



**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, March 19, 2019, 7:00 p.m.  
LOCATION: City Council Chambers, City Hall, 300 Forest Ave, Pacific Grove, CA 93950

1. **Call to Order** 7:01 p.m.
2. **Roll Call Present:** Faye Mueller-Delia, Patricia Davis, Heather Lazare. MaryBeth Rinehart, Carolyn Griffin, Library Director Scott Bauer. City Council Liaison Cynthia Garfield, Deputy City Attorney Michael Laredo.
3. **Welcome New Members**
  - Scott welcomed the Library Advisory Board's newest members and thanked them for their commitment.
4. **Election of Board Officers**
  - A. Michael Laredo gave a brief description to the Board of what was the requirement for the three open officer positions (Chair, Vice-Chair, and Secretary). The first order of business was to elect the Library Advisory Board (LAB) Chair. There were two nominations for Patricia Davis and one nomination for Faye. Under Michael's direction, there was a call to vote with all approved for Faye to be the new LAB Chair. The only nomination for Vice Chair was Patricia Davis with all approved. The only nomination for Secretary was Mary Beth; Faye called for a vote and all approved.
5. **Approval of the Agenda**
  - A. Michael Laredo explained the process that the Chair will do each meeting for the approval of the agenda. The Chair will call for a motion and there will need to be a 2<sup>nd</sup>. The Chair will then call for a vote for the approval of the agenda. All approved the agenda.
6. **Acceptance of Meeting Minutes:**  
January 15, 2019: Approved.
7. **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.*

**8. Orientation to the Library Board/ Responsibilities, Rights, and Ethical Standards**

A. Michael Laredo (Deputy City Attorney) handed out the handbook to all LAB members. He explained that they can go through it at another time but to feel free to reach out to staff or City Attorney if they have any questions at all or just need guidance. If they feel they would like to bring it back to a meeting for discussion, they can do that. As LAB members, they have a responsibility to receive ethics training which is offered through the City with the next one scheduled for Friday, April 5<sup>th</sup>. It is free to enroll, just contact the City Clerk to schedule.

**9. Board Announcements:**

- No new announcements.

**10. Reports**

- Chair's Report:
  - Scott Bauer explained that the last Chair, Nancy Enterline, did not leave him with any prior report. Faye did not have anything to report at this time.
- City Council Liaison:
  - Cynthia Garfield thanked the LAB members for stepping up at such an exciting time for the Library. Cynthia recommended to the members to attend the budget workshops that the City will have in order to become more aware of the concerns facing the City of Pacific Grove. The 1<sup>st</sup> one is on March 27 between 5:30 pm to 7:30 pm in the Council Chambers. The budget is a major concern and is especially important for the LAB know about those issues. This is the beginning of budget season and it is helpful to understand how the budget is managed. Cynthia wanted to point out how encouraged City Council has been about the Poetry Program.
- C. Library Director:
  - The Friends of the Library have always invited 1 or more of the Library Advisory Board members to attend their board meetings. The next meeting is Thursday 5:15 pm to 7:00 pm. (Patricia Davis volunteered to attend those meetings).
  - April 7<sup>th</sup> is the first day of National Library Week and Scott is planning on putting together a Proclamation for National Library Week at the next Council meeting.
  - Scott just returned from the Cenic Conference. Cenic provides cost effective, high bandwidth to us so that we can offer it to our patrons. There was discussion about "Digital Inclusion" as there are still pockets of many communities where people do not have access. About 12% are underserved and their only option is a mobile device. This is not the best option available for people who need to apply for jobs or similar needs. The PG Library is able to afford the high

bandwidth through Cenic due to grants provided by the State Library. The City of PG still struggles with pockets of connectivity issues throughout the area.

## **11. Ongoing Business**

### **A. Temporary Library Location**

- The Holman Building, located at 542 Lighthouse, is still in negotiations but there still hurdles to get through such as determining the appropriate number of exits, lighting, and bathrooms in order to accommodate the amount of people entering the Library every day. These all need to be addressed before we can move in. Some of these things need to be addressed by the building owners. Plan b would be to look again at other commercial buildings available for lease and also to look at the Community Center again but we would have to work around the Summer Camps that Recreation already has scheduled. During public comment, Sally Moore asked if part of what was raised would go towards the move and rent. Scott stated that \$200,000 was originally set aside for moving and leasing expenses but it is unsure if that will be sufficient to cover it all.
- Action Plan: Approved for staff to continue the process with the Holman Building lease.

### **B. Library Renewal Project Report**

- The agenda packet also included the 90% Construction Drawings estimate. Scott and Dan Gho are currently working with architect to get to the 100% package. The parts missing have to do with the Title 24 lighting which refers to the energy savings requirement. To explain the bid process, Scott invited Joyce Halabi, Program Manager with Public Works, to explain the process to the Board. She is currently working with Building Department to finalize it, and then it will be posted publicly. Contractors have 45-60 days to review and prepare. Contractors have a mandatory walk thru in order to see the site and to ask any questions. They can issue an addendum so that all contractors have the same info. After it closes, the bids will be reviewed and it will be awarded to lowest bidder. The process is meant to be open and transparent. It is a possibility that the bids could come in higher which would require the use of “value engineering” to lower certain parts of the bid.
- A few weeks ago, the HRC, denied the addition of the Clerestory windows on the project. The clerestory window was added as a response to community feedback of wanting more natural light. 1 member of the HRC recused himself as he had done some work originally as an architect for the Library Renewal Project. It was a tie with a 3-3 vote which automatically is a denial. This coming Thursday is the appeal to the Planning Commission. A dormer window would echo the original Carnegie style but would be a shorter window thus letting in less light. Skylights just come with many other problems such as leaks and seagulls.
- Heather is pleased with the new bathroom layout and the visual details in the Children’s Room.

### C. Library Poetry Program

- The City was bequeathed a house in PG that was to be used for poetry purposes with it being used as a poetry salon and a poet in residence would live there full time. There are issues with the home such as foundation issues, parking issues, lack of ADA accessibility. The City attempted to have a Poet Laureate live there but this process excluded poets who already lived in PG. The City received permission from the Court to rent the home out and use the proceeds to fund a “Poetry Program”. Heather would like to see a staff member focused on the success of the Poetry Program and hopefully, there could be some funds from the leasing of the space to pay for that. During public comment, Sally Moore mentioned the publishing of the poetry book for Dr. Mossberg, who was the last Poet in Residence. Scott stated that he has spoken with her and there is currently a contract between Patricia Hamilton and Dr. Mossberg to publish that book. In the next FY, the Library will set up a contract with Patricia Hamilton to pay for it since that was a part of the agreement when Dr. Mossberg became the poet in residence.

## 12. New Business

### A. Library Board Meeting Dates

- The 3<sup>rd</sup> Tuesday of each month is the only date each month that Heather has a conflict. She would like to move the meetings to the 2<sup>nd</sup> Tuesday of each month. All approved to move Library Advisory Board meetings to the 2<sup>nd</sup> Tuesday of each month. The next meeting will be held on April 9<sup>th</sup>.

**Adjournment:** 8:02 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.*