CITY OF PACIFIC GROVE

300 Forest Avenue
Pacific Grove, California 93950
Telephone (831) 648-3100 • Fax (831) 375-9863

Regular Meeting Minutes

LIBRARY BOARD

DATE & TIME: Tuesday, September 19, 2017, 7:00 p.m.
LOCATION: Pacific Grove Public Library, 550 Central Avenue, Pacific Grove, CA 93950

1. **Call to Order** 7:02 p.m.

2. **Roll Call** Present**:** Nancy Enterline, Stephanie Herrick, Mary Ann Whitten, and Carol Greenstreet. Library Director Scott Bauer. City Council Liaison Cynthia Garfield.

3. **Acceptance of Meeting Minutes:**
   July 18, 2017: 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:**
   none

6. **Reports**
   A. City Council Liaison – nothing relevant to the Library to report
   B. Library Director
   - Library Statistics will be submitted shortly as part of the annual Library Report that is due in October. Hope to have statistics for review at the next meeting.
   - The FOL has a number of events coming up

   C. Chair's Report – no report at this time.

7. **Unfinished Business**

A. Library Renewal Project

- The Renewal Subcommittee met with the Architects on 8/23/17.
    - Three plans were presented (A, B, C).
    - To meet the desired project, Option A, an aggressive capital campaign would have to be run to bring in sufficient money to fund.
    - A Capital Campaign Chair to create and manage the campaign is going to be critical
    - The full Stewardship Fund balance is unlikely to be available to the renewal project due to the commingling of donations and restrictions on donations. This fund will need to be reviewed by the new Finance Director once onboard to determine which monies are available.
    - Nancy Enterline will type up the estimates from the different financial accounts to give a baseline estimate of money currently available; a Capital Campaign will be needed for the balance.
    - Dennis Marr will create a list of potential donors based on prior capital campaigns, FOL, Foundation, and Monterey County Give contributors
    - Next Steps:
    - Scott Bauer and Daniel Gho will review Option A in detail to see if there are cost savings that can be found. They will review options with the Renewal Subcommittee.
    - Recommendations for the project and the Capital Plan will go to Ben Harvey then to the City Council.

8. New Business

A. Annual Report & Library Statistics
   - See above re: Statistics: not ready this month
   - Annual Report: Eliminate 2016 Annual Report; Defer to 2017 Annual Report

B. Library Officers: Keep existing Officers. Elect new late at first meeting in February 2018.

C. Requirement for Board member to live and Vote in PG (Age Limit): Defer for now. Scott Bauer and Mary Ann Witten will meet with PG High School Librarian to get some ideas. Possibly students could get involved in a sub-committee.

9. Adjournment: 8:12 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.

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REGULAR MEETING MINUTES

LIBRARY ADVISORY BOARD

DATE & TIME: Tuesday, November 21, 2017, 7:00 p.m.
LOCATION: Pacific Grove Public Library, 550 Central Avenue, Pacific Grove, CA 93950

MEETING AGENDA

1. **Call to Order –** 7:02 p.m.

2. **Roll Call – Present:** Nancy Enterline, Stephanie Herrick, Mary Ann Whitten. Library Director Scott Bauer

3. **Acceptance of Meeting Minutes September 19, 2017** - Approved

4. **Oral Communications:**

Comments from the audience will not receive Board action at this meeting. Comments may concern matters either on or not on the agenda, but must deal with matters subject to the jurisdiction of the Library Board. Comments are limited to three minutes unless the Board decides otherwise.

5. **Board Announcements**
   None

6. **Reports**
   A. City Council Liaison Report - None

   B. Library Director Report

      - Recent events were well attended, including Meet the Author with Steve Hauk and the Halloween program for kids.

   C. Chair's Report
      - Nancy encouraged board to actively recruit for our open position.

- Mary Ann reported that she met with the PG High School librarian regarding the position; he is not a resident of Pacific Grove, but is interested in collaborating more and offered to include a mention of the board in the newsletter to parents.

7. Unfinished Business

A. Library Renewal Project Report

- A member of the public spoke during public comment to encourage the board to advocate for more progress on the renewal project; he also inquired about the fundraising progress. He also recommended that there be someone with architectural and construction experience helping the city to vet the architect's recommendations.
- Scott reported that he and Daniel Gho met with the architect to discuss feasibility of further value engineering of preferred proposal at this stage. The architect explained that the two preferred options (named Option A and Option C) have a lot in common that cannot be "value engineered."
- Architect recommended that City make a decision between Options A and C to move the project forward within the scope of the preferred option; cost difference at this time appears to be $1 million.
- The ad hoc fundraising committee will meet on Dec. 11 to discuss funds raised to date and next steps on raising remaining funds, with total goal of about $2.5 million (at this stage).

B. Library Statistics

- Scott shared statistics report that is submitted to the State Library to see if it would suffice for reporting to the LAB.
- The board agreed that, while informative, the board should work with Scott to determine what ongoing statistics would best demonstrate the impact of the library and its programs on serving the community. The LAB will continue to discuss statistics as part of the annual work plan.

9. Adjournment – 8:29

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Regular Meeting Minutes

LIBRARY BOARD

DATE & TIME: Tuesday, January 23, 2018, 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, Mary Ann Whitten, and Carol Greenstreet. Library Director Scott Bauer. City Council Liaison Cynthia Garfield.

3. **Acceptance of Meeting Minutes:**
Nov 21, 2017: 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:**
Stephanie Herrick has resigned and will not serve out the remainder of her term. New candidates will be sought for her place. A new Board member, Melissa Borzachillo was approved at the last council meeting and will attend the next meeting. Another potential member was identified and Nancy will contact the person.

6. **Reports**
   A. City Council Liaison
   B. Library Director
      - Report will be given in the Unfinished Business part of the agenda.
   C. Chair's Report – no report at this time.

7. Unfinished Business

A. Library Renewal Project

- The Renewal Subcommittee met on Jan 18, 2018 to discuss the Renewal Project.
- A layout of the timeline for the Capital Campaign was discussed.
- Scott contacted the architect to tell her we had a timeline for the funding. Choice was a modification of Option A.
- The City Manager asked Scott to give an update to the City Council on Feb 21.
- The Renewal Project will align with the 110th anniversary of the Library. The Campaign will stress the 110th anniversary in the fundraising.
- Next City budget is June 2018, so that will need to be considered in any requests for funding from the City.

8. New Business

- Review 2018 Board Calendar:
  - Add to February Agenda to review the PGPL Library Board Charter.
  - Add the 2018 Slate of Officers and vote.
  - In a future meeting, review the Strategic Plan and determine how and when to update it.
  - Meet monthly as opposed to bi-monthly for 2018 until otherwise voted upon.
- Mid-Year Budget Review.
  - Scott to discuss swapping funds for the book purchases from the FOL to the City.
  - The PFPL Foundation and FOL committed $110,000 each and would like the city to match at $220,000. Due to this commitment, the FOL won't fund the normal $40,000 per year for book purchasing, and would like the City to fund that.
  - The Trust Fund will be tapped, hopefully at $250,000.

9. Adjournment: 8:32 PM

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A.