



**BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

REGULAR MEETING

AGENDA

LOCATION

Wednesday, June 5, 2024

6:30 PM

North Branch
1170 The Alameda

Commission Members:

Amy Roth, President; Sophie Hahn, Vice President; Tanir Ami; Beverly Greene, John Selawsky

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. Land Acknowledgement Subcommittee Staff Report – Dan Beringhele, Supervising Librarian; Ilan Eyman, IT Librarian; Kelsey Ockert, Librarian; Kristina Uchida-Rattler, Library Specialist II; Aimee Reeder, Communications Analyst

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. Contract: Imperial County Office of Education for Advanced Network Data Services

From: Alicia Abramson, Manager, Library Information Technology

Recommendation: Adopt a resolution authorizing the Director of Library Services to execute a novation of contract No. 104330-2 from CTC Technology & Energy (CTC) to Imperial County Office of Education (ICOE), transferring all duties and responsibilities accordingly, for the provision, installation, and maintenance of Advanced Network Data Services in an amount not to exceed \$107,305 for the period from March 20, 2024 through June 30, 2024 with automatic renewals subject to cancellation by notice of either party.

IV. ACTION CALENDAR

A. Appointment of Trustee

From: Tess Mayer, Director of Library Services

Recommendation: Recommendation to City Council on appointment of Trustee to serve a four-year term to fill vacancy left by the ending of Trustee Selawsky's second term.

V. INFORMATION REPORTS

All items for discussion only and no final action.

A. 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.

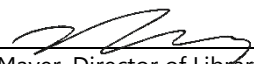
COMMUNICATION ACCESS INFORMATION:



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 ###.

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

**Communications:**



**CONSENT CALENDAR**

June 5, 2024

To: Board of Library Trustees  
From: Alicia Abramson, Manager, Library Information Technology  
Subject: CONTRACT: IMPERIAL COUNTY OFFICE OF EDUCATION FOR ADVANCED NETWORK DATA SERVICES

**RECOMMENDATION**

Adopt a resolution authorizing the Director of Library Services to execute a novation of contract No. 104330-2 from CTC Technology & Energy (CTC) to Imperial County Office of Education (ICOE), transferring all duties and responsibilities accordingly, for the provision, installation, and maintenance of Advanced Network Data Services in an amount not to exceed \$107,305 for the period from March 20, 2024 through June 30, 2024 with automatic renewals subject to cancellation by notice of either party.

**FISCAL IMPACTS OF RECOMMENDATION**

As an essential operational expense, funding for Advanced Network Data Services is allocated annually from the Library Tax Fund to the Library Information Technology Division's budget code: **101-22-241-271-0000-000-463-632100.**

**CURRENT SITUATION AND ITS EFFECTS**

In the fall of 2023, CTC elected to terminate its contract with the California State Library to serve as Statewide Broadband Aggregator for the California State Library's Broadband Services Project and its duties and obligations thereunder. Subsequently, on October 31, 2023, CTC notified the Director of Library Services by letter that it was terminating its Agreement with the Berkeley Public Library for the provision of Advanced Network Data Services as of December 31, 2023.

On January 26, 2024, the California State Library announced that it had designated ICOE as the new Statewide Broadband Access Aggregator for the California State Broadband Services Project, assuming the duties and responsibilities previously assigned to CTC, beginning January 1, 2024.

The termination of CTC's contract effectively left the Berkeley Public Library without an official Aggregator provider, though the California State Library continued the service to all effected California Libraries. The Library has been continuing to receive Advanced Network Data Services (CENIC High-Speed Broadband/Internet) despite not having yet executed this novation agreement, so time is of the essence.

**BACKGROUND**

On February 11, 2015 by BOLT resolution 15-084, the Board of Library Trustees authorized the Director of Library Services, to execute Contract No. 9883 with Califa, a California Public Benefits Corporation, for the provision, installation, and maintenance of high-speed data circuits connected to the Corporation for Education Network Initiatives in California's ("CENIC") California Research and Education Network ("CalREN"), in an amount not to exceed \$200,000 for the projected time period from Spring 2015 through June 30, 2017.

On May 2, 2018, by BOLT resolution R18-021, the Board of Library Trustees authorized the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$400,000 for support and maintenance of the Library's high-speed, 1 Gigabit per second (Gbps) internet connection, and to extend the term of the Contract to June 30, 2020, with automatic renewals subject to cancellation by either party at least 60 days in advance of June 30 of each renewal period.

On June 5, 2019 by BOLT resolution R19-027, the Board of Library Trustees authorized the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$536,676 to upgrade the 1 Gbps connection to a 10 Gbps connection and to continue providing support and maintenance of the Library's high-speed internet connection.

On May 28, 2020, the Acting Director of Library Services notified Califa by letter that the term of contract No. 104330-1 (formerly No. 9883) was extended from June 30, 2020 to June 30, 2024.

On of May 1, 2022, the role Califa played as administrator of the California State Library's High-Speed Broadband in California Libraries program was taken over by CTC Technology & Energy ("CTC") after the State Library selected CTC through a competitive process at the end of 2021.

On June 24, 2022, the Library executed a novation of contract No. 104330-1 from CALIFA to CTC Technology & Energy (CTC) to Imperial County Office of Education (ICOE), transferring all duties and responsibilities accordingly, for the provision, installation, and maintenance of advanced network data services for a contract amount of \$60,253 for the period from June 24, 2022 through June 30, 2024.

#### RATIONALE FOR RECOMMENDATION

The California State Library's High-Speed Broadband in California Libraries program is an essential program for public libraries in the state, offering deeply discounted costs for high-speed internet circuits. If the Library opted out of this program and went on the open market for high-speed internet service it is unlikely that the Library could obtain the discounts that a group purchasing instrument available through ICOE can realize.

#### ALTERNATIVE ACTIONS CONSIDERED

None.

#### CONTACT PERSON

Alicia Abramson, Manager, Library Information Technology, 510-981-6195.

Attachments:

1: Resolution

**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R24-079**

**CONTRACT: IMPERIAL COUNTY OFFICE OF EDUCATION FOR ADVANCED NETWORK DATA SERVICES**

WHEREAS, On February 11, 2015 by BOLT resolution 15-084, the Board of Library Trustees authorized the Director of Library Services, to execute Contract No. 9883 with Califa, a California Public Benefits Corporation, for the provision, installation, and maintenance of high-speed data circuits connected to the Corporation for Education Network Initiatives in California's ("CENIC") California Research and Education Network ("CalREN"), in an amount not to exceed \$200,000 for the projected time period from Spring 2015 through June 30, 2017; and

WHEREAS, On May 2, 2018, by BOLT resolution R18-021, the Board of Library Trustees authorized the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$400,000 for support and maintenance of the Library's high-speed, 1 Gigabit per second (Gbps) internet connection, and to extend the term of the Contract to June 30, 2020, with automatic renewals subject to cancellation by either party at least 60 days in advance of June 30 of each renewal period; and

WHEREAS, On June 5, 2019 by BOLT resolution R19-027, the Board of Library Trustees authorized the Director of Library Services to execute an amendment to Contract No. 9883 with Califa to increase the contracted not-to-exceed amount to \$536,676 to upgrade the 1 Gbps connection to a 10 Gbps connection and to continue providing support and maintenance of the Library's high-speed internet connection; and

WHEREAS, On May 28, 2020, the Acting Director of Library Services notified Califa by letter that the term of contract No. 104330-1 (formerly No. 9883) was extended from June 30, 2020 to June 30, 2024; and

WHEREAS, On of May 1, 2022, the role Califa played as administrator of the California State Library's High-Speed Broadband in California Libraries program was taken over by CTC Technology & Energy ("CTC") after the State Library selected CTC through a competitive process at the end of 2021; and

WHEREAS, On June 24, 2022, the Library executed a novation of contract No. 104330-1 from CALIFA to CTC Technology & Energy (CTC) to Imperial County Office of Education (ICOE), transferring all duties and responsibilities accordingly, for the provision, installation, and maintenance of advanced network data services for a contract amount of \$60,253 for the period from June 24, 2022 through June 30, 2024; and

WHEREAS, In the fall of 2023, CTC elected to terminate its contract with the California State Library to serve as Statewide Broadband Aggregator for the California State Library's Broadband Services Project and its duties and obligations thereunder; and

WHEREAS, Subsequently, on October 31, 2023, CTC notified the Director of Library Services by letter that it was terminating its Agreement with the Berkeley Public Library for the provision of Advanced Network Data Services as of December 31, 2023; and

WHEREAS, On January 26, 2024, the California State Library announced that it had designated ICOE as the new Statewide Broadband Access Aggregator for the California State Broadband Services

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

Contract: Imperial County Office of Education for Advanced Network Data Services

Page 2

Project, assuming the duties and responsibilities previously assigned to CTC, beginning January 1, 2024; and

WHEREAS, the Library has been continuing to receive Advanced Network Data Services (CENIC High-Speed Broadband/Internet) despite not having yet executed this novation agreement, so time is of the essence.

