



CITY OF PACIFIC GROVE
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Regular Meeting Minutes

LIBRARY BOARD

DATE & TIME: Tuesday, June 19, 2018, 7:00 p.m.

LOCATION: City Council Chambers, City Hall, 300 Forest Ave, Pacific Grove, CA 93950

1. Call to Order

7:02 p.m.

2. Roll Call

Present: Nancy Enterline, Mary Ann Whitten, and Carol Greenstreet. Library Director Scott Bauer. City Council Liaison Cynthia Garfield. Absent: Melissa Borzachillo.

3. Acceptance of Meeting Minutes—May 15, 2018

Approved with correction on vote of location of meeting.

4. Public Comments

None

5. Board Announcements

- New Board member, Melissa Borzachillo has resigned.
- Reminder that the Board will meet monthly on the third Tuesday for 2018 or until further notice, and will meet in the City Council Chambers at City Hall.
- New Senior Librarian Rachel Gaither was introduced; she has been on board for 3 weeks. Welcome Rachel!

6. Reports

- A. City Council Liaison: Cynthia Garfield mentioned that the citizen initiative to limit Short Term Rentals (STRs) could have an impact on the overall city budget, including the Library Budget. The draft budget is on the agenda to review today.
- B. Library Director: Scott Bauer updated the Board on the Summer Reading Program that has started. There is a Meet the Author talk next Tuesday. Next week the Dine Out With Friends will be at the Beach House.
- C. Chair's Report: The July meeting will be cancelled since we won't have a quorum. Next meeting is in August.

7. Unfinished Business

- A. Library Renewal Project Update:
 - Renewal Project fundraising is around \$2.2 Million; 90% of the way to the \$2.5M goal. There are two months left in the Campaign.

- Built for Books closes July 6. The Little Free Library bidding is in progress.
- Architect Karin Payson sent in budget questions. The Library Director and Staff are putting together responses. Staff are assessing the proposed shelving volume; may recommend an increase over what architect has proposed.
- Lease of new space: A specific timeline for construction is needed to finalize location for temporary services. Library Director is aware that modifications to the rental space may be needed and is investigating options, including:
 - a) Mission Laundry. Any chemical remediation required may make this impractical.
 - b) American Tin Cannery. There is 4-5,000 square feet of contiguous space available.
 - c) New Beginnings Church. Location is very desirable.
- The architect's next deliverables are drawn designs showing plans, a cost estimate and schedule. The goal is to have these by late September.

B. Location of the Library Board Meetings:

- The Board voted unanimously to change the meeting venue to the City Council Chambers at City Hall.

C. Community Engagement:

- Discussion on how we serve all constituents of the community. Consider creating a subcommittee to discuss Community Engagement both before the construction begins (so we understand what the community needs in the interim), and during the construction. The Library Director will be visiting the Sally Griffin Center. Carol Greenstreet will attend the Friends of the Library (FOL) Board Meeting to make the FOL aware of the need for Community Engagement and to solicit ideas and later assistance.

8. New Business

A. Library Board Charter:

- Heidi Quinn, the Assistant City Attorney, was present and discussed the Charter. In order to update the Charter, the Board will need to draft changes and present to the City Council. Heidi will be going to different Boards and Commissions to clarify the common rules and processes. The goal is to make the charters more consistent and accurate.
- Action: Library Board members should come to the August meeting prepared to suggest and discuss potential changes.

B. Poet's Perch Update:

- The City Attorney is asking the judge to interpret the Declaratory Relief Action. A brief is due on July 6, with recommendations for use of the property.

C. FY 2018-2019 Library Budget:

- City-wide PERS obligations will continue to increase; likely to impact general fund moving forward.
- Library Budget: A few items were missing. Scott is aware and is working with Finance to ensure the missing items show in the final budget; e.g.,

Interfund Transfer, On-call Staff, \$200K revenue matching, \$40,000 from the general fund for the collection.

- Action: Scott will work with Finance Director to get clarification on missing items.

D. Recording Board Minutes

- Now that we are in the City Council Chambers, the meeting will be automatically recorded and stored per City practices. Carol will be sent the recording to assist with the minutes.

9. Future Meeting

- Confirm meeting dates
- Poet's Perch Update
- 2018-2019 Library Budget

10. Adjournment: 7:55 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.