



## PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, September 11, 2007  
Pacific Grove Community Center

1. **Call to Order:** Chair Lynn Mason called the meeting to order at 7:10 p.m.
2. **Roll Call:** Laura Courtney Headley, Lynn Mason, Nancy Hauk, Susan Steele and Mary Housel.
3. **Acceptance of the minutes of August 14, 2007.** August minutes were approved and accepted. (Hauk/Steele)
4. **Board Member Announcements:**
  - a) Having done some research on the rules and protocol for board meetings and a discussion on the matter with Jean-Marie McLaren, Mason presented a brief overview in an effort to help the board to keep our meetings running efficiently and well. The key points were as follows: Members of the public are allowed to speak during the Oral Communications section of the meeting. Members of the public are not allowed to interrupt reports by board members or other people scheduled to speak on agenda items. Comments (of not more than 3 minutes) are allowed following each report on the agenda. Brief discussions on the part of board members are allowed following each report.
  - b) Hauk showed the board the September 5, 2007 edition of the P.G. Hometown Bulletin and referred to a front page article, "PG Council Looks to the Future," detailing the results of a retreat held by the city manager and city council. The article summarized the retreat's stated goals, to find ways to "1). Protect the natural environment, 2). Provide responsible, competent management of the city's business and resources, 3). Enhance the public trust, and 4). Enhance the qualities that make Pacific Grove a viable and vibrant Hometown." Hauk was surprised and concerned to find no reference to the library or the museum in that article. Hauk will attempt to find the minutes of that retreat.
5. **Oral Communications:** None.
6. **Reports:**
  - a) **Friends of the Library Update:** Board member Steele attended the FOL meeting on August 21<sup>st</sup>. The reception welcoming Mary Housel on August 29<sup>th</sup> was a success. The FOL is still working on returning the building funds. FOL has allocated \$3,000. for needed computer equipment, but the library may need to ask for more. There seems to be a lot of money sitting in FOL funds, and it would be good to ascertain how much of it can be made available for various needs at the library.
  - b) **Senior Librarian:** Housel went over her written report to the board, highlighting the following points:
    - i) Housel has held meetings with the city of Monterey's ISD department to iron out some issues with the library's computer system. However, the contract with ISD has not yet been signed, which is an issue for the Deputy City Manager.
    - ii) This month's staff meetings were attended by various visitors, including a new officer from the Pacific Grove Police Department who helped to field concerns regarding behavioral issues of library users.
    - iii) Housel is working on a code of conduct policy for the library, which she will bring to the board upon its completion.

- iv) Housel called the board's attention to serious repair issues in the library building. Some of the more pressing concerns are issues of hygiene and safety (emergency lighting, etc.)
- v) Housel also expressed concern regarding issues related to her own position as senior librarian without powers of directorship. Many of the most urgent and pressing decisions that need to be made on behalf of the library currently must be put through the deputy city manager, whose office is too busy to respond in a timely manner.
- vi) With the departure of the part-time Manpower administrative worker, the library is even more seriously understaffed than usual. Various board members recommended that Housel request another Manpower person or more hours from part-time employees, since this issue came up before the hiring freeze and should not be affected by it.
- vii) Circulation is up 8,800 over last year!
- viii) Internet use is also up.

**7. Old Business:**

- a) **Discussion of the Library Board's Mission:** Mason distributed various documents related to the officially stated duties of library board members, and the stated reason for initially implementing such a board. Headley suggested that perhaps members need time to review the documents and think about what the ideal library board would look like in terms of its response to the needs of the library and advising the city council. The board will discuss the issue at our October meeting.
- b) **Library Strategic Plan:** Discussion of this item is being postponed until Council Representative Lisa Bennett is available to participate.
- c) **Board Member Mason's September presentation to the city council.** Mason announced that instead of making a presentation to the city council on the subject of Inter-library loan, she is working with Housel on a presentation that will inform them of the more pressing building-repair issues at the library. That presentation is planned for Wednesday, October 3<sup>rd</sup>.
- d) **Board Discussion of Upcoming Presentations to Council:** This issue has been tabled pending our discussion of our mission and roles as board members.

**8. New Business:**

- a) **Agenda Items for October Meeting:** Further discussion of the Library Board's Mission, the Library's Strategic Plan and upcoming presentations to Council.

**9. Adjournment:** at 8:10 p.m. (Headley/Hauk)

Respectfully Submitted,

*Laura Courtney Headley*

Laura Courtney Headley  
Secretary

**Next Regular Board Meeting:  
Tuesday, October 9<sup>th</sup>, 2007, 7:00 p.m.  
Pacific Grove Community Center  
515 Junipero Avenue**