NOW THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley that Adopt a resolution authorizing the Director of Library Services to execute a novation of contract No. 104330-2 from CTC Technology & Energy (CTC) to Imperial County Office of Education (ICOE) , transferring all duties and responsibilities accordingly, for the provision, installation, and maintenance of Advanced Network Data Services in an amount not to exceed \$107,305 for the period from March 20, 2024 through June 30, 2024 with automatic renewals subject to cancellation by notice of either party.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on June 5, 2024.

AYES: Trustees Ami, Greene, Hahn, Roth, and Selawsky  
NOES: None  
ABSENT: None  
ABSTENTIONS: None

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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**

June 5, 2024

To: Board of Library Trustees

From: Tess Mayer, Director of Library Services

Subject: Recommendation to City Council on appointment of Trustee to serve a four-year term to fill vacancy left by the ending of Trustee Selawsky's second term.

**INTRODUCTION**

With the end of Trustee Selawsky's term scheduled to occur in mid-May, the Board initiated the process to fill this vacancy in March. Under the revised Board of Library Trustees Vacancies Policy, the President of BOLT appointed an ad hoc trustee nominating sub-committee to initiate the process. The process has continued and candidate interviews were conducted on May 30, 2024.

**FISCAL IMPACT**

None.

**BACKGROUND**

Trustee Selawsky's term was scheduled to end on May 16, 2024. Although the City Council reserves the right to appoint and remove Library Trustees by a vote of five members of the Council, BOLT assists in the process by submitting a recommendation for appointment to the City Council for approval. The Board of Trustees Vacancies Policy most recently updated in December 2023 outlines the process for selecting a nominee for appointment.

**CURRENT SITUATION AND ITS EFFECTS**

President Amy Roth appointed the ad hoc nominating subcommittee at the regular March 6 BOLT meeting. The recruitment was originally open from March 18 to April 8. Committee members President Roth, Trustee Greene, and Secretary Mayer met on April 19 to review the applicant pool and discuss. They decided to reopen the recruitment for three more weeks, through Friday, May 10, in order to allow time for additional outreach to prospective candidates and ensure as diverse an applicant pool as possible. 24 total people applied: ten between March 18 and April 8, and another 14 between April 23 and May 10.

The committee met again on May 13 to review the applicant pool and to recommend to the Board five candidates to interview, per the Board of Library Trustees Vacancies Policy.

A special meeting was scheduled in May to allow for the Board to meet and establish the tax rate for the upcoming fiscal year. Candidate interviews were held on May 30, at the same meeting. Five people were scheduled to be interviewed.

At the June 5 regular BOLT meeting, the trustees will vote on which candidate they recommend for nomination to the City Council, following discussion.

The voting will proceed as follows, as enumerated in the Board of Library Trustees Vacancies Policy:

- 1) The President calls for nominations for the Trustee vacancy. Every Board member has the opportunity to share their nomination for the vacancy at this time, in the beginning of the process. No one is required to make a nomination.
- 2) A random voting order for each name is established.
- 3) Each Trustee receives one vote per round.
- 4) When each name is called, Trustees may vote yes, no, or abstain.
- 5) Any candidate that receives three votes will be the nominee for the BOLT vacancy that will be submitted to City Council.
- 6) The candidates that follow the candidate having received three votes will not be the nominee.
- 7) If no one receives a majority of the votes, the President will call for nominations for a second round.
- 8) A random voting order for each name will be established again.
- 9) The process will continue until a candidate receives a majority (three) of the votes.

The new Trustee's term is anticipated to begin in Fall of 2024.

**FURTHER ACTION**

BOLT's recommendation will be referred to City Council. A majority vote of all the members of the City Council is required to appoint a member to the board.

