



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
Starts at 6:30 PM

AGENDA

CENTRAL LIBRARY
Community Meeting Room
2090 KITTREDGE ST.

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. Call to Order
- B. Public Comments
- C. Report from Library employees and unions, discussion of staff issues
Comments / responses to reports and issues addressed in packet.
- D. Report from Board of Library Trustees

II. PRESENTATION CALENDAR

- A. Library Operations Presentation – Sarah Dentan
- B. Collection Development Presentation – Sarah Dentan

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. Approve minutes of July 1, 2015 Regular Meeting
Recommendation: Approve the minutes of the July 1, 2015 Regular Meeting of the Board of Library Trustees.
- B. Approve minutes of August 26, 2015 Special Meeting
Recommendation: Approve the minutes of the August 26, 2015 Special Meeting of the Board of Library Trustees.

IV. ACTION CALENDAR

- A. Director Recruitment Process
Recommendation: Adopt a resolution referring to July Cole, Associate Human Resources Analyst, to develop a recruitment process for Interim Director of Library Services and a recruitment process for Director of Library Services, and to report back to Board at the next meeting
- B. South Branch Library Signage Subcommittee
Recommendation: Adopt a resolution to appoint three (3) community members to the Library Signage Subcommittee.

V. INFORMATION REPORTS

- A. Library Technology 3-Year Strategic Plan
- B. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, October 7, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT



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 call at 981-6195 (V) or 981-6345 (TDD) at least three business days before the meeting date.

Please refrain from wearing scented products to this meeting.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 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 September 4, 2015.

/s/

Sarah Dentan, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

Agendas and agenda reports may be accessed via the Internet at www.berkeleypubliclibrary.org/about/board-library-trustees and may be read at reference desks at the following locations:

Central Library - 2090 Kittredge Street
Claremont Branch – 2940 Benvenue
West Branch – 1125 University
North Branch – 1170 The Alameda
South Branch – 1901 Russell

COMMUNICATIONS

Commission rules limit action on Communications to referral to the Board of Library Trustees for investigation and/or recommendations.

All communications submitted to the Board of Library Trustees are public record. Communications are not published directly to the Library's website. Copies of individual communications are available for viewing at the Berkeley Public Library - Administration Office at 2090 Kittredge St., Berkeley, CA 94704.

- 1) Roya Arasteh letter to BOLT dated 08/30/2015
- 2) Pat Mullan / Roya Arasteh documents for BOLT dated 08/30/2015

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, July 1, 2015, 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:
Chair Abigail Franklin Winston Burton
Vice Chair Julie Holcomb Darryl Moore
Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 6:30 P.M.

Present: Trustees Franklin, Holcomb, Moore and Novosel.

Absent: Trustee Burton

Also Present: Jeff Scott, Director of Library Services; Eve Franklin, Administrative Secretary.

Library staff: Joseph Alvarez, Alan Bern, Debbie Carton, Emma Coleman, Tom Dufour; Kay Finney, Lisa Hesselgesser, David Howd, Wendy Hyman, Leo Lopez, Greg McKean, Michele McKenzie, Andrea Mullarkey, Lydia Shiosaki

Kathy Huff, Berkeley Public Library Foundation.

B. Public Comments: Six speakers.

C. Report from library employees and unions, discussion of staff issues:

1. Andrea Mullarkey
2. Tom Dufour

D. Report from Board of Library Trustees:

1. Julie Holcomb – Attended the ALA Annual Conference in San Francisco. Reported on recent experiences with the Tool Lending Library and Link+.
2. Jim Novosel – Attended the ALA Annual Conference in San Francisco. First time visit, it was a marvelous experience..
3. Abigail Franklin – Pleased that so many staff were able to attend the ALA Annual Conference.

II. PRESENTATION

- A. Central Library Renovation** – Chris Noll and Allison Yarus of Noll & Tam provided an update on the Central Library renovation project (Attachment 1).

III. CONSENT CALENDAR

Items A & D held for discussion.

Action Calendar Item A moved to Consent.

M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-110 approving the Consent Calendar items B, C, E and .

Vote: Ayes: Trustees Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Burton.
Abstentions: None.

B. Approve minutes of May 28, 2015 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 28, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Adopted Resolution # R15-112

C. Approve minutes of June 3, 2015 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the May 3, 2015 Special Meeting as presented.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Adopted Resolution # R15-113

E. Amendment: Contract No. 9200, One Workplace L. Ferrari, LLC

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to amend Contract No. 9200 with One Workplace L. Ferrari, LLC in an incremental amount of \$40,000 for the procurement of furniture, delivery, and installation services for staff workstations and other related furniture at the Central Library for an amended not-to-exceed value of \$390,000.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Adopted Resolution # R15-115.

Board Discussion on items A & D

A. Approve minutes of May 7, 2015 Special Meeting

From: Director of Library Services

Recommendation: Adopt a resolution to approve the minutes of the minutes of the May 7, 2015 Special Meeting of the Board of Library Trustees.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: M/S/C Trustee Novosel / Trustee Holcomb to adopt Resolution # R15-111 approving the minutes of the minutes of the May 7, 2015 Special Meeting of the Board of Library Trustees as corrected.

Vote: Ayes: Trustees Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Burton.

Abstentions: None.

D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for Fiscal Year 2016

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into fiscal year 2016 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 projected to exceed the director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials, and equipment.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R15-114.

Vote: Ayes: Trustees Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Burton.

Abstentions: None.

The following item was moved from the Action Calendar to the Consent Calendar.

