

CONSENT CALENDAR
July 23, 2024

To: Honorable Mayor and Members of the City Council
 From: Tess Mayer, Director of Library Services
 Submitted by: Tess Mayer, Director of Library Services
 SUBJECT: Appointment of Priscilla Villanueva to the Board of Library Trustees

RECOMMENDATION

Adopt a Resolution appointing Priscilla Villanueva to the Board of Library Trustees (“BOLT”) for a term of four years beginning September 4, 2024.

FISCAL IMPACTS OF RECOMMENDATION

No fiscal impacts.

CURRENT SITUATION AND ITS EFFECTS

At the June 5, 2024 regular meeting of the Board of Library Trustees, Trustees voted to recommend that the City Council appoint Priscilla Villanueva for a 4-year term on the Board.

BACKGROUND

Pursuant to Section 30 of the Charter of the City of Berkeley, “[f]ive Library Trustees shall be appointed and may be removed by a vote of five members of the Council.” BMC Section 3.04.010 further provides that “[t]he term of office of the members of the board shall be four (4) years.” In addition, it is traditional that BOLT formally recommends to the City Council a preferred candidate for appointment.

The process BOLT undertakes to identify and recommend a candidate is to broadly promote the Board vacancy to the general public, review questionnaire responses, interview all candidates at a public meeting or meetings, and vote to recommend an applicant to the City Council for appointment. The Board of Trustees Vacancies Policy most recently updated in December 2023 outlines the process for selecting a nominee for appointment.

Trustee Selawsky’s term formally ended on May 16, 2024. President Amy Roth appointed an ad hoc nominating subcommittee at the regular March 6 BOLT meeting: President Roth, Trustee Greene, and Secretary Mayer. The recruitment was originally open from March 18 to April 8, and extended through May 10 by the subcommittee. 24 total people applied: ten between March 18 and April 8, and another 14 between April 23 and May 10. The committee met 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.

CURRENT SITUATION AND ITS EFFECTS

Five people participated in the interviews scheduled on May 30, 2024.

On June, BOLT engaged in an informal discussion of the candidates, followed by a vote.

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.

The new Trustee's term is anticipated to begin November 8, 2023.

After thoughtful consideration, BOLT voted to approve Resolution No. R24-080 (Attachment 2), recommending that the City Council appoint the preferred candidate, Priscilla Villanueva, to the Board of Library Trustees. Vote: Ayes: Trustees Ami, Hahn, Roth. Noes: None. Abstentions: Greene, Selawsky.

ENVIRONMENTAL SUSTAINABILITY

Not applicable.

RATIONALE FOR RECOMMENDATION

The City Council needs to appoint a new Trustee for a 4-year term to fill the current vacancy, fulfilling the Charter requirement that the Board consist of five members. Priscilla Villanueva has been recommended by the BOLT and exceeds the stated qualifications and experience desired in a Trustee, including (1) a demonstrated commitment to equity, diversity and inclusion, (2) executive leadership, business, financial and administrative skills, (3) leadership experience in community-based, non-profit, or government agencies, and (4) strong public library advocacy and a passion for lifelong learning and community engagement.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Tess Mayer, Director of Library Services and Secretary to the Board of Library Trustees
510-981-6195

Attachments:

1. Trustee Appointment Process Report from June 5 meeting
2. Board of Library Trustees Resolution No. R24-080
3. Priscilla Villanueva BOLT application
4. Board of Library Trustees Vacancies Policy
5. BOLT Selection Criteria Summary

RESOLUTION NO. ##,###-N.S.

APPOINTMENT OF PRISCILLA VILLANUEVA TO THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees consists of five members appointed by the City Council to serve four-year terms; and

WHEREAS, the Board of Library Trustees currently has an open position to be filled by the City Council; and

WHEREAS, the Board of Library Trustees undertook a robust recruitment effort to identify a candidate to recommend for appointment by the City Council to fill the current opening on the Board; and

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 of Library Trustees held discussion, shared nominations, and voted on the nominees during a regular BOLT meeting on June 5, 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 preferred candidate Priscilla Villanueva be appointed to the Board of Library Trustees beginning September 4, 2024.

ADOPTED by the City Council of the City of Berkeley during a regular meeting held on July 23, 2024.