**CONTACT PERSON**

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

**Attachments:**

1. Resolution
2. Candidate list
3. BOLT Selection Criteria Summary
4. Board of Library Trustees Vacancies Policy updated 12/06/23



**BOARD OF LIBRARY TRUSTEES**  
**RESOLUTION NO: R24-080**

**RECOMMENDATION TO THE CITY COUNCIL OF THE CITY OF BERKELEY**  
**REGARDING THE PREFERRED CANDIDATE TO FILL THE TRUSTEE VACANCY**  
**ON THE BOARD OF LIBRARY TRUSTEES**

WHEREAS, Trustee Selawsky’s four-year term ended on May 16, 2024; and

WHEREAS, during the March 6, 2024 meeting of the Board of Library Trustees (BOLT), the Board instructed staff to begin solicitation for applications to fill the upcoming vacancy; and

WHEREAS, the Board of Library Trustees directed staff to issue a press release, advertise on website, at all library locations, in newsletter, and as an insert with City Councilmember communications to constituents; and

WHEREAS, the City Clerk’s Office of the City of Berkeley received 24 applications from interested parties; and

WHEREAS, the Board of Library Trustees interviewed 5 of the applicants during a special BOLT meeting on May 30, 2024; and

WHEREAS, the Board recommends Council set the conditions for this appointment as a 4-year term with the effective date of September 4, 2024; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Trustees of the City of Berkeley recommends to the City Council of the City of Berkeley that the preferred candidate XXXX be appointed to the Board of Library Trustees beginning September 4, 2024.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on June 5, 2024.

AYES: Trustees Ami, Greene, Hahn, Roth, and Selawsky  
NOES: None  
ABSENT: None  
ABSTENTIONS: None

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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



### Trustee Candidate List

| First     | Last       | Interview Date |
|-----------|------------|----------------|
| Deepti    | Doshi      | 05.30.2024     |
| Catherine | Dower      | 05.30.2024     |
| Mary      | Gilg       | 05.30.2024     |
| Oliver    | Haug       | 05.30.2024     |
| Priscilla | Villanueva | 05.30.2024     |



## **Board of Library Trustees, Selection Criteria Summary**

### **Desired Qualifications:**

- Candidates should be public library champions, passionate about lifelong learning and community engagement.
- A demonstrated commitment to equity, diversity and inclusion is essential.
- Candidates with executive leadership, technology, business, financial management and/or administrative skills are encouraged to apply.
- Candidates with leadership experiences in community-based, non-profit, or government agencies

### **General Qualifications**

- Demonstrated interest in and enthusiasm for the library
- Readiness to devote time and effort
- An open mind coupled with respect for the opinion of others and, a steadfast belief in intellectual freedom and privacy.
- Ability to plan creatively.
- Courage to withstand pressures and resist influences based on prejudice
- Ability to analyze the business and administrative procedures, and to be part of the accountability process to the public and provide oversight.
- Possession of common sense
- Reflects the diversity of the Berkeley community, including a diversity of experiences working in different sectors of the community as well as age, ethnicity, religion, gender identities, abilities, and sexual orientation
- Willing and able to work with management, staff and the union.

### **Practical background and/or direct experience in one or more of these areas is desirable:**

- Involvement in community organizations
- An understanding of local government operations, of public boards, and commissions; previous experience highly valued
- An interest in long-range planning
- Personal experience in one or more of these areas:
  - Education
  - Architecture/Construction Accounting/Finance Business
  - Personnel management Technology Law/Government
  - Humanities
  - The Arts
- Availability and openness to the public



**BERKELEY PUBLIC LIBRARY  
POLICIES**

**SUBJECT: Board of Library Trustees Vacancies  
Policy**

|                    |            |
|--------------------|------------|
| ORIGINAL DATE:     | 05/04/2022 |
| BOLT Resolution #: | R22-025    |
| REVISED DATE:      | 12/06/2023 |
| BOLT Resolution #: | R23-056    |
| PAGE:              | 1 of 3     |

**I. PURPOSE**

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.”

When a Board of Library Trustees (“BOLT”) vacancy has occurred or is planned to occur, the Board of Library Trustees can assist the City Council by facilitating a nomination process. This policy enumerates that process.