A. Contract: Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for Central Library Area Improvements

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract and any amendments with Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for the Central Library Area Improvements (Project) (aka Inventing Your Library) in an amount not to exceed \$194,128 for the projected period from July 1, 2015 through October 30, 2016.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: Adopted Resolution # R15-116.

IV. ACTION CALENDAR

A. Contract: Noll & Tam Architects and Planners for Construction Documents, Bidding Negotiation, and Construction Administration for Central Library Area Improvements

Moved to Consent Calendar.

B. Appointment of Library Signage Subcommittee

The Library Signage Subcommittee to be made up of Trustee Darryl Moore, Trustee Jim Novosel, Library Director Jeff Scott, Neighborhood & Childrens Services Manager Sarah Dentan and three (3) Community members to be selected after application. Applications are due September 1, 2015.

From: Director of Library Services

Recommendation: Adopt a resolution to empower the BOLT Chair to appoint a Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

Financial Implications: None.

Contact: Jeff Scott, Director of Library Services

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R15-117.

Vote: Ayes: Trustees Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: Trustee Burton.

Abstentions: None.

V. INFORMATION REPORTS

A. July 2015 Monthly Report from Library Director

B. Library Operations Report

C. Library Events: Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30PM on Wednesday, September 9, 2015 at the South Branch Library, 1901 Russell Street, Berkeley.

- Presentation on Weeding / Collection Development
- Strategic Plan
- Update on Arntz
- South Berkeley Renaming Sub-Committee

VII. ADJOURNMENT

Adjourned at 7:45 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 1, 2015 as approved by the Board of Library Trustees

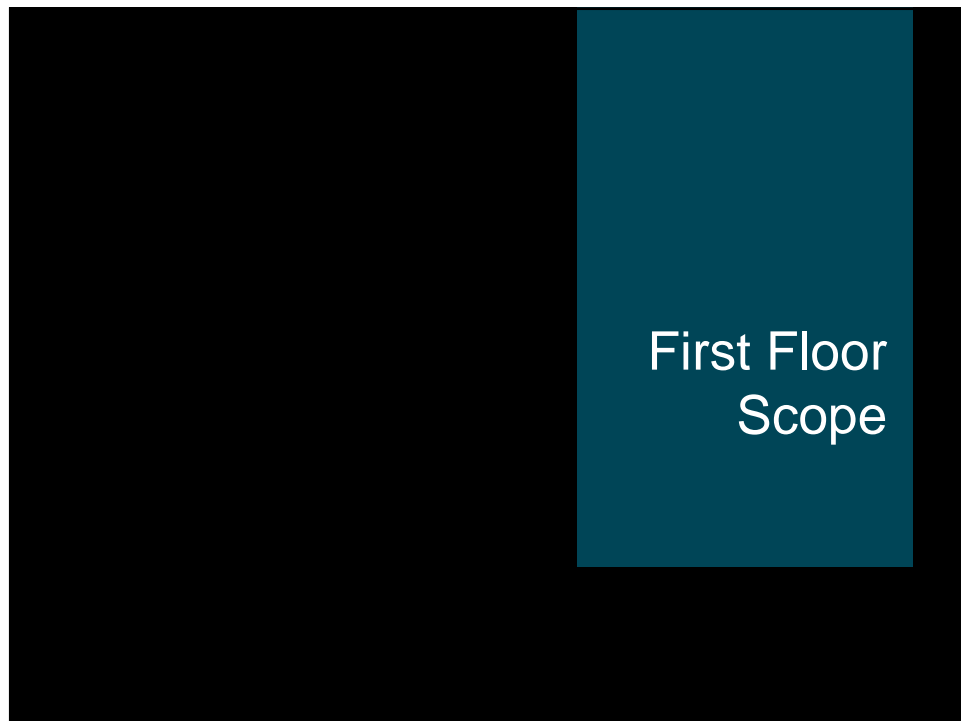
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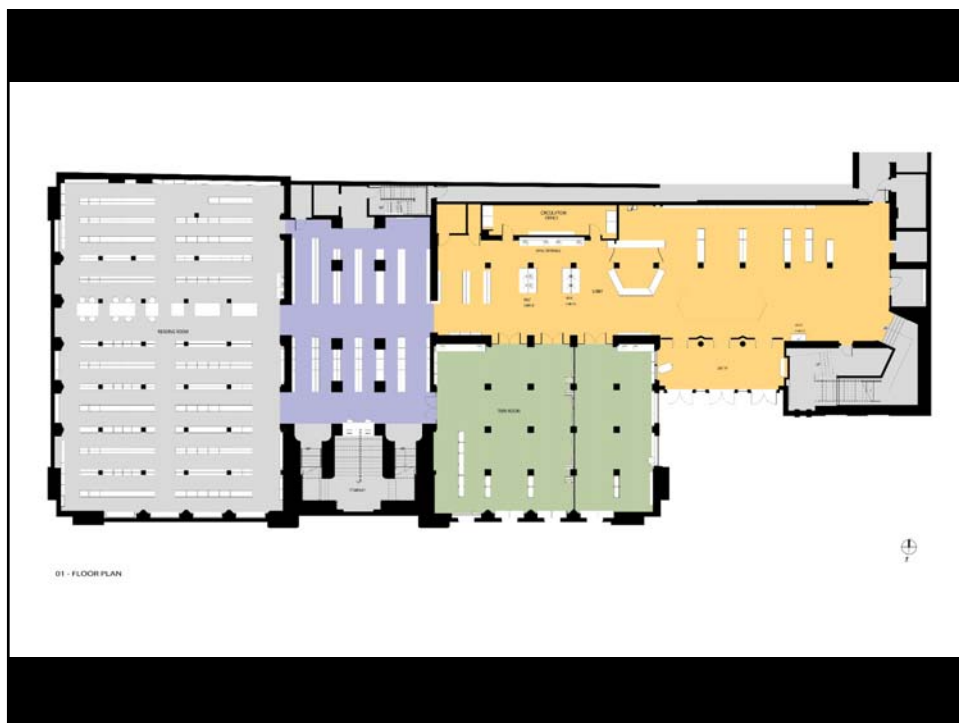
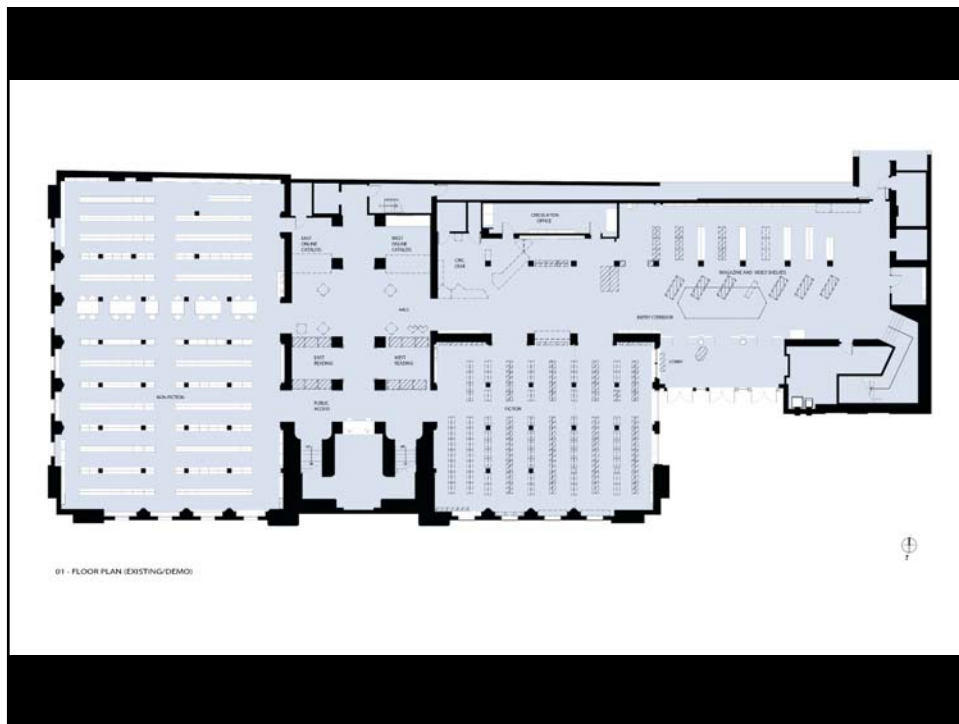
Jeff Scott, Director of Library Services, acting as secretary to BOLT