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 EFFECTIVE SEPTEMBER 4, 2024

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

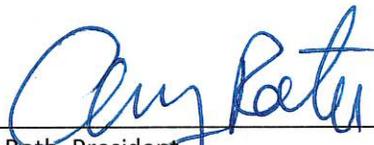
WHEREAS, the Board of Library Trustees held discussion, shared nominations, and voted on the nominees during a regular BOLT meeting on June 5, 2024; and

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 Priscilla Villanueva 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, Hahn, Roth
NOES: None
ABSENT: None
ABSTENTIONS: Trustees Greene, Selawsky



Amy Roth, President



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

2021 APR 8 AM 11:47



APPLICATION FOR APPOINTMENT TO BERKELEY BOARDS AND COMMISSIONS

Redistricting Commissioners may not be eligible to serve. Contact the City Clerk to verify.

NAME: Priscilla M. Villanueva

PREFERRED PRONOUN(S): She/her

RESIDENCE ADDRESS: Berkeley, California 94708

BUSINESS NAME/ADDRESS: Gap, Inc. San Francisco CA 94105

EMAIL ADDRESS:

OCCUPATION/PROFESSION: Senior Counsel, Innovation and Contracts (Attorney)

HOME PHONE: BUSINESS PHONE:

I have been a resident of Berkeley since: 2011

I am interested in being considered for appointment to the following Berkeley board(s)/commission(s):

Name of board/commission: Berkeley Public Library

Name of board/commission:

List any qualifications (work experience, education, attributes and training) which you feel would provide positive input to the work of the commission and the reason why you are interested in being appointed: In my role as an in house attorney with a technology focus, I am in the unique position of being both risk assessor and valuable strategic business advisor to my business partners. I've worked at differently sized companies with different needs and am able to adjust my approach based on what's required in the moment and for that context. I'm also an avid user and supporter of the public library and want to serve my community.

Please use another sheet of paper, if necessary.

The following individuals are qualified to comment on my capabilities:

NAME ADDRESS PHONE NO

***PLEASE COMPLETE DEMOGRAPHIC SURVEY ***

- Please indicate gender: Male Female Nonbinary Prefer not to say
Please indicate whether you are currently a student: Yes No
Please indicate the racial / ethnic category which you most closely identify with below (response optional - please check only one category):
WHITE (not of Hispanic or Latino origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
BLACK or AFRICAN AMERICAN (not of Hispanic or Latino origin): All persons having origins in any of the Black racial groups of Africa
HISPANIC or LATINO: All persons of Central / South America or other Spanish culture or origin, regardless of race
ASIAN (not of Hispanic or Latino origin): All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent. This includes, Cambodia, China, Japan, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
AMERICAN INDIAN / ALASKAN NATIVE (not of Hispanic or Latino origin): All persons having origins in any of the original peoples of North, Central, and South America, and who maintain cultural identification through tribal affiliation or community recognition.
NATIVE HAWAIIAN / PACIFIC ISLANDER (not of Hispanic or Latino origin): All persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
TWO or MORE RACES (not of Hispanic or Latino origin): All persons who identify with more than one of the above six races

*The City of Berkeley's Conflict of Interest Code requires members of all City of Berkeley Commissions except the Youth Commission and Commission on Status of Women to file Statements of Economic Interests – FPPC Form 700. The Form 700 is a public document. For more information, please contact the City Clerk's Department at 981-6900, or visit our website at <https://berkeleyca.gov/your-government/public-records/conflict-interest-reports>.

AFFIDAVIT OF RESIDENCY*

I, Priscilla M. Villanueva, hereby declare, under penalty of perjury, that I am a resident of the City of Berkeley. I understand that, with the exception of a temporary relocation outside of Berkeley not to exceed six months, I may no longer serve on a Berkeley Commission should this cease to be true.