**II. POLICY**

- A. **Ad-hoc Trustee Nominating Sub-committee** - When a BOLT vacancy has occurred or is planned to occur, the President of BOLT will appoint an ad hoc trustee nominating sub-committee to identify candidates. The Library Director as Secretary to BOLT will assist the sub-committee.
- B. **Candidate Search Objectives** - The sub-committee’s purpose will be to ensure that nominations are inclusive and broadly represents the diverse perspectives of the community. The sub-committee will seek candidates with varied backgrounds, knowledge, abilities, expertise, and networks that can advance the Mission and Vision of the Library. The search objectives include finding candidates able to carry out the trustee role, functions, and duties, as described in the BOLT Bylaws.
- C. **Search Process** - The sub-committee will convene to take account of current BOLT needs and to schedule the process for its purposes. The process will include the creation and posting of a vacancy announcement, the application period, the review of candidates, the recommendation to BOLT, and action taken by BOLT.
- D. **Vacancy Announcement** - The sub-committee will write an announcement that BOLT is seeking interested parties, including the requirements thereof, the manner and form of applying, and the due date for submission of applications; the sub-committee, working with the Library Director and the City, and with the approval of BOLT, will advertise the call for interest.
- E. **Application Procedure** - For consideration, any applicant must be a resident of the City of Berkeley, California. Applicants must submit a resume and a supplemental statement of interest that addresses questions or topics enumerated by the ad hoc trustee nominating sub-committee.

- F. **Review of Candidates** - The sub-committee will review each application based on the applicant's submitted information. The purpose of the review is to identify nominees that meet the search objectives, will be able to carry out the duties and functions of the Trustee as stated in the Bylaws, will advance the Vision and Mission of the Library, and will be a resource for collaboration and partnerships on behalf of the Library.
- G. **Nominations** – The sub-committee will provide a summary of its process, evaluation, and recommendation of no more than five candidates to be interviewed by BOLT for action and furtherance to the Council. The vote on candidates for nomination will take place at the meeting following the meeting during which the candidates are interviewed. A recommendation from the ad hoc trustee nominating sub-committee or the full Board is not binding.

In the event that BOLT votes on multiple candidates, the voting will proceed as follows:


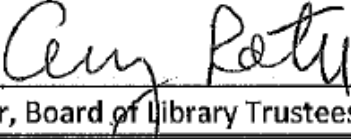
1. The President calls for nominations for the Trustee vacancy. Every Board member has the opportunity to share their nomination for the vacancy at this time, in the beginning of the process. No one is required to make a nomination.
2. A random voting order for each name is established.
3. Each Trustee receives one vote per round.
4. When each name is called, Trustees may vote yes, no, or abstain.
5. Any candidate that receives three votes will be the nominee for the BOLT vacancy that will be submitted to City Council.
6. The candidates that follow the candidate having received three votes will not be the nominee.
7. If no one receives a majority of the votes, the President will call for nominations for a second round.
8. A random voting order for each name will be established again.
9. The process will continue until a candidate receives a majority (three) of the votes.

If BOLT is voting on a motion to nominate a single candidate, the standard procedures to vote on a motion will be followed.

- H. **Inability to Serve** - Should the recommended nominee be unable to serve, BOLT will follow the following procedure:
1. The President appoints a new nomination subcommittee
  2. Staff sends a letter to all current applicants (or a specific subset) and asks if they would like to be considered again, due to the change in the original recommendation
  3. The new Subcommittee reviews the applicants still in the pool, and either:
    - a. Recommends up to five for consideration by the full board - OR -
    - b. Recommends that a new process be initiated, that would allow both past applicants, and new applicants, to participate



- 4. On the basis of the recommendation by the subcommittee, the staff either coordinates interviews for the next possible BOLT meeting, schedules a special meeting to conduct interviews, or reinitiates the recruitment process from the beginning.

|              |                                                                                   |          |
|--------------|-----------------------------------------------------------------------------------|----------|
| Reviewed by: |  | 12/12/23 |
|              | Director of Library Services                                                      | Date     |
| Approved by: |  | 12/12/23 |
|              | Chair, Board of Library Trustees                                                  | Date     |





