



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

AGENDA REPORT

TO: HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: Senior Librarian Mary Housel
MEETING DATE: March 19, 2008
SUBJECT: MINUTES OF JANUARY 8, AND FEBRUARY 12, 2008,
LIBRARY BOARD MEETINGS

RECOMMENDATION:

Receive the minutes of the January 8 and February 12, 2008 Library Board meetings.

DISCUSSION:

Following are the minutes of the regularly scheduled Library Board meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

- Minutes of the January 8 and February 12, 2008 Library Board meetings

RESPECTFULLY SUBMITTED:

Mary Housel

Digitally signed: I have authored this document

Mary Housel
SENIOR LIBRARIAN

REVIEWED BY:

James J. Colangelo

Digitally signed: I have reviewed this document

James J. Colangelo
CITY MANAGER



PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, January 8, 2008
Pacific Grove Community Center

1. **Call to Order:** Chair Lynn Mason called the meeting to order at 7:03 p.m.
2. **Roll Call:** Laura Courtney Headley, Lynn Mason, Susan Steele, Nancy Hauk, Sarah Paff, and Mary Housel.
3. **Acceptance of the minutes of December 11, 2007.** November minutes were approved and accepted. (Hauk/Steele)
4. **Board Member Announcements:** There were no board member announcements.
5. **Oral Communications:** There were no oral communications.
6. **Reports:**
 - a) **Friends of the Library Update:** President of the Friends of the Library, Joe Brookshier, reported that there had been no meeting since December 2nd. Their next scheduled meeting, the annual FOL meeting, is scheduled for January 12 at 2:00 p.m. at the Natural History Museum. The public is invited to attend. They are hoping to encourage more people to attend. The FOL will try to increase the amount of money they donate annually to the Library for materials, in light of increased donations they have received in recent months. The FOL seems to be the appropriate organization to head up the investigation of a potential ballot measure for library support. Because of IRS rules, a Public Action Committee will have to head up the campaign.
 - b) **Senior Librarian:** Senior Librarian Housel's report touched on the following points:
 - i) Librarian Jean Chapin will be leaving PGPL as of February 1st to begin her new job at the Carmel Library.
 - ii) The new city clerk is Anne O'Rourke. She will be posting our minutes, etc.
 - iii) The new computers donated by the FOL are in use and up and running.
 - iv) There will be a meeting for the Library Trustees at San Mateo Public Library. The State Librarian will be there to discuss advocacy, etc. Saturday March 1st, 9:00-12:15.
 - v) Several books have been published on the subject of library advocacy and support: Library Referenda Campaigns (Richard Hall), Vote Yes for Libraries (Anne Turner), and Getting Political (Anne Turner). All are available at the library.
 - vi) She has been studying libraries with budgets of \$500,000 or less to see how they function. An example is the Signal Hill Library, which has a budget of \$350,000., as it is funded at a level similar to or less than what we may end up with after cuts.
 - vii) Morale at PGPL is at an all time low. Some employees are actively seeking work elsewhere, while others are determined to stay, but nervous (to say the least) about their job security.
 - viii) Hours will have to be cut and services lost. Housel will be meeting with City Management and will formulate a plan for reduced hours/services.
7. **Old Business:**
 - a) **Update and discussion of the City Proposals regarding the PG Library Budget Cuts.** Three current options suggest themselves: entering into a contract with Monterey Public Library, allowing PGPL to become a branch of the Monterey County Library system, or handing over management of the Pacific Grove Library to a private entity,

such as LSSI. Alternatively, we could move to raise funds for a “bridge” that would keep the library up and running for the next year or so, and work toward a ballot initiative that would give voters the chance to keep our public library as it is by funding it with property taxes. This would require many months of careful planning, beginning with a survey of Pacific Grove citizens to assess their amenability to such a tax.

b) **Thank you and farewell to Lynn Mason**, Library Board Chair, for her work on the Library Board. We are very grateful for her service—she will be missed!

8. New Business:

a) **Upcoming Library Board Vacancy:** Housel will contact the city regarding updating their website with regards to our Board vacancy.

b) **Discussion of State Library consultant Richard Hall’s meeting to discuss ballot measures.**

c) **Discussion of Town Hall meetings on 1/5 at 2:00 p.m. and 1/10 at 7:00 p.m.**

d) **New items for February 12 Agenda:**

i) Discussion of results of meeting on Sunday January 27th with state librarian Susan Hildreth.

ii) Discussion of results of meeting on Saturday, February 2nd with Santa Cruz Library Director Anne Turner.

iii) Where to go from here? (Joint meeting with Friends of the Library and interested P.G. citizens.)

iv) Drafting of letter advising City Council with regards to how to proceed with the library.