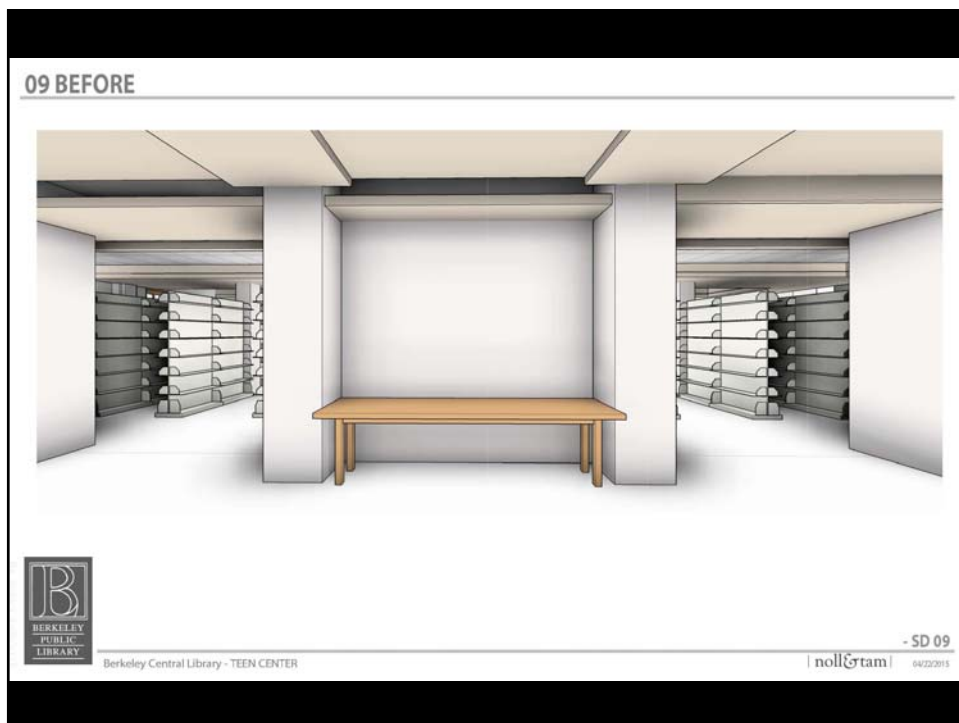
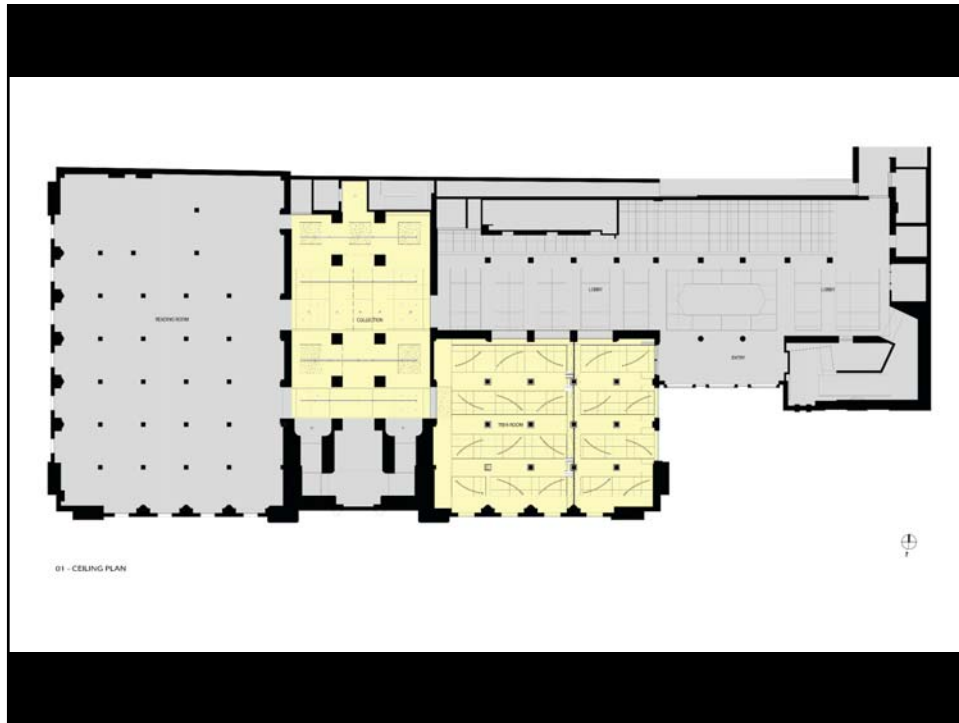
COMMUNICATIONS:

1. Central Library Renovations presentation by Noll & Tam.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS: none







10 AFTER

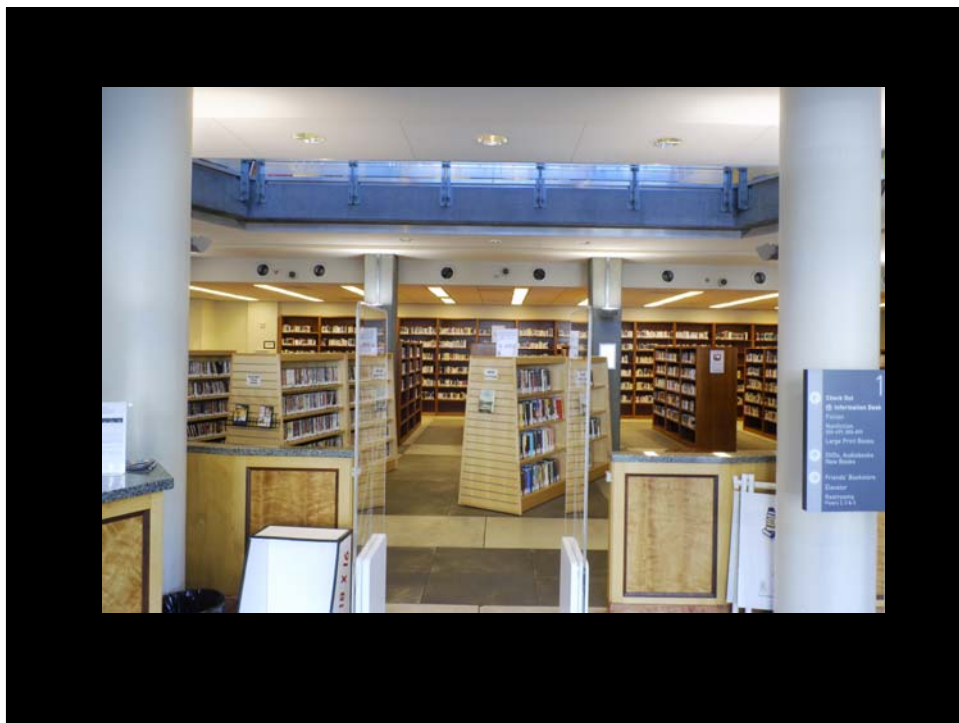


