



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, June 11, 2019, 7:00 p.m.

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

MEETING AGENDA

1. **Call to Order – 7:06 p.m.**
2. **Roll Call** – Present: President Faye Mueller – Delia, Patricia Davis, Heather Lazare, Marybeth Rinehart, Library Director Scott Bauer, Council Liaison Cynthia Garfield. Absent: Carolyn Griffin
3. **Approval of the Agenda** – Motion made by Board member Lazare and Rinehart seconded.
4. **Approval of the Minutes of the May 14, 2019 Meeting** – Scott corrected minutes re: dollar amounts to \$135,000 for the lease of the Holman Building, \$40,000 of tenant improvements. Motion made to approve corrected minutes made by Board member Lazare and Rinehart seconded. Approved unanimously.
5. **Public Comment - None**
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.
 - a. Written communications. - None
 - b. Oral communications. - None*Receive oral input from members of the public on any item within the board's purview but not on that meeting's agenda. Comments are generally limited to three minutes and will not receive board action. Note: comments from members of the public relative to an item on that meeting's agenda are normally taken during the board's*

consideration of that item. However, the chair may accept public comment at the beginning of the meeting on items on the agenda, in the case of schedule conflicts, site visits, or other appropriate reasons.

6. Board Announcements – None.

7. Reports

A. Chair's Report – None.

B. Friends of the Library Board Liaison Report – Patricia Davis reported that the monthly book sale has been moved to St Mary's Church. To better improve communication, a social media program is underway... A question arose as to what is the relationship between the Library Advisory Board (LAB), the Friends and the City? Councilmember Garfield answered that the City appoints boards, one of which is the Library Advisory Board. The Friends are a group of volunteers having its own board as is the Library Foundation. There is a contractual relationship between the Library Foundation and the City. The LAB's role is to advise the City/Council and serve the community. LAB is a policy board and predates the Friends. They serve different roles. A suggestion was made to review the LAB charter on the City's website.

C. City Council Liaison Report – Cynthia Garfield reported that the City's contribution to the Library is \$200,000 this year. The first read of the official budget has been passed; the second read will be on June 19th. Thanks to the City for their support. City agreed to fully fund books and materials in Fiscal Year 2019-20 by using funds in the Library Trust Fund. How are funds earmarked? About a half million dollars is in the Library Trust Fund and those funds are earmarked for books and materials. The future may bring more for digital materials.

D. Library Director Report – Scott Bauer reported that a search is on to replace current Children's Librarian Alison Jackson. The \$2.2 million for the Library renovation contains limited funds for furniture and equipment, and for technology.

8. Ongoing Business

A. Update on Temporary Library Location Search

Director Bauer reported that possible use of the first floor of Holman Building but cannot execute lease with developer until City Building Department approves occupancy permits for the Holman space. In regards to tenant improvements, some responsibilities are the developers, some the City's. At this point, the City's figure is unknown, with The Holman's developer providing up to \$40,000 towards the tenant improvements. An architect has been hired and the construction plans are to arrive soon. At best estimate, late August or early September would be the move in date. The Library has received three estimates of moving costs – and there could be a possibility of community help.

B. Library Renewal Project Report

Director Bauer reported the remodel of the Library building is out to bid as of June 3, 2019. June 18th is a mandatory pre-bid walk through for interested bidders. July 19th, 2019, the bidding closes. Between July 22nd and July 26th, bids will be evaluated and winning bid selected. August 7th or 21st, the recommendations will be taken to City Council to approve the awarding bid to winning contractor. Late August/early September, the Library closes and construction begins, most likely after Labor Day. One item outstanding is the improvement of library sewer line and the permit for that will need to be obtained. The City has funds for on-going sewer replacement which will pay for this. Question – what if bids are too high for the new construction? Look at changes or modifications or open up bids again. Scott could ask the Library Foundation or the City for additional funding if needed and appropriate. So far over \$2.5 million has been raised. Demolition is part of the project that is out to bid. Could Public Works do any demo? In practice, no - lead paint, asbestos involved.

C. Poet's Perch

Director Bauer reported steps to repair the Poet's Perch are out to bid. Waiting for approvals.

9. New Business - None

10. Adjournment –adjourned at 8:28 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.