



# PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, May 8, 2007  
Pacific Grove Community Center

1. **Call to order:** Chairperson Lynn Mason called the meeting to order at 7:05 p.m.
2. **Roll Call:** Nancy Hauk, Laura Courtney Headley, Lynn Mason, Susan Steele, Sarah Paff, and Ellen Pastore
3. **Acceptance of the minutes of April 14, 2007.** After one correction suggested by Lynn Mason (inclusion of her name in the list of those who had offered to assist with the interview process for the new librarian position), April minutes were approved (Headley/Hauk)
4. **Board Member Announcements:**
  - a. Headley read the letter she wrote on behalf of the Library Board to the Betsy Gordon foundation, thanking them for the \$10,000.00 grant for the purchase of DVDs. Each member of the board signed the letter.
  - b. Headley shared her plans for her presentation to the City Council on Wednesday, May 16<sup>th</sup> on the subject of the need to hire more librarians. The board approved the planned presentation. Headley also suggested that a future presentation be made on the subject of the duties of various library employees. (i.e. What librarians do; how many people does it take to run a library?)
  - c. Pastore mentioned the resolution passed at the last City Council meeting (Policy #000-6) regarding board presentations and encouraged all of the board members to be aware of the requirements stated therein. Pastore offered to distribute copies of the resolution among the board members.
  - d. Pastore explained some aspects of the process of grants and bequests, including the fact that, due to the high per capita income in Pacific Grove, we don't qualify for many grants available to public libraries. The library currently does not have enough staff to pursue grant opportunities.
  - e. Headley announced that she is compiling a binder of board member reports to City Council and asked that all members bring copies of their reports to the next board meeting (June 12) for inclusion in that binder.
  - f. The board agreed on the following schedule for Library Board Presentations during City Council meetings: June 20<sup>th</sup> (Steele—*Staffing and Job Descriptions*), July 18<sup>th</sup> (Hauk—*Staffing and Job Descriptions II*), August 15 (Paff—*Use of Library by Children*), September 19 (Mason—*Interlibrary Loan*).
  - g. Headley announced that Ellen Pastore was named Employee of the Quarter for the City of Pacific Grove at a recent City Council meeting. She was commended by the mayor and given an award.
2. **Oral communications:** None.
3. **Reports**
  - a. Friends of the Library. The last FOL Board meeting was be April 17<sup>th</sup>, and it was attended by Pastore. She reported that there are two new board members, and that Joe Brookshier will be the new chair. Other new members include Martin Lipp and Judy Archibald. The new members came for a library tour last Thursday with Pastore. Pastore also reported that the letter offering donors to the library expansion project a refund of their donations has been sent out. The deadline for donors to respond is June 4<sup>th</sup>, 2007. A number of donors

have requested that their money be returned. Members expressed need to collaborate with Friends to promote value of the Library.

- b. Acting Library Director. Pastore reported the following:
  1. The application period for the post of Senior Librarian is closed. At least seven applications are on file. Ellen will aid in the paper screening for the position, and the Deputy City Manager (Charlene Wiseman) will assemble the interview panel.
  2. The library's administrative secretary has given notice and will be leaving her job at the library at the end of May. The city has offered to provide temporary help until a replacement is hired. Instead of replacing the administrative secretary at  $\frac{3}{4}$  time with benefits, Ellen will discuss with the Deputy City Manager the possibility of hiring a  $\frac{1}{2}$  time office assistant, and a  $\frac{1}{2}$  time library assistant, neither with benefits (at equivalent cost).
  3. The repair of the library roof has been completed. The job came in within budget. It was inspected by the city building inspector and deemed excellent. The repairs necessary for the substructure of the library building are still in the hands of the Department of Public Works.
  4. Pastore distributed copies of two sections of a book by Stephen Abram, noted Library visionary for the board's perusal.
  5. Also distributed to board members was a copy of the city's "Library Budget" page and the library's budget narrative. She walked the board through salient aspects of both.
4. **Old Business:**
  - a. Building repair – update. Covered under Acting Director's report.
  - b. Library Budget - update. Covered under Acting Director's report.
5. **New Business:**
  - a. Planned future presentations and library priorities. Covered under Board Member Announcements.
  - b. Agenda items for June 12 meeting –
    - Discussion and approval of future presentations to City Council.
    - Ellen Pastore's retirement from her position as Acting Director of the library.

ADJOURNMENT at 8:05 p.m. (Headley/Hauk)

Respectfully submitted,



Laura Courtney Headley  
Secretary

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