vice President, and Secretary. BOLT shall elect one of its members President, and one of its members Vice-President. The President and Vice-President have full rights to make or second motions. The Director of Library Services shall be ex officio Secretary of the board.

##### **1. Terms of Office:**

- a. The President and Vice President shall be elected at the first BOLT meeting in October of each year.

- b. The President and Vice President shall hold office for one (1) year terms, and until their successors are elected, unless their terms as member of BOLT expire sooner.
- c. No board member shall serve as President for more than two (2) consecutive terms if so elected; The Vice President may serve an unlimited number of consecutive one (1) year terms, if so elected.
- d. The Vice President does not assume the position of President if the President resigns from the Office of President or from BOLT, or is removed, but remains as the Vice President; however, the Vice President shall execute the President's duties until a new President is elected
- e. In the event the Office of President or Vice President is vacated for any reason, a Special Election shall be completed within four months of such vacancy.
- f. There is no automatic or presumptive succession from the office of Vice President to President, but the Vice President may be nominated and elected to the position of President in the same manner as any other Trustee.
- g. If the offices of both the President and Vice President are vacated, the Trustee with greatest seniority on BOLT shall serve in the same manner as a Vice President, until such time as a President or Vice President is duly elected.

## **2. Procedures for Regular and Special Elections of the President and Vice President -**

- a. Regular Elections:
  - i. In July of each year, an information report shall be included on the Regular BOLT Meeting Agenda reviewing the rules for elections to the Offices of President and Vice President and the duties of such Officers and calling for nominations to be made at the September BOLT meeting.
  - ii. At the September BOLT meeting, nominations shall be agendized as an Action item. Trustees may nominate themselves or other Trustees for consideration for either or both Offices. Nominations require a motion, but no second, and may be declined by the nominee.
  - iii. At the October BOLT meeting, the Election of a President and Vice President shall be agendized as two separate Action Items, with the office of President to be voted upon first. All Trustees accepting nomination for each office at the September meeting shall be listed. A duly nominated Trustee may be listed for either or both offices but may only be elected to one. The presiding officer shall call for any additional nominations (which may be declined) or declinations as the election for each office is taken up and, after closing nominations, shall allow each nominee an equal opportunity to speak on behalf of their own candidacy. Nominees may then be discussed by the full BOLT membership, after which the presiding officer shall call for a public roll-call vote for that office. Should a Trustee nominated to both the offices of President and Vice President be elected as President, their nomination for the office of Vice President shall be nullified. The results of each vote shall be publicly announced and recorded in the minutes.

- iv. In the event no President or Vice President is elected on the first round at the October meeting, the presiding officer may call for additional rounds of nominations, speaking, discussion and voting at the same meeting until the office is filled, or may postpone the election for that office to the next regular meeting, at which time the same procedures for nominations, speaking, discussion and voting shall be followed.
- b. Special Elections:
  - i. Special Elections for the office of President or Vice President, necessitated by the resignation or removal of a President or Vice President prior to the expiration of their term as an officer or as a Trustee, shall follow the same three-meeting process as required for Regular Elections, unless the resignation or removal takes place in the three months preceding the date for a Regular October election, in which case no Special Election shall be required.

### **3. Duties of the President**

- a. Serve as the Presiding Officer at all meetings and ensure BOLT's work is accomplished.
- b. Ensure that all viewpoints are heard and are considered in a fair and impartial manner, while exerting sufficient control to eliminate irrelevant, repetitious, or otherwise unproductive discussion.
- c. Ensure that the Charter, Berkeley Municipal Code, BOLT Bylaws and other BOLT policies are followed. The President cannot make rules related to the conduct of meetings; only the full BOLT may do so.
- d. Approve the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the President the authority to remove items submitted by other Trustees or staff.
- e. Appoint Trustees to ad hoc subcommittees, subject to the approval of BOLT.
- f. Sign correspondence on behalf of BOLT.
- g. Represent BOLT before the City Council. Other Trustees may represent BOLT before the City Council, but only with formal approval by motion and majority vote of BOLT.
- h. Approve final BOLT reports to Council, without modifying content that was approved by the full BOLT.

### **4. Duties of The Vice President**

- a. Serve as the Presiding Officer in the absence of the President and perform all the functions of the President in their absence or disability.
- b. Perform such functions as may be assigned by the President or BOLT.

