CITY OF PACIFIC GROVE

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Regular Meeting Minutes

LIBRARY BOARD

DATE & TIME: Tuesday, March 21, 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**:** Nancy Enterline, Stephanie Herrick, Mary Ann Whitten, and Carol Greenstreet. Library staff Steven Silveria. City Council Liaison Cynthia Garfield.
3. **Acceptance of Meeting Minutes:**
   i. January 17, 2017: Approved

4. **Public Comments:**
   i. 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:**
   i. none

6. **Reports**
   A. City Council Liaison
   The City Council reviewed the recommendation by the Architectural Review Board of the architect's proposal for the Renovation Project. The City Council universally approved the recommendation.

   B. Library and Information Services Director (LISD)
   - Debrief on architect selection: architect Karen Payson has done remodels on multiple libraries. She understands interior design, and historic buildings and libraries. She brought her Mechanical Engineer and Electrical Engineer with her, and they visited all parts of the library. She demonstrated that she had thought through various alternatives.
   - A new Staff member started, Michelle Amirkahnian. She has work experience at the Library of Congress.
   - This is Steven's last meeting of the Library Board since he will be retiring in May.

C. Chair's Report
The Library Board welcomes new member Mary Ann Whitten. Mary Ann has a library degree and has been with the Friends of the Library and the Library Foundation Board.

7. Unfinished Business

A. Library Renewal Project

- The major next step is to get the architectural agreement signed. A Statement of Work (SOW) will be laid out and given to the City Council. Steven will have Karen Payson come to the library to meet the community in early May.

B. Poetry Program

- The Board reviewed a draft of a report prepared by Steven Silveria. It establishes a Poetry Promotion Program to utilize the proceeds from the rental of the Poet's Perch. The proposal moves the Poetry Program under the Library direction with a staff member. See the attachment with the four points iterated in the draft.
- Next actions: A lawyer will review and validate the language. This will need to go to the court for a judge to determine if the recommendation meets the stipulation in the will.
- The Draft will be updated and presented to the City Council.
- Motion: Approve the recommendation as written in the proposal. All approved.

8. New Business

A. New Business Budget: Steven distributed the draft budget. The LAB identified questions for clarification from the City Manager and Finance Director. The various sections did not appear to be consistent, both within the document and with prior budgets. In addition, the full library staffing did not appear to be maintained in the next fiscal year.
   - Recommendation: Carol and Nancy to draft a series of questions to send to Ben Harvey to help us understand the discrepancies in the budget.
   - Nancy will contact Ben Harvey to see if he can attend the next Library Board meeting and help us understand the Library Budget.

B. Library Staffing Plan: Steven presented the proposed staffing plan. The Board unanimously agreed to support the recommendation. Next it will go to the City Manager and HR Director.

C. 2017 Library Work Plan. The Work Plan has been deferred due to higher priority items.

9. Adjournment: 8:32 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.