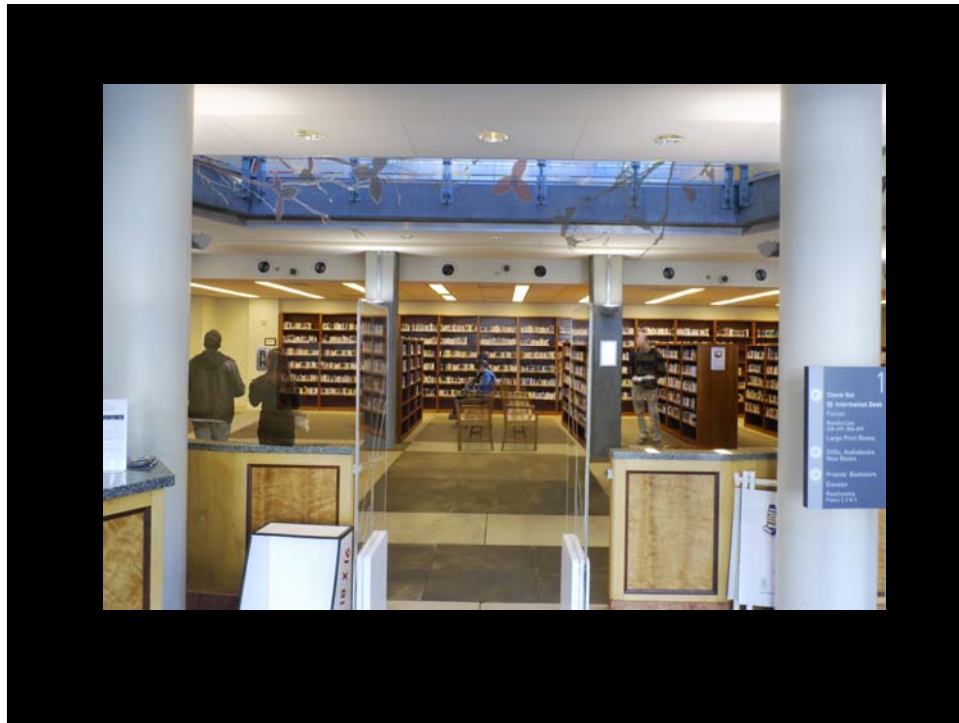
Berkeley Central Library - TEEN CENTER

- SD 10

| noll&rtam | 04/22/2015

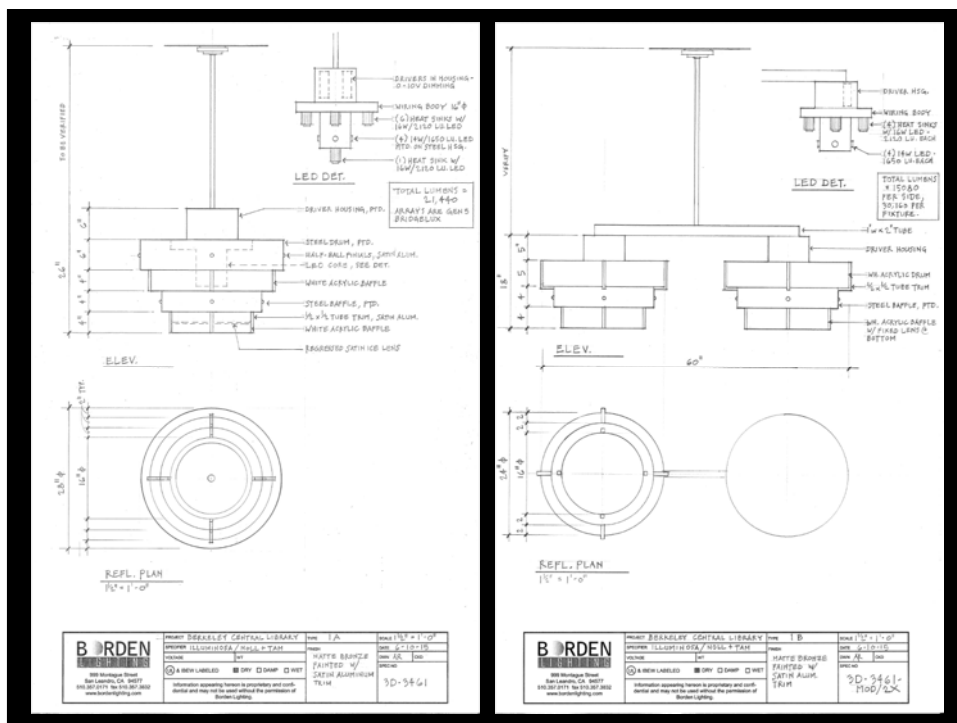
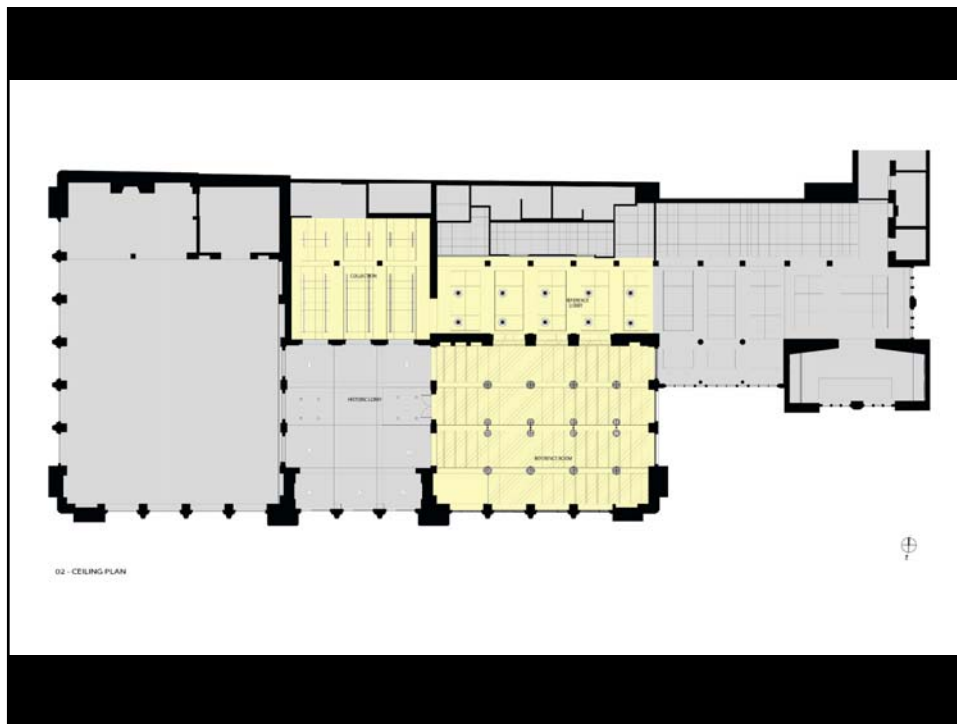