### **5. Duties of The Secretary**

- a. Keep a full account of all receipts and expenditures.
- b. Keep a record and full minutes of all proceedings.



- c. Fulfill all applicable duties of the Secretary, as defined in the City of Berkeley Commissioner's Manual.

## **ARTICLE V: Filling BOLT Vacancies**

Pursuant to Section 30 of the Charter of the City of Berkeley (the "Charter"), "five Library Trustees shall be appointed and may be removed by a vote of five members of the Council and one of such trustees must be appointed by the Council from its own members."

Per Section 3.04.010 of the Berkeley Municipal Code ("BMC"):

"Vacancies on the Board of Library Trustees from whatever cause, except temporary vacancies as hereinafter provided, shall be filled by the City Council for the unexpired term. Each member of the board shall serve until his successor is appointed and qualified. A majority vote of all the members of the City Council shall be required to appoint a member to the board, or to fill any vacancy thereon, or to remove any member from the board prior to the expiration of his term of office."

1. **Vacancies** – When a BOLT vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process, by convening an ad hoc trustee nominating sub-committee to identify candidates.
2. **Process** – BOLT shall adopt and update a policy for nomination that delineates candidate search objectives, provisions for the notice of the vacancy, application procedures, objective standards for the review of applications, a selection process, and any other pertinent information.

## **Article VI - BOLT Meetings**

1. **Brown Act:** All meetings must be conducted in compliance with the Brown Act.
2. **Regular Meetings:** A regular meeting of BOLT shall be held at least once a month, at a time and place as determined by resolution of BOLT.
3. **Agenda and Notice Requirements:** Agendas for regular meetings of BOLT should follow the same content and notice requirements for agendas as enumerated in the Commissioners Manual, including:
  - a. At least 72 hours before a regular meeting, the Secretary shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, if any.
  - b. Agenda titles should fully describe the issue or action to be discussed and/or taken.

- c. The agenda shall specify the time and location of the regular meeting.
- d. The agenda shall include, but is not limited to, the following:
  - i. Call to Order
  - ii. Public Comment on Non-Agendized, Consent, and Information Items
  - iii. Comment from Unions
  - iv. Approval of Minutes
  - v. Consent Items
  - vi. Action Items
  - vii. Information Reports
  - viii. Communications
  - ix. Adjournment
- e. The agenda must be posted in the following locations:
  - i. On the bulletin board at Old City Hall at 2134 Martin Luther King Jr. Way
  - ii. At the Central Library and all Branch Library locations
  - iii. The location where the meeting will be held if not held in one of the Library branches
  - iv. On the Berkeley Public Library website
- f. The agenda and accompanying information for a meeting shall be approved by the President, pursuant to Section 3(d) of these Bylaws.
  - i. An item may be placed on the meeting agenda for BOLT consideration by any Board member by submitting it in person at a Regular BOLT Meeting or electronically to the BOLT President and Secretary, for consideration at the next Regular BOLT meeting.
  - ii. If an item is received after a BOLT meeting agenda has already been published, it will be considered at the next Regular BOLT Meeting for which appropriate notice can be given.
  - iii. Emergency items may only be added to an agenda at a BOLT meeting in accordance with the Brown Act, Gov. Code Section 54954.2(b).

#### **4. Special meetings**

- a. Special meetings of BOLT may be called at any time by the President or by any three (3) Trustees, by written notice at least twenty-four (24) hours before the time of the proposed meeting, or at any time by the President with the written consent of all BOLT members.
- b. Notice and agenda requirements for Special Meetings shall conform to the Commissioner's Manual.
- c. Subcommittee meetings are considered Special Meetings for the purposes of noticing and agenda requirements.

#### **5. Meeting Conduct:** All BOLT Meetings shall be conducted according to the Board of Library Trustees Meeting Policy (see appendix).

- a. In addition, Library Trustees are expected to clarify to the public and staff appropriate communication channels related to employee grievances as designated by labor union/City of Berkeley agreements.

- b. Trustees shall not engage in public negotiations that may contradict or jeopardize agreements and/or contracts between the City and other entities, such as businesses, community organizations, labor unions or other such organizations.

#### **6. Cancellation of Meetings**

Upon notification that a quorum of Board members will not be present at a meeting, the President may elect to cancel or reschedule the meeting. Public notice of cancelled or rescheduled meetings shall conform to the Commissioner's Manual.

