



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, April 17, 2018, 7:00 p.m.
LOCATION: Pacific Grove Public Library, 550 Central Avenue, Pacific Grove,
CA 93950

- 1. Call to Order** 7:01 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:**
February 20, 2018: 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:**
 - New Board member, Melissa Borzachillo has not yet attended a meeting and did not respond to outreach by Nancy Enterline.
 - Reminder that the Board will meet monthly on the third Tuesday for 2018 or until further notice. November and December dates will conflict with the holidays so may need to be rescheduled.
- 6. Reports**
 - A. City Council Liaison:
 - Cynthia Garfield suggested that an update on the Renewal Project should be on the May 2 City Council Agenda. At that time we should promote the need for new members on all three Boards (Library Board, Friends of the Library, Library Foundation).
 - B. Library Director:

- Scott Bauer introduced Audrey Cray, the new Admin Tech who started the same week. Welcome Audrey!
 - The carpet was just cleaned.
 - The Volunteer Reception is scheduled for April 18.
- C. Chair's Report:
- Nothing new to report.

7. Unfinished Business

A. Library Renewal Project

- Continuity of Service: Scott is pursuing various options. The absolute minimum space requirement is 1000 square feet. (The current Library is 12,500 sq ft). Scott is investigating a nearby church that has about 3,000 sq ft of additional capacity.
- Project Design and Construction Plans: Karin Payson will be in PG to discuss the plans with a small group on May 11. Next steps include detailed construction drawings so a tighter construction plan can be created. That plan then goes out to bid.
- Fundraising events:
 - May 11: reception for major donors
 - May 12: 110th Birthday Party for the Library for all of the Community
 - May 19: Garden Party sponsored by the FOL.
- Fundraising Status:
 - 3 grants are in progress
 - Pledge Cards and Brochure to mail to all PG and PB residents is ready
 - Proclamation for the 110th Anniversary of the Library will be at the May 2 City Council Meeting.
 - As of the meeting date, \$1.7 Million had been raised (target \$2.5M)
 - Communication Plans to the public were discussed:
 - Consider web page on the City website with status
 - Frequently Asked Questions (FAQ) in progress
 - Staff awareness of key points
 - Post written Renewal Project Reports to web site
- Moving Board meeting to City Council Chambers will need to be discussed.

B. Review 2018 Board Calendar:

- Slate of Officers:
 - Chair: Nancy Enterline
 - Vice-chair: Mary Ann Whitten
 - Secretary: Carol Greenstreet

8. New Business

A. Strategic Plan Update

- Scott annotated the 2015-2016 Strategic Plan Recommendations with status.

9. **Future Meeting**

- Discuss outreach by the Board to the Community

10. Adjournment: 8:23 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.