Signature of Applicant:  Date: 4/8/24

*Not required for Police Accountability Board, Loan Administration Board, Elmwood BID Advisory Board, Solano BID Advisory Board, or BUSD appointees

Return this form to the City Clerk Department: 2180 Milvia Street, Berkeley, 94704



APPOINTMENT FORM - BOARDS AND COMMISSIONS
(For Mayor and Council use only)

MAYOR/COUNCILMEMBER _____

NAME OF APPOINTEE _____

RESIDENCE ADDRESS _____
Street City Zip

BUSINESS NAME/ADDRESS _____
Name
Street City Zip

EMAIL ADDRESS _____

OCCUPATION/PROFESSION _____

HOME PHONE: _____ BUSINESS PHONE: _____

Check appropriate box: New Appointment Reappointment Temporary Appt.

Temporary Appt.: From (date) _____ To (date) _____
(only if appointing for more than one meeting)

Please send mail to: Home Business

Please indicate the name of the board/commission to which you are appointing this individual

Board/Commission Name: _____

***Please indicate the SPECIAL CATEGORY being fulfilled, if appointment is to ANY of the following boards or commissions: Elmwood BID Advisory Board, Human Welfare & Community Action Commission, Loan Administration Board, Solano Avenue BID Advisory Board.

Special Category _____

Signature: _____ Date: _____
Mayor/Councilmember

For Mayor/Councilmember and City Use Only:

Interview Date	Appoint. Date	Process Date



SUPPLEMENTAL QUESTIONNAIRE
FOR THE
BERKELEY BOARD OF LIBRARY TRUSTEES

In addition to filling out the “Application for Appointment to Berkeley Boards and Commissions”, candidates are requested to provide additional information to assist the Board of Library Trustees in their process to recommend names to the City Council.

1. Describe your interest in serving as a Library Trustee.

I have lived in Berkeley for 13 years and there's one universal comment that people mention to me when I tell them I live in Berkeley: it's that the library system is incredible. I couldn't agree more. I've been an avid user of the library since moving to Berkeley. I would love to do what I can to ensure it maintains its incredible reputation and to continue to evolve and grow its programs in service to the mission of being place of learning and knowledge for all Berkeley residents. My selfish reason for wanting to be a Library Trustee is that I am looking for ways to be more engaged with my community and to be in a position of service. Simply put, I would like to help where my talents and expertise are needed.

2. What qualities do you consider necessary for an effective Trustee, and how do you demonstrate those qualities?

An effective trustee would have a great understanding of the diverse community that it serves. That means that the person in this position should have a lot of empathy, the ability to manage competing interests in a fair and reasonable manner, a high level of professionalism while also being authentic in their dealings with fellow board members and any other community members that they meet in performance of their duties. These traits are not unlike the traits that have made me successful in my career. I've made it okay for other to be themselves around me, and that's really helped me in navigating situations where not everyone (and perhaps no one) is going to be 100% satisfied with the outcome. They may not be happy about the outcome, but they will be happy about how they were heard. It would also help to have an avid interest in reading, and books in general - at all levels and of all types. Diversity in content, not just the community.



3. Provide examples of current or previous community service and leadership roles.

This would be my first community service role in Berkeley, but I donate pro bono time to national election protection charities. In terms of leadership roles, I serve on Gap Inc's Legal Diversity Equity and Belonging committee who's mission is to promote diversity programs in our use of outside counsel and in our recruiting of attorneys and law clerks. I am a great fan of mentorship at all levels - anyone can be a leader. Formal positions aren't required, and I proudly serve as a career mentor to several individuals throughout my network.

4. What do you see as the Library's role in the community now and in the future?

The library is critical in ensuring that the community is informed about technical developments related to its mission, and one of those developments includes artificial intelligence. As my professional role involves being on the cutting edge and advising business partners of the risks and rewards associated with these technologies, I am in the unique position of being able to advise the library on its use of developing technologies, and also develop programs that keep the public informed about how applicable technological advancements relate to them through the library system. This is an unbelievably critical time in our history, and we haven't seen anything like it since the rise of the internet. I would like to contribute to keeping the library and its patrons up to speed in these developments and help guide the ethical and inclusive use of such developing technologies into the future.

*Please return this form and the Application for Appointment to Berkeley Boards and Commissions
to the Office of the City Clerk*

**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.

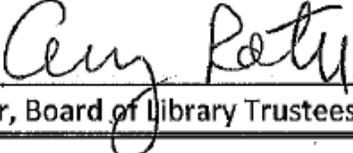
In the event that BOLT votes on multiple candidates, the voting will proceed as follows:

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

**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

