MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES REGULAR MEETING
Wednesday, November 13, 2013, 6:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:
Chair Winston Burton
Vice Chair Abigail Franklin
Darryl Moore
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: 6:30 P.M.

   Present: Trustees Burton, Franklin, Holcomb Moore and Novosel.
   Absent:  None.
   Also Present: Donna Corbeil, Director of Library Services; Alicia Abramson, Information Technology Manager; Dennis Dang, Administrative and Fiscal Services Manager Sarah Dentan, Children’s and Neighborhood Services Manager; Eve Franklin, Administrative Secretary; Jenifer Shurson, Assoc. Human Resources Analyst.

B. Public Comments:

   2. Dayna Holz – Spoke regarding an upcoming Art & Music program called Mining the Library in which Bay Area DJs will select music from the library’s collection to play in the Community Meeting Room at Central Library on November 19 at 6:30 PM, December 10 at 6:30 PM and January 12 at 2:00 PM.

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

   1. Andrea Mullarkey – spoke regarding staff concerns that allowing holds to be placed on magazines might have a significant impact on work.

D. Report from Board of Library Trustees:

   1. Trustee Julie Holcomb – Very excited about upcoming lecture on Friday.

II. Presentations

   A. Library Website Design Update - Alicia Abramson, Information Technology Manager, provided a presentation (Attachment 1.)

   B. Branch Hours Expansion Implementation - Sarah Dentan, Children’s and Neighborhood Services Manager, provided a presentation (Attachment 2.)

III. CONSENT CALENDAR

   Item C was held for discussion.
Action: M/S/C Trustee Moore / Trustee Franklin to adopt Resolution # R13-064 to adopt the Consent Calendar

A. Approve minutes of September 16, 2013 Special Closed Session Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the September 16, 2013 Special Closed Session Meeting as amended.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-065.

B. Approve minutes of October 9, 2013 Regular Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the October 9, 2013 regular meeting as presented.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: Adopted Resolution # R13-066.

C. 2014 Meeting Schedule for the Board of Library Trustees

Board discussion.

From: Director of Library Services
Recommendation: Adopt a resolution approving the dates, times and locations for the 2014 regular meeting schedule for the Board of Library Trustees.
Financial Implications: None.
Contact: Donna Corbeil, Director of Library Services
Action: M/S/C Trustee Holcomb / Trustee Franklin to adopt Resolution # R13-067 as revised.

D. Library Circulation Policy Revisions

From: Circulation Services Manager
Recommendation: Adopt a resolution authorizing changes to the loan periods and renewal rates in the library circulation policy effective December 1, 2013 to: allow requests to be placed on periodicals; set the DVD/VHS/VCD circulation period at 21 days; and set the renewal rate at two for media (DVD/VHS/VCD, Music CDs) and magazines.
Financial Implications: None.
Contact: Jay Dickinson, Circulation Services Manager
Action: Adopted Resolution # R13-068.
E. **Amendment: Contract No. 9200 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 for the procurement of furniture and associated delivery, temporary storage, and installation services for staff and public area chairs, work stations and other related furniture as needed at the Central library for a revised contracted value not-to-exceed $290,000.  
   Financial Implications: see report.  
   Contact: Donna Corbeil, Director of Library Services  
   Action: Adopted Resolution # R13-069.

F. **Open all Libraries One Hour Later, at 11:00 a.m. on November 15, 2013.**

   From: Human Resources Analyst  
   Recommendation: Adopt a resolution approving that the Central Library and Branches open one hour late at 11:00 a.m. to allow staff time to attend a special all-staff meeting on November 15, 2013.  
   Financial Implications: None.  
   Contact: Jenifer Shurson, Human Resources Analyst  
   Action: Adopted Resolution # R13-070.

G. **Study Room Use Policy**

   From: Neighborhood & Children’s Services Manager  
   Recommendation: Adopt a resolution to approve the Study Room Use Policy as presented effective December 1, 2013.  
   Financial Implications: None.  
   Contact: Sarah Dentan, Neighborhood & Children’s Services Manager  
   Action: Adopted Resolution # R13-071.

H. **Reappointment of Trustee Abigail Franklin**

   From: Director of Library Services  
   Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Abigail Franklin to serve a second four-year term commencing January 2, 2014.  
   Financial Implications: None.  
   Contact: Donna Corbeil, Director of Library Services  
   Action: Adopted Resolution # R13-072.

IV. **ACTION CALENDAR**

A. **Board Of Library Trustees’ Officer Elections**

   From: Director of Library Services  
   Recommendation: Adopt a resolution to select Board Chairperson (Abigail Franklin) and Vice-Chairperson (Julie Holcomb) for a one-year term.  
   Financial Implications: None.  
   Contact: Donna Corbeil, Director of Library Services  
   Action: M/S/C (Trustee Burton / Trustee Moore to select Abigail Franklin as Chairperson.  
   M/S/C (Trustee Franklin / Trustee Moore to select Julie Holcomb as Vice Chairperson.  
   Adopt Resolution # R13-073  
   Vote: Ayes: Trustees Burton Franklin, Holcomb Moore and Novosel.  
   Noes: None.  
   Absent: None.  
   Abstentions: None.
V. INFORMATION REPORTS

A. November 2013 Monthly Branch Improvement Report
   Director Corbeil welcomed Deputy Director Suzanne Olawski. The West Branch Grand Reopening is scheduled for Saturday, December 14.

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

B. South Branch Library Naming Request
   From: Director of Library Services  
   Contact: Donna Corbeil, Library Director  
   Action: Received.

C. FY 2013: 1st Quarter Budget Report
   From: Administrative Services Manager  
   Contact: Dennis Dang, Administrative Services Manager  
   Action: Received.

D. 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 6:00 PM on Wednesday, December 11, 2013 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:
- Author’s Dinner
- Berkeley Public Library Foundation
- Tool Lending Library

VII. ADJOURNMENT

Adjourned at 7:41 P.M.

COMMUNICATIONS: none.

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Library Website Design Update
2. Branch Hours Expansion Implementation.