9. Adjournment: at 8:20 p.m. (Steele/Paff)

Respectfully Submitted,



Laura Courtney Headley
Secretary

**Next Regular Board Meeting:
Tuesday, January 12th, 2008, 7:00 p.m.**

Lebeck Room

Pacific Grove Community Center

515 Junipero Avenue



**PACIFIC GROVE LIBRARY BOARD
And FRIENDS OF THE LIBRARY
MINUTES**



Tuesday, February 12, 2008
Pacific Grove Community Center

1. **Call to Order:** Acting Chair Susan Steele called the meeting to order at 7:00 p.m.
2. **Roll Call:** Laura Courtney Headley, Susan Steele, Nancy Hauk, Neal Whitman, Sarah Paff, and Mary Housel, as well as members of the Friends of the Library with whom this meeting was held in joint.
3. **Acceptance of the minutes of January 8, 2007.** January minutes were approved and accepted. (Hauk/Headley)
4. **Board Member Announcements:** Headley provided all interested with a copy of her notes summarizing the recent meetings held on January 27th with California State Librarian Susan Hildreth and on February 2nd with Santa Cruz County Librarian and author Anne Turner. Headley also presented a letter from the Monterey Bay Cooperative Library System in support of fully funded library services in Pacific Grove. Headley proposed that, in light of recent developments, the Pacific Grove Public Library Advisory Board might need to meet more often over the next two months, changing meeting dates to the 2nd and 4th Tuesdays of the month at least through March. The board approved unanimously. (Headley/Whitman)
5. **Oral Communications:** There were no oral communications.
6. **Reports:**
 - a) **Friends of the Library Update:** President of the Friends of the Library, Joe Brookshier, reported that the first FOL meeting of the year went well, and that there was a lot of support for the library right now. Brookshier expressed some concern that there seems to be some confusion on the part of the general public with regards to library funding: some seem to be assuming that because the City Council's decided at a recent meeting *not* to completely cut funding to the library, that the library would remain fully funded. The FOL board elections will be held in a side meeting following this meeting.
 - b) **Senior Librarian:** Senior Librarian Housel's report touched on the following points:
 - i) Jean Chapin has left her position at PGPL, which has caused a serious staffing shortage. In light of that shortage, Housel proposes a cut in hours from 50 to 42 hours per week, effective March 3rd, 2008. The Board voted to officially support that recommendation (Headley/Whitman).
 - ii) The library has received two recent bequests: \$167,000 from the Rosemary Canfield Trust (which will go into a trust fund with interest available to be spent on library materials), and \$100,000 from Jeannie Claussen's estate (anticipated sometime in the next fiscal year).
 - iii) Use of the library seems to be up in recent months, and the "door count" is up by 25 people per day (from approximately 475 people per day to 500 people per day). Internet users have doubled since January of 2007.
 - iv) New Internet Timing and Reservation software has been installed on the computers in the library, to facilitate patron use and sharing of that important resource.
7. **Old Business:**

a) Update/discussion of the City Proposals regarding the PG Library Budget Cuts.

8. New Business:

a) Introduction of New Library Board Member: Neal Whitman has been appointed to the Library Board. He was introduced to all present, and indicated his eagerness to serve.

b) Where to go from here? (Joint meeting with Friends of the Library and P.G. citizens.)

i) A few important facts were established:

(1) Mary Housel explained that currently, the general fund goes toward library salaries and benefits for full time employees—(approx. \$702,000.); Materials and office supplies (\$100,000); Contract services, postage, utilities, telecommunications, building repair (minor), and equipment repair (\$151,000.).

(2) If the City cuts funding to \$460,000 as projected, the library will need approximately \$500,000 annually to return to baseline services and staffing.

ii) Friends of the Library President, Joe Brookshier informed those present of two pending ballot measures: one proposing to raise TOT from 10% to 12%, and one proposing to add ½% sales tax. Both proposals would be intended to increase general funds for the City of Pacific Grove.

iii) City Councilmember Lisa Bennett mentioned that the idea of creating a Mello-Roos district has been explored in Pacific Grove before, in 1992. It requires two initiatives: one to set up the district, and one to tax the district.

iv) It might be a good idea to begin a Library Foundation, which would have less restrictions than the Friends on its ability to raise and provide funding for the library.

v) For our next meeting, Headley volunteered to research Library Systems & Services (LSSI) and incorporate her research into our letter to City Council. Steele offered to research the costs of consultants, and Brookshier offered to try to get a meeting with the City Manager to discuss library operation and funding options and to coordinate activities with the city. We will come together on February 26th to review the results of this work and assess what remains to be done.

c) Drafting of letter advising City Council with regards to how to proceed with the library: It was agreed that Headley would draft a letter that presented the following: the board's support of reduction of hours at the library, the position of the board in regards to the proposal by LSSI to take over library service, and the MOBAC resolution in support of fully funded library services at PGPL. The letter will be presented at our next meeting on February 26 for board approval before being sent to City Council.

9. Adjournment: at 8:50 p.m. (Steele/Headley)

Respectfully Submitted,



Laura Courtney Headley
Secretary

**Next Regular Board Meeting:
Tuesday, February 26, 2008, 7:00 p.m.
Pacific Grove Community Center
515 Junipero Avenue**