

# PACIFIC GROVE LIBRARY BOARD

## MINUTES

Tuesday, April 10, 2007  
Pacific Grove Community Center

1. **Call to order:** Lacking a Chair, Board member Hauk called the meeting to order at 7:05 p.m.
2. **Roll Call:** Nancy Hauk, Laura Headley, Lynn Mason, Susan Steele, Ellen Pastore and Lisa Bennett, Council Liaison
3. **Acceptance of the minutes of February 13 and March 13, 2007.** Minutes were approved (Headly/Steele)
4. **Board Member Announcements:** Headley read a letter she wrote to Council expressing concern about need to fill both Director and Senior Librarian positions as soon as possible. Pastore followed up with status report on recruitment for Senior Librarian, indicating that would be the only position filled given current budget situation. The Senior Librarian recruitment is underway with an application closing date of April 27. Given that, members agreed that Headley's letter need not be sent at this time. Board members asked if they could be assist in any way with interview process, and Headley, Mason and Steele offered to serve on interview panel if appropriate. Headley also reported that Sustainable P.G. would be participating in Good Old Days and be based in Jewel Park.
5. **Oral communications:** None.
6. **Reports**
  - a. Friends of the Library. Pastore reported the next FOL Board meeting will be April 17<sup>th</sup> and she will attend. Members once again expressed need to collaborate with Friends to promote value of the Library.
  - b. Acting Library Director. Pastore reported the following:
    - Donations to the Book Fund totaled \$11,645.55 in March, thanks to an unexpected grant of \$10,000 from The Betsy Gordon Foundation to be used to build up the DVD collection.
    - Children's Librarian Lisa Maddalena is preparing for the annual Summer Reading Club. The theme this year will be "Get a Clue @ Your Library."
    - Reference Librarian Jean Chapin is taking an online course in technology planning.
    - At this time, it appears Library budget will not sustain further reduction beyond what was already cut for current fiscal year. Proposed budget will be considered by Council at a special meeting on April 26.
    - City Manager has authorized the roof repair job. Williams Roofing indicates they can do the job before the end of the month.
    - A fifth board member, Sarah Paff, has been appointed by the Mayor. She is not able to be here tonight but will attend next meeting.
    - She recently attended a wonderful presentation by Stephen Abram, noted Library visionary, regarding the future of libraries. He emphasized need for libraries to embrace most recent technology innovations so as to attract younger generation.
7. **Old Business:**
  - a. Election of officers – Members elected the following officers: Lynn Mason, Chair; Susan Steele, Vice-Chair; and Laura Headley, Secretary.
  - b. Building repair – update. Covered under Acting Director's report.
  - c. Library Budget - update. Covered under Acting Director's report.
  - d. Reports to Council – Members discussed possible topics for future reports and agreed that next one might focus on statistics regarding use by youth.
8. **New Business:**
  - a. Priorities for the Library – Pastore listed following issues:
    - Technology planning – Library does not have a technology plan. Needs to have one.

- Strategic planning – new Senior Librarian and staff should engage in strategic planning to develop a 3 to 5 year plan.
  - Library needs following new equipment in FY 07/08: new server (included in proposed budget); two new CPUs to replace two oldest public Internet workstation CPUs (will ask FOL to fund); two to three added public Internet workstations (not included in proposed budget); heavy-duty color printers – one for staff and one to replace current printer for public Internet workstations (also not included in proposed budget.)
  - Staffing needs include increasing hours for part-time Librarian I/II from current 400 to at least 1,000 per year; restoration of one Library Assistant position at 1,000/year; increase Admin. Secretary from 30 hours to full-time; restoration of at least one shelver. None of these staffing needs are addressed in proposed FY 07/08 budget given City's financial situation.
- b. Agenda items for May 8 meeting –
- Priorities for the Library and a strategy to convey those priorities
  - Presentations to Council should be regular agenda item

ADJOURNMENT at 8:35 p.m.  
Respectfully submitted,

Ellen Pastore  
Acting Library Director

**Next Regular Board Meeting:  
Tuesday, May 8, 2007, 7:00 p.m.  
Pacific Grove Community Center  
515 Junipero Ave.**