



# BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

SPECIAL MEETING  
October 8, 2014

AGENDA  
6:00 PM

SOUTH BRANCH  
1901 RUSSELL STREET  
Community Meeting Room

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

**I. PRELIMINARY MATTERS**

- A. Call to Order
- B. Public Comment Limited to Items on the Agenda\*

**II. ACTION CALENDAR**

- A. **Appointment of Director of Library Services**  
Recommendation: Adopt a Resolution confirming the appointment of Jeff Scott to be Director of Library Services for the Berkeley Public Library effective November 9, 2014 at an annual salary of \$170,000.

**III. ADJOURNMENT**

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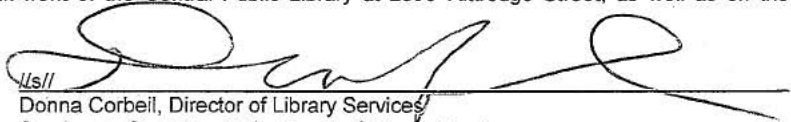
Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

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 October 6, 2014.

  
 /s/ Donna Corbeil, Director of Library Services  
 Serving as Secretary to the Board of Library Trustees

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

### COMMUNICATIONS

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.

\* Public Comments - speakers allowed 3 minutes each





**ACTION CALENDAR**

October 8, 2014

**TO:** Board of Library Trustees  
**FROM:** Abigail Franklin, Chairperson, Board of Library Trustees  
**SUBJECT:** APPOINTMENT OF DIRECTOR OF LIBRARY SERVICES

**RECOMMENDATION**

Adopt a Resolution confirming the appointment of Jeff Scott to be Director of Library Services for the Berkeley Public Library effective November 9, 2014 at an annual salary of \$170,000.

**FISCAL IMPACT**

None.

**BACKGROUND**

Following the announcement of the retirement of the incumbent Director of Library Services, Donna Corbeil, the Library board at a special meeting on May 20, 2014, adopted Resolution # R14-031 approving the process for recruitment and selection of a new Director of Library Services; and approved the formation of a two-member subcommittee, consisting of Trustees Franklin and Holcomb, to work with city staff on the process and to periodically report to the board. The Library engaged the executive recruitment firm of Bradbury Associates / Gossage Sager Associates to assist in the recruitment portion of the process to ensure a robust pool of candidates; the firm assisted in reference checks as requested.

Subsequently, at the regular board meeting of June 11, 2014, a presentation was made by Associate Human Resources Analyst, Jenifer Shurson, whom reviewed the process with the board; and at the July 23, 2014 meeting, Ms. Shurson made a presentation outlining the timeline and giving a status update on the recruitment process. The board engaged the community and staff in a comprehensive selection process. Special board meetings for the purpose of interviewing and discussing candidates were held on: August 14, August 18, August 28, September 3, September 12 and September 25.

**RATIONALE FOR RECOMMENDATION**

The Board of Library Trustees is empowered by Berkeley Municipal Code, Chapter 3.04 - Board of Library Trustees, Section 3.04.090 powers and duties, to by a majority vote of all its members:

*To appoint officers and employees of the Library, either full-time or part-time, as may be necessary to adequately conduct the business of the library; said employees and officers to hold office at the pleasure of the board, to fix the salaries and wages thereof within the salary ranges established by resolution of the City Council, and to prescribe the duties and powers of such officers and employees.*

Subsequent negotiations with the selected candidate were conducted by Abigail Franklin, Chair, Board of Library Trustees as city negotiator. The conditions of employment, salary and benefits agreed to by all parties are within the established range for the classification, and those allowed for unrepresented employees.

ALTERNATIVE ACTIONS CONSIDERED:

None, the successful and efficient operations of the library are best served by the timely appointment of a Director of Library Services to fulfill the executive level duties of the department.

CONTACT PERSON

Abigail Franklin, Board of Library Trustees, 981-6195

Attachments:

1. Resolution

**BOARD OF LIBRARY TRUSTEES**

**RESOLUTION NO.: R14-0\_\_**

Attachment 1

**APPOINT DIRECTOR OF LIBRARY SERVICES**

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, the current incumbent serving as Director of Library Services has notified the Board of her intent to retire effective October 3, 2014; 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

WHEREAS, past selection processes at the executive level in the library have utilized the professional services of a professional recruiter to ensure a pool of well-qualified candidates, the firm of Bradbury Associates has been retained to assist the board and staff; and

WHEREAS, the Library board at a special meeting on May 20, 2014, adopted Resolution # R14-031 approving the process for recruitment and selection of a new Director of Library Services, and approved the formation of a two-member subcommittee, consisting of Trustees Franklin and Holcomb to work with city staff on the process and to periodically report to the board; and

WHEREAS, a brochure and extensive advertisement took place during the open recruitment process period of May 27 and July 27, 2014; and

WHEREAS, the Board of Library Trustees as a body represented the final selection panel at special meetings of the board on August 14, 18 and 28 and on September 3, 12 and 25, 2014, whereby in closed session the Trustees interviewed qualified candidates; and

WHEREAS, Trustee Franklin, appointed by the board as City Negotiator for the current recruitment of Director of Library Services has successfully completed negotiations with the preferred candidates.

NOW, THEREFORE BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley hereby appoints Jeff Scott, as the Director of Library Services, effective November 9, 2014 at an annual salary of \$170,000. In addition, the Director of Library Services shall receive such employee benefits as are payable to regular at-will employees pursuant to the City's Unrepresented Employee Manual.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a special meeting held on October 8, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

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Abigail Franklin, Chairperson

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Suzanne Olawski, Interim Director of Library Services  
Serving as Secretary to the Board of Library Trustees