

# Berkeley Public Library Board of Trustees

## Policy Committee Meeting Minutes

June 9, 2026 following the Called Meeting

### 1. Call to Order, Roll Call, and Declaration of Quorum

*The meeting of the Policy Committee was called to order by Chairperson Marino at 5:27pm.*

*Present: Trustees Marino, Mason-Smith, Williams; Assistant Director La Barbera, Director Cox.*

### 2. Approval of Agenda

*The agenda was approved without modification.*

### 3. Review – Draft Credit Card Policy

*The committee reviewed the draft Credit Card Policy. It was noted that this is a policy introduction and not a revision of existing. The committee made no modifications to the draft and agreed that it could be placed on the agenda for the June 24, 2026 regular meeting for board approval.*

### 4. Review and Revision – Bylaws of the Berkeley Public Library Board of Trustees

*The committee reviewed the draft revised Bylaws of the Berkeley Public Library Board of Trustees. The following revisions were proposed and discussed:*

- *Section 1.05 – Roll Call Votes Required was modified to read “Action to approve substantive policy revisions or additions as well as the Library’s annual budget will take place twice in subsequent meetings.”*
- *Officers: While the current length of office for the four officers (President, Vice President, Treasurer, and Secretary) is one year, matched to the fiscal year, it was noted that this was more common at local public libraries to hold office for a two-year term. A two-year term also means that paperwork for bank accounts would need to be updated less frequently. The committee agreed to discuss a potential change with the board as a whole at the June meeting, but felt that even with unanimous agreement any alterations should not go into effect until the next election of officers. A change in terms would require modifying sections 3.02 – Election of Officers and 3.03 – Officer Terms.*
- *3.06 – Duties of the Vice President – A typo was fixed so section now reads “[...] due to a vacancy in the office of President”.*
- *4.01 – Executive Committee – It was agreed to remove this section as the Board does not utilize this committee. Subsequent sections would be renumbered.*
- *5.02 – Annual Meetings – It was agreed to remove this section and incorporate this business into the agenda for the regular meeting in May to simplify schedule and eliminate the need to prepare/approve a separate set of minutes. Subsequent sections would be renumbered.*
- *5.09 – Order of Business – A consent agenda would be introduced as item 3 following roll call and would typically include approval of the agenda and any draft minutes. It was stressed that any trustee could request an item be removed from a consent agenda and approved separately at any meeting. Acknowledgement of the Audience and Public Participation would be moved earlier to follow the consent agenda.*
- *6.01 – Library Director was modified so that an annual evaluation takes place one month earlier. Language now reads “At the regular February meeting, the President shall advise the Board that a review of the Library Director must be performed and instruct the Personnel Committee to conduct such a review.”*

- *6.04 – Expenditures and Bids – Given rising costs and time-sensitive expenditures related to grant fulfillment, the Library Director’s approval limit was changed to read “\$0 to \$5,000” from the previous “\$0 to \$2,000”.*

*The committee agreed that approval of the draft revisions be placed on the agenda for the June 24, 2026 regular board meeting.*

## **5. Adjournment**

*The meeting was adjourned by Chairperson Marino at 5:59pm.*