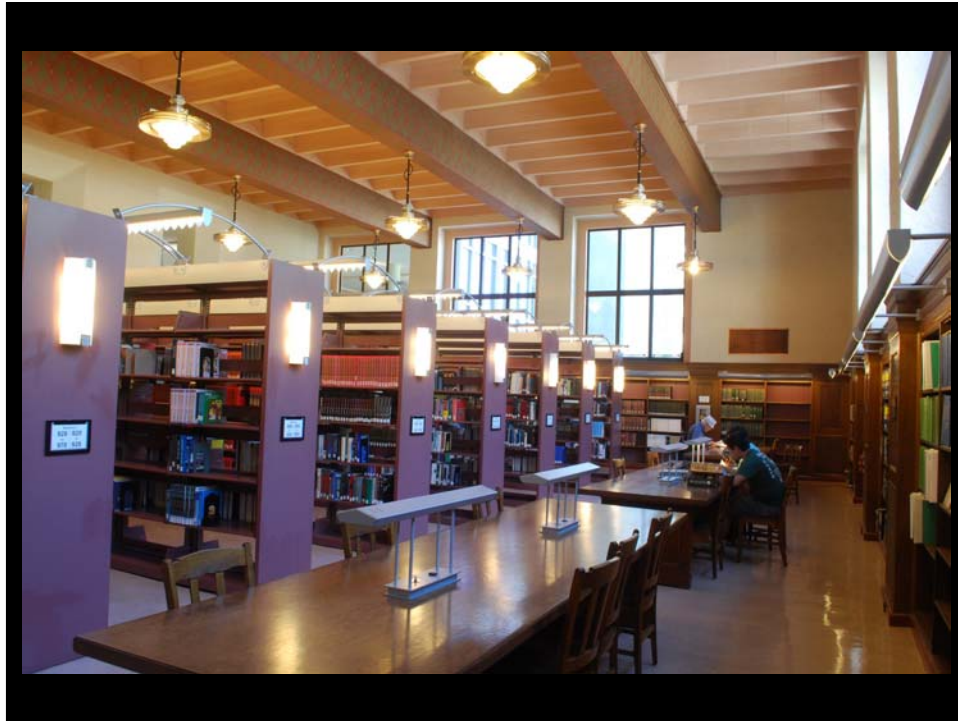




Second
Floor
Scope







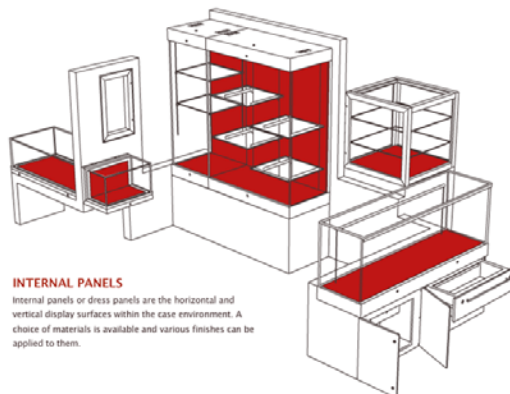
Opportunities for Art

ANATOMY OF A SHOWCASE

A SHOWCASE IS A COMPLEX MACHINE. USE THIS GUIDE TO HELP YOU UNDERSTAND WHAT ALL THE BITS DO.