### **Article VII – General Conduct of Trustees**

1. By accepting board membership, a trustee is committing to honor the following code of conduct:
  - a. As a trustee, I shall do my utmost to ensure that Berkeley Public Library performs its mission and achieves its goals. As a trustee I agree to:
  - b. Act with honesty and integrity.
  - c. Support in a positive manner all actions taken by the board even when I am in a minority position on such actions. I recognize that decisions of the board can be made only by a majority vote at a board meeting and respect the majority decisions of the board, while retaining the right to seek changes through ethical and constructive channels.
  - d. Participate in annual strategic planning retreats and work sessions to evaluate the Library Director; participate in board self-evaluation programs; and participate in board development workshops, seminars, and other educational events that enhance my skills as a board member.
  - e. Keep confidential information confidential.
  - f. Exercise my authority as a trustee only when acting in a meeting with the full board or as I am delegated by the board.
  - g. Work with and respect the opinions of my peers who serve this board and leave my personal prejudices out of all board discussions.
  - h. Always act for the good of the organization and represent the interests of all people served by the organization.
  - i. Always represent this organization in a positive and supportive manner.
  - j. Observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
  - k. Refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results of the organization.
  - l. Accept my responsibility for providing oversight of the financial condition of the organization.
  - m. Avoid acting in a way that represents a conflict of interest between my position as a board member and my personal or professional life, even if those actions appear to provide a benefit for the organization. This includes using my position

for the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the board and recuse myself from consideration, discussion and voting on matters in which I have conflict. I agree to abide by the Berkeley Conflict of Interest Code and the conflict of interest provisions in the Commissioner's Manual.

- n. Develop familiarity with and follow City of Berkeley and Berkeley Public Library's policies related to ethical conduct of staff and officials.
  - o. Abide by these board Bylaws.
2. BOLT members may interact with the public; however, if trustees are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a BOLT meeting and speak at public comment. This will allow the full board to hear and consider all pertinent information and points of view.
  3. Any time a commissioner uses their commission title or references their membership on the Board of Library Trustees when speaking publicly, they must state the following: "I am speaking in an individual capacity and not representing the Board of Library Trustees or the City of Berkeley."
  4. Each trustee has the obligation to work cooperatively with other trustees. Trustees should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other trustees, staff, and the public is of critical importance.

#### **Article VIII - Quorum and Resolution Adoption of the Berkeley BOLT**

1. A quorum of BOLT shall consist of a majority of Actually Appointed members of the Board. No action shall be taken by BOLT without a quorum present.
2. The number of affirmative votes needed to pass a motion is the same number that constitutes a quorum.

#### **Article IX - Ad Hoc Subcommittees**

1. From time-to-time BOLT or the President, with confirmation from BOLT, may appoint two BOLT Trustees to serve as a temporary subcommittee with a finite, single-purpose purview, and a tenure of up to one year, as established by BOLT.
2. Ad hoc Subcommittee meetings are Special Meetings and must comply with the Brown Act and the Commissioner's Manual. Trustees who are not members of the Ad Hoc Subcommittee may not attend Subcommittee meetings, even as observers.
3. Subcommittees are tasked with the study of a specific issue and with making a recommendation to BOLT. BOLT has the opportunity for input when the subcommittee

reports its findings and makes recommendations. BOLT has final decision-making authority on the disposition of the subcommittee's work.

4. Only Trustees may serve on Ad hoc Subcommittees; however, Subcommittees should seek input and advice from the public.

#### **Article X - The Director**

1. Duties of the Director
  - a. Duties of the Director shall be to oversee the day-to-day operation of the Library.
  - b. In the Director's discretion, specific tasks may be delegated to a member of the Library Staff.
  - c. The Director's authority includes the approval of purchases of materials, supplies or equipment up to the amount of \$50,000 and contracts for services up to the amount of \$25,000.
  - d. The Director shall also have the authority to hire employees of the Berkeley Public Library and to negotiate with the various collective bargaining units on ongoing issues.
  - e. The Library Director shall act as secretary as defined in Article IV of these Bylaws.

#### **Article XI - Amendments of the Bylaws of the Berkeley BOLT**

1. Amendments to these Bylaws may be adopted by a majority vote at any regular meeting of BOLT. Proposed amendments must appear as Action Items on a Regular BOLT Meeting Agenda.





