

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, July 10, 2013, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Winston Burton	Darryl Moore
Vice Chair Abigail Franklin	Julie Holcomb
	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_the_library/bolt/bolt.php

A. Call to Order: 6:38 P.M.

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

Absent: Trustee Moore.

Also Present: Donna Corbeil, Director of Library Services; Douglas Smith, Deputy Director; Alicia Abramson, Manager Information Services; Megan McArdle, Manager for Collections, Adult and Teen Services; Jenifer Shurson, Assoc. Human Resources Analyst; Eve Franklin, Administrative Secretary.

B. Public Comments: None.

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

1. Andrea Mullarkey – spoke regarding Technical Services Workflow and Shelf Ready.

D. Report from Board of Library Trustees:

1. Trustee Franklin – Attended ALA Annual Conference in Chicago, the variety of programs was terrific.
2. Trustee Holcomb – Attended ALA Annual Conference. Learned that our teen librarian Jack Baur is known among librarians for his teen work. Recently used the Tool Lending Library for the first time, the staff were really helpful.

II. PRESENTATION CALENDAR

A. Technical Services Workflow / Shelf Ready

Alicia Abramson, Manager Information Services and Jenifer Shurson, Assoc. HR Analyst provided a presentation (Attachment #1.)

III. CONSENT CALENDAR

Action: M/S/C (Trustee Holcomb / Trustee Franklin to to adopt Resolution # R13-041 to adopt the Consent Calendar as presented.

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

Abstentions: None.

A. Approve minutes of June 12, 2013 Regular Meeting

From: Director of Library Services

Recommendation: Approve the minutes of the June 12, 2013 regular meeting as presented.

Financial Implications: None.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-042.

B. Accept Gift Funds from the Berkeley Public Library Foundation in the Amount of \$200,000 Constituting Payment toward the Foundation's Branch Library Capital Campaign Pledge

From: Director of Library Services

Recommendation: Adopt a resolution authorizing the acceptance and allocation of gift funds from the Berkeley Public Library Foundation constituting payment toward the Foundation's Branch Library Capital Campaign pledge.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-043.

C. Fiscal Year 2013 Annual Gift Report

From: Director of Library Services

Recommendation: Adopt a resolution to approve the annual report to the Berkeley City Council of gifts received in FY 2013 as required by CC Resolution No. 65,444-N.S.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-044.

D. Purchase Authorization in Excess of Director of Library Services' Granted Authority for FY 14

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into FY 2014 purchase agreements and approve payments to the specified vendors projected to exceed the Director's delegated spending authority of \$50,000 for services and \$100,000 for goods, materials and equipment.

Financial Implications: see report.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R13-045.

E. Contract Amendment No. 8500 Bibliotheca ITG, LLC

From: Director of Library Services

Recommendation: Adopt a resolution to amend Contract No. 8500 with Bibliotheca ITG, LLC for the additional incremental amount of \$52,994 for the purchase of automated materials handling equipment and installation at the Central Library for an amount not to exceed \$900,000.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: Adopted Resolution # R13-045.

F. Salary Increase for the Director of Library Services

From: Julie Holcomb and Abigail Franklin, Trustees

Recommendation: Adopt the resolution approving a \$.831 per hour merit salary increase, effective July 13, 2013, for the Director of Library Services based on the personnel evaluation conducted on May 29, 2013.

Financial Implications: see report.

Contact: Julie Holcomb and Abigail Franklin, Trustees

Action: Adopted Resolution # R13-046.

IV. ACTION CALENDAR

A. Collections Disaster Recovery Plan

Megan McArdle, Manager for Collections, Adult and Teen Services provided a presentation (attachment #2)

From: Manager for Collections, Adult and Teen Services

Recommendation: Adopt a resolution to approve the Library Disaster Plan as presented.

Financial Implications: see report.

Contact: Megan McArdle, Manager for Collections, Adult and Teen Services

Action: M/S/C (Trustee Holcomb / Franklin to adopt Resolution # R13-047.

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

Abstentions: None.

Trustee Novosel left at 7:33 P.M.

B. Library Work Plan FY 2014

From: Director of Library Services

Recommendation: Adopt a resolution to approve the Library Work Plan for the biennial budget period, FY 2014 and 2015.

Financial Implications: see report.

Contact: Donna Corbeil, Director of Library Services

Action: M/S/C (Trustee Franklin / Trustee Holcomb to adopt Resolution # R13-048.

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

Abstentions: None.

V. INFORMATION REPORTS

A. July 2013 Monthly Report from Library Director

Director Corbeil announced Deputy Director Douglas Smith's resignation.

From: Director of Library Services

Contact: Donna Corbeil, Library Director

Action: Received.

B. Strategic Plan Update

From: Deputy Director of Library Services

Contact: Douglas Smith, Deputy Director of Library Services

Action: Received.

C. Public Access Technology

From: Deputy Director of Library Services
Contact: Douglas Smith, Deputy Director of Library Services
Action: Received.

D. Communication Plan Update

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: Received.

E. Library events

From: Director of Library Services
Contact: Donna Corbeil, Library Director
Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, September 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- Children's Services Presentation

VII. ADJOURNMENT

Adjourned at 7:53 P.M.

This is to certify that the foregoing is a true and correct copy of the minutes of the regular meeting of July 10, 2013 as approved by the Board of Library Trustees

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Donna Corbeil, Director of Library Services, acting as secretary to BOLT

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Technical Services Workflow / Shelf Ready Presentation
2. Collections Disaster Recovery Plan