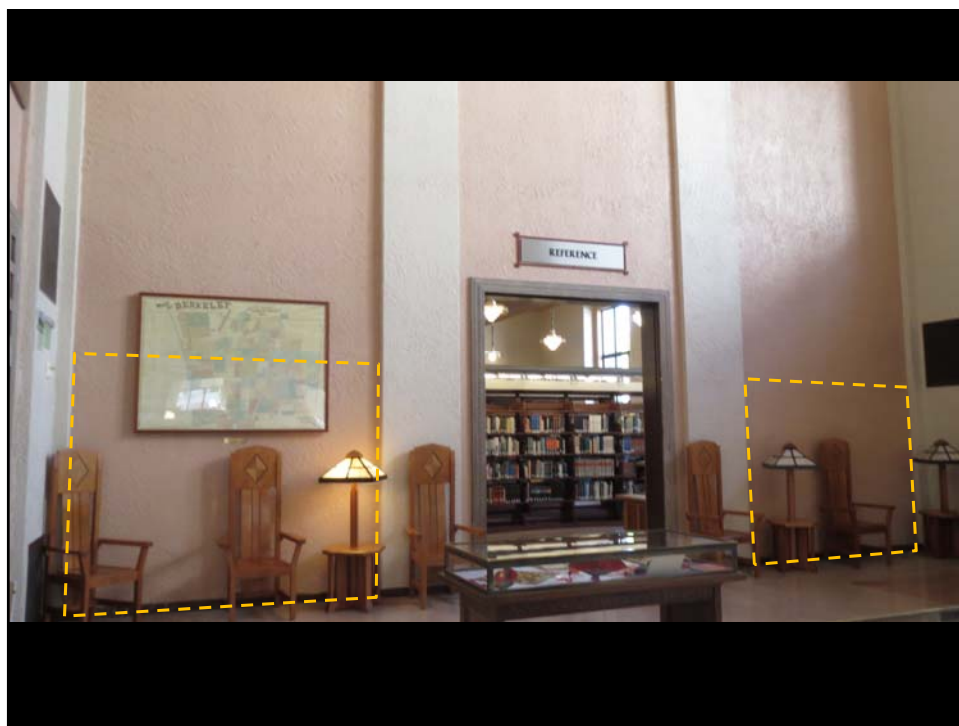
CLICKNETHERFIELD

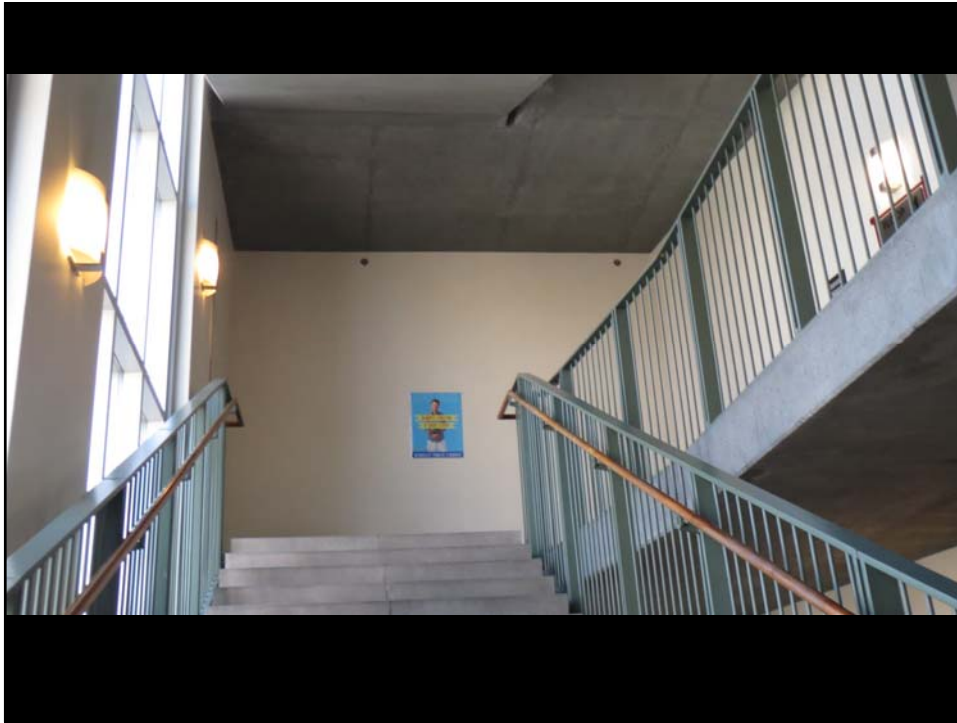
Internal panels
Multi-bay
Locks
Soffit
Structural panels
Baseboard
Glass joints
Shelving
Lighting
Access
Security
System channels
Frameless/all-glass
Sealing
Wall mounted
Plinth
Environmental control



INTERNAL PANELS

Internal panels or dress panels are the horizontal and vertical display surfaces within the case environment. A choice of materials is available and various finishes can be applied to them.





Collections





Questions

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, August 26, 2015, 6:30 PM

CENTRAL LIBRARY – 2090 KITTREDGE STREET

Board of Library Trustees:
Chair Abigail Franklin Winston Burton
Vice Chair Julie Holcomb Darryl Moore
Jim Novosel

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: 6:34 P.M.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None

Also Present: Jeff Scott, Director of Library Services; Eve Franklin, Administrative Secretary.

B. Public Comments: 36 speakers.

II. CLOSED SESSION

A. Public Employee Performance Evaluation (Pursuant to Government Code Section 54957)
Title of position being evaluated: Director of Library Services

III. OPEN SESSION

A. Public Reports of actions taken pursuant to Government Code section 54957.1.

No action taken.

B. Appoint a subcommittee to review and oversee the process for the performance evaluation of the Director of Library Services, and conduct any follow up, as needed.

No action taken.

IV. ADJOURNMENT

Adjourned at 9:30 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of August 26, 2015 as approved by the Board of Library Trustees

//s// _____

Jeff Scott, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: None

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

SEIU

1. Letter to Jeff Scott, dated August 24, 2015 from José Martinez, Field Representative SEIU Local 1021 Constitutional Rights of SEIU Members at the Berkeley Public Library
2. Letter to BOLT from Debbie Carton.

III, item B

3. Letter to BOLT dated August 26, 2015 from Tom Dufour

Collection Development / Weeding

4. Letter to BOLT dated August 26, 2015 signed by 22 staff and 13 anonymous signers.
5. Moveon.Org Petition dated August 26, 2015
6. Letter regarding collection Maintenance

Library Director

7. Lynn Murdock Letter



ACTION CALENDAR

September 09, 2015

TO: Board of Library Trustees

FROM: Sarah Dentan

SUBJECT: DIRECTOR RECRUITMENT PROCESS

RECOMMENDATION

Adopt a resolution referring to July Cole, Associate Human Resources Analyst, to develop a recruitment process for Interim Director of Library Services and a recruitment process for Director of Library Services, and to report back to the Board of Library Trustees at the next meeting.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

Jeff Scott resigned as Director of Library Services effective September 8, 2015.

On Monday, August 31, 2015 the Board of Library Trustees appointed Sarah Dentan as the Acting Director of Library Services.

BACKGROUND

It has been the Board of Library Trustee's practice to conduct library hiring and promotional examinations pursuant to the city of Berkeley's personnel rules and regulations

We recommend that July Cole, Associate Human Resources Analyst, develop a recruitment process for Interim Director of Library Services and a recruitment process for Director of Library Services, and to report back to the Board of Library Trustees at the next meeting.

