



CITY OF PACIFIC GROVE

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Regular Meeting Minutes

LIBRARY BOARD

DATE & TIME: Tuesday, January 17, 2017, 7:00 p.m.
LOCATION: Pacific Grove Public Library, 550 Central Avenue, Pacific Grove, CA 93950

1. **Call to Order** 7:00 p.m.
2. **Roll Call Present:** Golnoush Pak, Nancy Enterline, and Carol Greenstreet. Library staff Steven Silveria.
3. **Acceptance of Meeting Minutes:**
November 15, 2016: Approved
4. **Public Comments:**
*Comments from the audience will not receive Board action at this meeting.
Comments may only concern matters on the agenda. Comments are limited to three minutes unless the Board decides otherwise.*
5. **Board Announcements:**
The City Website has been updated to reflect the new meeting dates (third Tuesday every odd-numbered month changed from second Tuesday).
Golnoush Pak has moved out of Pacific Grove so this is her last day on the Board.
Thank you Golnoush for your efforts!
6. **Reports**
 - A. City Council Liaison
 - None
 - B. Library and Information Services Director (LISD)
 - Staffing: There are three positions open: one Part time Librarian and two Staff positions. Three people have interviewed for the positions.
 - C. Chair's Report
The City is working on a Strategic Plan. Nancy confirmed that the LAB can proceed with updating its strategic plan; this will not duplicate the city's process.

7. Old Business

A. Library Renewal Project

- Five responses were received for the RFP for the Architects. Steven Silveria discussed with Daniel Gho will he put a committee together to review. The review is planned for early February for the presentations from the top three, all of whom have library building experience, including historic buildings in San Francisco. Probable time for construction to start is late fall at the earliest.

B. Poetry Program

- Ben Harvey, City Manager, attended to discuss the Poetry Program. The recommendation is to have a professional rental agency manage the rental of the Poet's Perch property, and use the proceeds to fund the Poetry Program. Library Staff will focus on the development of the Poetry Program, which could consist of building poetry awareness, funding a body of work, or bringing in poets throughout the year. The proceeds may also help to fund the Library Staff who will manage the program. The process will be for the LAB to propose a policy, have the City Council approve, then the City Attorney will go to the Courts for approval to ensure that it meets the stipulations of the original donation.
- Steven will write up the proposal and submit to the LAB at our next meeting.

8. New Business

- A. New Business Budget: Steven distributed copies of the draft budget and reviewed with the LAB. **Action:** Put the review of the Library Budget on the March agenda.
- B. Library Card Policy: A draft policy was distributed and discussed. The Board approved the Library Card Policy update with the changes discussed. Will later go to the City Council for ratification along with other Procedures.
- C. On-call Library Staff: Issue: On-call Library Clerks are 20 hours/week or less. There is 110 hours/week in the budget, and we are open 50 hours/week (plus 10 hours prep per week). Since there are only two clerks, there is no way to have on-call clerks when someone is on vacation, then requiring more expensive staff to backfill. These employees can only work 980 hours/year, limiting their flexibility. Steven recommends two additional On-call Library Clerk Positions. The proposal is budget neutral. These would be new employees. It would need to go to the City Council to authorize the headcount and approve the hires. The LAB voted to have Steven develop a formal proposal and bring to the City Council.
- D. 2017 Library Work Plan. Draft reviewed. Focus will be on the Library Renewal Project and updating the Strategic Plan. Action Plan will be to update the Strategic Plan for 2017, then later in the year do a more in-depth process to address future years. Review the existing plan at the March meeting to determine what updates are required. Submit to Council when ready. Poetry Program would need to be added.

9. Adjournment: 8:16 PM

This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities.