



NOTICE OF MEETING

CITY OF PACIFIC GROVE

LIBRARY BOARD

REGULAR MEETING AGENDA

Monday, July 13, 2020, 4:00 P.M.

Council Chamber – City Hall – 300 Forest Avenue, Pacific Grove, CA

THIS MEETING WILL BE HELD VIRTUALLY AND IS COMPLIANT WITH THE GOVERNOR'S EXECUTIVE ORDERS ALLOWING FOR A DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT.

JOIN THE ZOOM WEBINAR TO PARTICIPATE LIVE AT:

<https://us02web.zoom.us/j/86419530250>

Webinar Meeting ID: 864 1953 0250

If prompted to enter a Participant ID, press #.

AGENDA

CALL TO ORDER/ROLL CALL

1. **APPROVAL OF AGENDA**
2. **COMMISSION AND STAFF ANNOUNCEMENTS (City-Related Items Only)**
3. **COUNCIL LIAISON ANNOUNCEMENTS**

4. **GENERAL PUBLIC COMMENT**

General Public Comment must deal with matters subject to the jurisdiction of the City and the Library Board that are not on the Regular Agenda. Comments from the public will be limited to three minutes and will not receive Library Board action. Comments regarding items on the Regular Agenda shall be heard prior to the Library Board's consideration of such items at the time such items are called. Written correspondence may be submitted to the Library Board in advance of the meeting, to provide adequate time for its consideration.

5. **APPROVAL OF THE MINUTES**

- A. Library Minutes of March 10, 2020

Reference: Diana Godwin, Library Manager

Recommended Action: Approve Minutes of the March 10, 2020 Meeting

REGULAR AGENDA

6. UNFINISHED AND ONGOING BUSINESS

7. NEW BUSINESS

A. Board Orientation

Reference: Diana Godwin, Library Manager

Recommended Action: Receive presentation.

Next Meeting – September 14, 2020 at 4:00 PM

ADJOURNMENT

NOTICE OF ADA COMPLIANCE: Pursuant to Title II of the Americans with Disabilities Act (Codified At 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), and Section 504 of the Rehabilitation Act of 1973, the City of Pacific Grove does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs, or activities. The City of Pacific Grove does not discriminate against persons with disabilities. City Hall is an accessible facility. A limited number of assisted listening devices will be available at this meeting. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting or provide the requested agenda format.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Mueller-Delia and Members of the Library Advisory Board
FROM:
MEETING DATE: 07/13/2020
SUBJECT: Library Minutes of March 10, 2020

RECOMMENDATION

Approve Minutes of the March 10, 2020 Meeting

Attachments

file:///C:/Users/Diana/Downloads/library-board-march-10-2020-minutes.pdf



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 10, 2020, 7:00 p.m.
LOCATION: City Council Chambers, City Hall, 300 Forest Avenue, Pacific Grove, CA 93950

1. **Call to Order:** 7:03 p.m.
2. **Roll Call:** City Council Liaison Cynthia Garfield, Pacific Grove Public Library (PGPL) Interim Library Director Diana Godwin, LAB members Heather Lazare, Carolyn Griffin, LAB Chair Faye Mueller-Delia, MaryBeth Rinehart, Jean Blondeau, and Julie Weirick.
3. **Welcome New Members**
 - A. New member Jean Blondeau was welcomed to the Board.
4. **Election of Board Officers**
 - A. By unanimous vote, Heather Lazare was elected Chair, Marybeth Rinehart was elected Vice Chair, and Carolyn Griffin was elected Secretary.
5. **Acceptance of Meeting Agenda**
 - A. Agenda for the March 10, 2020 Library Advisory Board
Reference: Carolyn Griffin, Library Board Secretary
Action: Recommendation Approved M/S Lazare/Griffin
6. **Acceptance of Meeting Minutes**
 - A. Minutes of the February 11, 2019 Library Advisory Board
Reference: Carolyn Griffin, Library Board Secretary
Action: Minutes Approved M/S Mueller-Delia/Rinehart
7. **Public Comment -**

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

8. Reports Received

- A. Friends of the Pacific Grove Public Library
Reference: Kim Bui, President
Action: No report received
- B. Pacific Grove Public Library Foundation
Reference: Mary Ann Whitten, Foundation Chair
Action: No report received
- C. Council Liaison Report
Reference: Cynthia Garfield, City Council Liaison
Action: Report received, Garfield reported that the city's mid-year budget has been approved. Of the \$2,441,915 allocated for the Library Renewal construction, \$542,144 has been invoiced. The city has allocated \$1,000 for updates to the Poet's Perch, which has been leased. Governor Newsome has announced that 4-8 quarantinees will be housed at Asilomar, with supervision by the Monterey County Health department. No disruption of beach access is anticipated. Further, Cynthia reported that the search for a new Library Director is ongoing.
- D. Library Director Monthly Report
Reference: Diana Godwin PGPL Interim Library Director
Action: Report received, Godwin reported that the proceeds from rental of the Poet's Perch will be used to fund library poetry events. During the Renewal, these events will be held at the Little House in Jewell Park, with Patrice Vecchione as the first guest poet. The Donor Wall for the Renewal is being designed, as is new shelving. As of January 31, the total project is 26% completed. The new clerestory windows are being installed.
- E. Chair's Report
Reference: Faye Mueller-Delia, Library Board Chair
Action: No report received

9. Unfinished Business

- A. None

10. New Business

- A. Technical Services Report
Reference: Julie Weirick
Recommended Action: Receive report, Julie described the library's process for ordering and adding new books to the collection. Unanimously accepted
- B. Future Meeting Dates/Time/Schedule
Reference: Cynthia Garfield
Recommended Action: Discuss. Garfield explained that changing the date and time of meetings is mainly a matter of availability of the meeting room. Various times and days were discussed. The second Monday of the

month at 4pm was chosen. M/S Lazare/Griffin, and unanimously approved. The next meeting will be at 4pm on April 13.

C. Logistics for the move back

Reference: Faye Mueller-Delia

Recommended Action: Discuss. Mueller-Delia suggested that the re-opening be widely advertised. Garfield added that the city has a plan in place. The discussion will continue.

D. Capital Improvement Projects

Reference: Diana Godwin

Recommended Action: Discuss. The city is soliciting proposals for Community Improvement Grants. This would provide an opportunity to upgrade the appearance of the library landscaping. Chair Heather Lazare offered to write a proposal. M/S Rinehart/Mueller-Delia, and unanimously approved.

E. COVID-19 Measures

Reference: Diana Godwin

Recommended Action: Receive report. The library is intensively cleaning computers and heavy use areas. Gloves are available for patrons, and hand sanitizer dispensers are being installed.

11. Future Agenda Topics

A.

B.

12. Adjournment: 8:14

Next Meeting is scheduled for April 13, 2020, City Hall

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.



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950

AGENDA REPORT

TO: Chair Mueller-Delia and Members of the Library Advisory Board
FROM:
MEETING DATE: 07/13/2020
SUBJECT: Board Orientation

RECOMMENDATION

Receive presentation.

Attachments

file:///C:/Users/Diana/Downloads/kb%20LBOrientation.pdf

KIM BUI

DIRECT & TEXT: 831-601-0934 EMAIL: PGKBUI@GMAIL.COM

Proposal: City of Pacific Grove Library Board 2020 Orientation

Deliverables

Three 30-minute presentations to the Library Board at their next three scheduled public meetings. A PowerPoint slide deck will be created for each presentation. An electronic and hard copy Board Orientation Handbook, based on the presentations, will be provided at the end of the Project.

Presenter

Kim L. Bui: retired Monterey Public Library (MPL) Director, staff liaison with MPL Board of Trustees, City of Monterey Museum and Cultural Arts Commission, Parks and Recreation Commission, California State Library trainer, nonprofit and City board development facilitator, coalition-building and welcoming diversity trainer, leadership and community engagement facilitator (resume attached)

Fee

Orientation will be provided pro bono, at no cost to the Library or City

Presentation #1 *Library Board Role and Responsibilities*

Goal 1: Members will be well informed about their role and responsibilities on the Library Board

Background research to include consultation with Senior Program Manager Diana Godwin, *Boards, Committees and Commissions Handbook*, City of Pacific Grove. March 6, 2019, *Trustee Toolkit for Library Leadership*, California State Library, *The Role of Trustees*, United for Libraries

Presentation #2 *Library Organization and Operations*

Goal: 2 Members will be well informed about how the Library is organized, funded, operates and serves the community

Background research to include consultation with Senior Program Manager Diana Godwin, City of Pacific Grove FY 20/21 Budget, Pacific Grove Public Library Annual Report 2019, Library website

Presentation #3 *Library Plans, Accomplishments, Challenges and Opportunities*

Goal 3: Members will be well informed about library plans, recent library accomplishments, challenges and opportunities

Background research to include consultation with Senior Program Manager Diana Godwin, Library website, Library Renewal Project website, *Pacific Grove Public Library Strategic Plan 2015-2016*, American Library Association survey *Public Libraries Respond to COVID 19*, California Library Association CALIX listserv

KIM BUI

DIRECT & TEXT: 831-601-0934 EMAIL: PGKBUI@GMAIL.COM

summary

Municipal executive with 25 years in local government and non-profit work. Strong leadership, facilitation, partnership and collaboration skills; experienced with community engagement, organizational capacity building, welcoming diversity, management and staff development.

professional experience

Community Services Director, City of Monterey 2010-2017

- Conference Center, Harbor, City Museums, Library (2010-14,) Parking, Recreation; Library Board (2010-14,) Museum & Cultural Arts and Parks & Recreation Commissions
- Supervised 110 FTE; \$24 million annual budget Key Achievements:
- Staff lead for \$52 million Monterey Conference Center renovation, ADA Improvements to Colton Hall, Wharf II Decking Project, Museum Commission & Library Board development and strategic planning, parks and recreation community outreach, Community Partnerships initiatives including homelessness, Historic Monterey, arts

Library, Museums and Cultural Arts Director, City of Monterey 2004-2014

- City Library and archives, City Museums & Public Art; staff liaison for administrative Library Board of Trustees, fund development, 1849 Society, MPL Friends liaison
- Supervised 28 FTE; \$2.6 million annual budget
- Staff lead for Library Strategic Plan; Fund Development Plan; restoral of Library Sunday open hours; City heritage tourism development. State Library Funding and Governance Study Committee; State Delegate - "Preserve America" Communities Conference; California Connecting to Collections Committee member; State Delegate - "Connecting to Collections" National Conservation Summit; Federal Cultural and Heritage Tourism Summit

volunteer experience

Coach - LEAD (Leadership Education and Development) Institute, Community Foundation for Monterey County 2020

President - Friends of the Pacific Grove Public Library (PGPL) 2018-2020

Board member - Literacy Campaign for Monterey County 2012 - 2017

International Advisory Council member - San Jose State University Library and Information School 2010 - 2014

President - California Library Association 2009 - 2010

Grant Reviewer - Institute for Museum and Library Services, California State Library, Community Foundation for Monterey County, City of Monterey

education

MLIS - Masters in Library and Information Science - San Jose State University

BA - Literature and Creative Writing - University of California, Santa Cruz