Attachments

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: R15-___

DIRECTOR OF LIBRARY SERVICES RECRUITMENT PROCESS

WHEREAS, the Board of Library Trustees is vested under the City Charter with the authority to hire all officers and employees of the Library; and

WHEREAS, Jeff Scott resigned his position as Director of Library Services effective September 8, 2015; and

WHEREAS, Sarah Dentan has been named Acting Director of Library Services; and

WHEREAS, it has been the Board's practice to conduct library hiring and promotional examinations pursuant to the city's personnel rules and regulations; and

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby adopts a resolution referring to July Cole, Associate Human Resources Analyst, to develop a recruitment process for Interim Director of Library Services and a recruitment process for Director of Library Services, and to report back to the Board of Library Trustees at the next meeting.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Sarah Dentan, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees

BOARD OF LIBRARY TRUSTEES

IV Action Calendar Item B

RESOLUTION NO.: R15-___

APPOINTMENT COMMUNITY MEMBERS TO THE LIBRARY SIGNAGE SUBCOMMITTEE

WHEREAS, at the May 7th Special Meeting, BOLT voted unanimously to amend the Library Naming Policy and rename the South Branch Library after Tarea Hall-Pittman. Furthermore, BOLT voted to establish a Signage Subcommittee to determine how the new name shall be affixed to the library. In the new Library Naming Policy, a Subcommittee of two BOLT members, two library staff, and three community members; and

WHEREAS, the BOLT chair is empowered by the City of Berkeley Commission Manual to appoint a temporary subcommittee with the consent of the full board; and

BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley to empower the BOLT Chair to appoint three (3) Community Members to the Library Signage Subcommittee to decide on the new sign for the South/Tarea Hall Pittman branch library.

1 _____

2 _____

3 _____

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on September 9, 2015 by the following vote:

AYES:.

NOES:.

ABSENT:.

ABSTENTIONS:

Abigail Franklin, Chairperson

Sarah Dentan, Acting Director of Library Services
Serving as Secretary to the Board of Library Trustees



INFORMATION CALENDAR

September 9, 2015

TO: Board of Library Trustees

FROM: Alicia Abramson, Manager Library Information Technology

SUBJECT: LIBRARY TECHNOLOGY 3-YEAR STRATEGIC PLAN

INTRODUCTION

This report provides an update on the progress towards creating a 3-year Library Technology Strategic plan for the period of FY2016 through FY2018.

FISCAL IMPACT

This report has no fiscal impacts.

BACKGROUND

On May 15, 2015, in Resolution R15-107, the Board of Library Trustees (BOLT) approved the Berkeley Public Library's 3-year Strategic Plan.

In the Library Strategic Plan, the Library Information Technology Division was tasked with drafting a 3-year Library Technology Strategic Plan that includes improving public access technology, staff technology resources and training, and the development of a staff-training program to help staff learn new devices, software and applications by October 2015.

CURRENT SITUATION AND ITS EFFECTS

Prior to the adoption of the Library Strategic Plan, a number activities towards developing a 3-Year Library Technology Strategic plan had been undertaken in the Fall of 2104, including:

1. participating in two surveys that measure public access technology services provided by public libraries across the country in order to develop benchmarks at the national level: the Urban Library Council's *Library Edge Survey* and the Institute of Museum and Library Studies' *Digital Inclusion Survey* (completed in November 2014) and
2. contracting with the Corporation of Educational Network Initiatives in California (CENIC) to implement 1 Gigabit, High Speed Internet access for the Library (currently in process) and
3. reviewing public input gathered through both face-to-face interviews with community leaders and focus groups

Subsequent to the approval of the Library Strategic Plan, the following efforts have been underway as part of the Library Technology Strategic Planning process:

1. In June 2015 a Library Staff Technology Planning Advisory Committee was formed. Members of the Committee are: Alicia Abramson (Library Information Technology), Anwan Baker (Adult Services), Marcus Bell (Library Information Technology), Dan Beringhele (Adult Services), Bill Kolb (Branch Services) and Rosie Merlin (Collection Development).
2. In June and July 2015 members of the Library Staff Technology Advisory Committee reached out to other peer libraries to gather information on various public access technology initiatives.
3. The Manager of Library Information Technology conducted an environmental scan of trends in Library public access technology initiatives.
4. Throughout the spring of 2015, the staff of the Library Information Technology Division evaluated the Library's current technology infrastructure, public and staff technology resources maintained and supported by the Library IT Division and identified essential existing systems upgrades and brainstormed on potential new initiatives based on the staff's experience "on the ground".
5. In July 2015, a public survey was conducted using the University of Washington's *Impact Survey* tool; to ask patrons "about how they use library technology services like public computers, wireless networks, online resources, and digital literacy training, and [to] help gather information about how to improve those services to enable better patron outcomes." (Library Impact Survey: <http://www.libraryimpact.org/benefits>, accessed on September 2, 2015). The survey received 1,066 responses.
6. In August 2015, the Technology Advisory Committee developed and conducted a staff technology survey seeking to better understand Library staff's use of different technologies, staff interest in various training opportunities and staff priorities for technology improvements for the next three years. At the time of this writing, 61 staff survey responses have been received.

FURTHER ACTION

The Technology Advisory Committee is now working on reviewing and synthesizing all of the information and public and staff input gathered in order to draft a 3-year Library Technology Strategic Plan, to be submitted to the Board of Library Trustees for review at the October 14, 2015 meeting.

Attachments: None