**INFORMATION REPORTS**

September 4, 2024

To: Board of Library Trustees  
From: Tess Mayer, Director of Library Services  
Subject: Director's Report

**Vacancies:**

| <u>Position Title</u>               | <u>Location</u> | <u>FTE</u> | <u>Status</u>                                |
|-------------------------------------|-----------------|------------|----------------------------------------------|
| Communication Specialist (new)      | Administration  | 1          | Pending recruitment                          |
| Communication Program Manager (new) | Administration  | 1          | Pending creation of eligible list            |
| Library Aide                        | Circulation     | 2.25       | Offer of work posted                         |
| Circulation Supervisor (new)        | Circulation     | 1          | Interviews scheduled                         |
| Library Assistant                   | Collections     | 0.75       | Supervisor initiated position change request |
| Supervising Librarian (new)         | Tool Library    | 1          | Pending recruitment                          |
| Library Aide                        | West            | 1.5        | Supervisor initiated position change request |
| Tool Lending Specialist (new)       | Tool Library    | 1          | Pending recruitment                          |

Setting aside the new positions that have been added over the past seven months, the Library has returned to a normal vacancy rate of 3%.

**Claremont 100<sup>th</sup> Anniversary Celebration**

Claremont Branch staff were thrilled to celebrate the 100<sup>th</sup> Anniversary of this location with a fun and educational series of programs including a walk through the Elmwood neighborhood on August 24 with Janet Byron and Bob Johnson, co-authors of the best-selling Berkeley Walks, followed by an anniversary celebration on August 31. The anniversary celebration featured a performance by the Cal Alumni Big Band and a screen printing activity for all ages.

In 1924, the Claremont Branch Library opened in its current home at 2940 Benvenue Avenue. It was designed by James W. Placheck, who also designed both the North and Central Berkeley Library locations.



### **Library Afro Revolution Day at Tarea Hall Pittman South**

Thank you and congratulations to Library Specialist Chinyere K., Supervising Librarian Jill T., and the whole staff team for coordinating and hosting the Berkeley Public Library's first ever Afro Revolution Day on August 10 at the Tarea Hall Pittman South location. Inspired by area librarian Mychal Threets, the program celebrated inclusion, literacy, and community, featuring activities centered around love for all hair types and styles while celebrating and learning about Black hair and culture. Featured authors included Valerie Thompkins and Reesa Shayne, who donated signed copies of books to give away. Jenji the Barber offered free back-to-school haircuts, and Jocquese of Vogue and Tone offered a dance lesson and did a vogue performance. The picture below features the library card design created by Devon Blow of Mychal Threets, which Berkeley will offer as a limited edition library card.



### **In the Stax**

The Central Library hosted the first ever *In the Stax* Music Fest on Tuesday, September 27 from 4-7pm. *In the Stax* is an ongoing program series that features local musicians performing live on the floor of the library. This program has been offered around the system, with different performers featured at each concert. This was a larger production which included two live music performances from Bay Area bands Burning Curtains and Skip the Needle, as well as an Ableton workshop and vendors selling zines, records and vintage posters. Thank you to Coley M., Chin K., Russell D., Juan C., and Jennifer W. for their work on this program and this series!

### **Restoration of Sunday Service**

On Sunday, September 8, library service will begin at Tarea Hall Pittman South and North Branch from 10am to 6pm. We are proud to offer twice as many service hours in two different locations. In the past, the Central Library was open from 1-5pm only. The service will be provided by public services staff from around the system, as opposed to only staff based at Central, which is how it worked in the past. Members of the public shared through the recent strategic planning process how important Sunday hours are to them, and we are glad to be able to restore this access. Many thanks to the staff that participated in the Sunday Hours Restoration Committee process, as well as labor representatives who participated in an associated Meet and Confer process.



**National Library Card Sign-up Month**

What better way to celebrate national Library Card Sign-up Month, which takes place every September, than to release four new library card designs! The Library sponsored a library card design contest over the summer, encouraging community members of all ages to submit their designs. At the time of this writing, Circulation Manager Rudy Tapia is awaiting the opportunity to unveil the contest winner, as well as three other designs that will also be available.

**CONTACT PERSON**

Tess Mayer, Director of Library Services, Library, 510-981-6195