



PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, July 10, 2007
Pacific Grove Community Center

1. **Call to order:** Chair Lynn Mason called the meeting to order at 7:05 p.m.
2. **Roll Call:** Laura Courtney Headley, Lynn Mason, Nancy Hauk, Sarah Paff, and Mary Housel
3. **Acceptance of the minutes of June 12, 2007.** After the correction by Mason of two erroneous dates, the June minutes were approved. (Paff/Mason)
4. **Board Member Announcements:**
 - a. Headley mentioned a communication she had received earlier that day from Lisa Bennet, who wrote to say that she was going to be in Chicago and would be unable to attend the Library Board Meeting. Bennet had requested that we add an item to the agenda for our August meeting regarding developing a strategic plan for the library.
 - b. Housel mentioned that Susan Steele had contacted her to tell her that she was also out of town and would be unable to attend the meeting.
 - c. Headley informed the board about the June 20th article in the Pacific Grove Hometown Bulletin about her presentation to the city council on May 16th. Various related letters and articles were discussed.
 - d. Mason made an announcement regarding the length of the terms of office of the Library Board members. There had been an error on the official list. Mason herself is correctly listed as serving a two year term, but Steele and Paff are listed as serving two year terms as well, when their terms are actually four years long each. The correct ends of all current board members' terms are as follows: Mason-2/8, Hauk-2/10, Headley-2/10, Steele-2/11, Paff-2/11.
5. **Oral communications:** None.
6. **Reports**
 - a. Friends of the Library. In Susan Steele's and Joe Brookshier's absences, Mason said that she had heard that the FOL was in the beginning stages of planning celebrations in honor of the Library's 100th birthday next year. They are welcoming ideas from the community. Mason also mentioned that Judy Archibald was planning a celebration to welcome Mary Housel on Wednesday, August 29th from 4:00 to 6:00 p.m. at the Library. The next FOL meeting is scheduled for Tuesday, August 21st at 5:15 p.m. (Meetings are routinely held on the third Tuesday of the month at 5:15 p.m.)
 - b. Our new Senior Librarian Housel did not have a written report this month (it being only her second day on the job), but in addition to bringing a delicious plate of brownies to share with the Board, she also gave the board a brief oral personal employment history. Housel also praised the library staff and said that she found them to be informative, friendly, and welcoming.
7. **Old Business:**
 - a. Priorities for the Library:
 - i. Future presentations to the City Council were discussed. At the next City Council meeting on Wednesday, July 18th, Mason will be introducing new Senior Librarian Mary Housel to the Council. Paff will be making a presentation about Children's Services at the Library in August (at the August 15th Meeting). We will discuss and approve that presentation at our next Board Meeting. Mason will make a

presentation about Inter-Library Loan in September, followed in October by a presentation on the subject of staffing.

- ii. Mason mentioned that Ellen Pastore had told her that the City Council would appreciate it if we could relate our future presentations to items on our budget. We would, for example, make a presentation about a particular need or concern the library is facing and refer Council to the corresponding item on the upcoming budget. The board discussed the timeline for the 2008-2009 budget.
- iii. Housel mentioned that it would be nice if the Herald would come and take a photograph during one of the library's children's events. She plans to call one of the media contacts to whom she has been referred.
- iv. Housel also mentioned some concerns she has about repairs that need to be made in the library (i.e. the stall dividers in the men's restroom), and upgrades related to safety issues (i.e. lights that would come on during a power outage).

8. **New Business:**

- a. Agenda items for August 14 meeting –
 - Strategic Plan for the Library (where we would like to be in 5-10 years, etc.).

ADJOURNMENT at 8:15 p.m. (Headley/Mason)

Respectfully submitted,

Laura Courtney Headley

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Secretary

**Next Regular Board Meeting:
Tuesday, August 12, 2007, 7:00 p.m.
Pacific Grove Community Center
515 Junipero Ave.**