**INFORMATION REPORTS**

June 5, 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> |
|-------------------------------------------|-----------------|------------|
| Communication Specialist (new)            | Administration  | 1          |
| Program Manager II (Communications - new) | Administration  | 1          |
| Supervising Librarian (new)               | Art & Music     | 1          |
| Librarian I                               | Central Support | 1          |
| Senior Librarian                          | Central Support | 1          |
| Library Aide                              | Circulation     | 0.75       |
| Library Aide                              | Circulation     | 0.75       |
| Library Aide                              | Circulation     | 0.75       |
| Library Aide                              | Circulation     | 0.75       |
| Central Library Circulation Supervisor    | Circulation     | 1          |
| Library Aide                              | Claremont       | 0.75       |
| Librarian I                               | Claremont       | 1          |
| Library Assistant                         | Collections     | 0.75       |
| Supervising Librarian                     | Reference       | 1          |
| Supervising Librarian (new)               | Tool Library    | 1          |
| Library Aide                              | West            | 0.75       |
| Library Aide                              | West            | 0.75       |

The Library currently has 17 vacant positions out of 147, with three positions being added over the course of last/current fiscal year and another three being approved as of May 1: Supervising Librarian, Tool Library, Communications Program Manager, and Central Library Circulation Supervisor (conversion from Supervising Library Assistant position).

The Library Aide classification is traditionally filled from an established eligible list. This list expired recently and needed to be created. This is a multi-step process that requires the acceptance of new applications and the screening of such applications before interviews can commence.

Interviews were recently held for Librarian I and Supervising Librarian positions.

### **Strategic Plan – Evaluation Metrics**

Over the past months, the Library's Leadership Team continued to finalize some information in the operational plan. This included the prioritization of activities and identifying which year they would start, identifying the division(s) responsible, and describing the status or progress of some activities.

In May, the team from The Pivotal Group returned to work with members of the original Strategic Action teams to establish evaluation metrics for each of the goals identified for the first year of the Library's operational plan. Given the wide range of goals captured, both the very tangible and the abstract, defining evaluation metrics is complicated. That said, the goal is to identify measurable values that are clear, specific, realistic, and achievable. It will take some time to complete this process, but it helped to have some focused time to further develop these measures.

### **Justice in Libraries Training**

The first cohort of staff to participate in the Justice in Libraries training provided by Mia Henry are mid-way through the multi-part, self-paced online curriculum.

This training offers opportunities for more in-depth examination of questions and concerns associated with anti-racism work and covers such content areas as "connecting identity with power," understanding the five faces of oppression, resistance, and solidarity.

After this initial cohort made up of supervisors and members of the Racial Justice Advisory Group, the rest of the staff will be initiating the training.

### **Summer Reading and School Outreach Visits**

For public library staff, May means a final outreach push before the end of school. Youth services librarians at the Central Library and around the system have coordinated many school outreach visits to share information about programs such as Summer Reading and the Library Card Contest. Claremont reported that over 800 kids and teens were visited in May, with Librarians Michael and Kirstin visiting schools all month. At North, Librarian Robyn led a Library Card Signup drive at King Middle School with the help of staff members Kristina and Ashlyn. During the final week of May, Robyn will do Summer Reading visits with Will (West Branch) and Kristina. Children's Librarian Sheila started Summer Reading visits at Ruth Acty and Thousand Oaks with help from Pedro. Staff reports that families are already visiting the library to sign up!

### **Benvenue Beats Continues**

The lovely tradition established by Claremont Branch staff and led by Children's Librarian Michael Kwende continued on May 18—this time highlighting Asian American, Native Hawaiian Pacific Heritage month, with three excellent performances from Jiten Daiko, Leung's White Crane Lion Dance and the Manillatown Ancestral Ensemble that drew over 250 attendees. Staff received many positive and appreciative comments, including thanks for the donuts provided by Third Culture. This large-scale event required a lot of advance planning and event-day logistics, and Michael organized, publicized and executed the day with support from Claremont team members.

### **Tommy Orange Author Event**

North Branch hosted *There There* author Tommy Orange in conversation with author Caro De Robertis for discussion of his book *Wandering Stars* at the Berkeley Hillside Club on May 10. 116 people attended in person with hundreds more watching on Instagram Live and later on via the Library's instagram page. Special thanks to staff members Kristina Uchida-Rattler, Coley Mixan, Sierra Gribble, Elaine Tai, Kelsey Ockert, Patricia Heffron, Mario Torres and Aimee Reeder for all their hard work welcoming the public and making this such a successful event. Thank you to the Pace Family Trust for funding. A recording of the event is available on the Library's Instagram page through May 24. This was the first event that Supervising Librarian Dan Beringhele has worked on that was simulcast live, something he hopes to do more of in the future.



### CONTACT PERSON

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