



## PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, November 13, 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:** Lynn Mason, Nancy Hauk, Susan Steele, Sarah Paff and Mary Housel. Two college students sat in on the meeting to observe.
3. **Acceptance of the minutes of October 9, 2007.** October minutes were approved and accepted. (Steele/Hauk)
4. **Board Member Announcements:**
  - a) There were no board member announcements.
5. **Oral Communications:** There were no oral communications.
6. **Reports:**
  - a) **Friends of the Library Update:** Joe Brookshier reported that:
    - i) The FOL are giving a Holiday/Thank you party for the Library staff on Sunday, December 2 at a house in Carmel.
    - ii) The FOL approved additional funding for computers.
    - iii) The Friends' annual meeting will be held January 12, 2 PM, at the Museum of Natural History with local humorist and writer, Larry Wilde.
    - iv) The next meeting of the FOL will be held after the Holiday party on December 2 in lieu of the usual 3<sup>rd</sup> Tuesday of the month.
  - b) **Senior Librarian:** Housel went over her written report to the board, highlighting the following points:
    - i) FOL generously provided \$6500 for 6 computers, 10 monitors, and software so we can provide 10 instead of 5 public internet computers. We are replacing one old computer.
    - ii) The "Library Code of Conduct" has been reviewed by the Deputy City Manager and approved to forward to the City Attorney for his review and approval. He is currently reviewing it.
    - iii) Housel discussed a group she is participating in called "Chambr" headed by a librarian from CSUMB. Some local history images from the library's postcard or photograph collection would be digitized on a website at CSUMB.
    - iv) Several library staff browsed the exhibits at Internet Librarian and were inspired with new products and services for libraries.
    - v) Housel presented a report on the state of the library building to the city manager and deputy city manager. The city manager asked us to move forward on getting the roof reroofed where the leak is (back northwest corner). Williams Roofing has been selected and they are supposed to contact Housel with a start date this week.
    - vi) Housel reported that staff morale is very low as we wait to find out how city management will make the needed \$1.5 million cuts to the city budget.
    - vii) The holiday bookdrop was not a problem the past Vet's Day holiday. We locked both sides of the drop so it didn't overflow and no one complained.
    - viii) The monthly statistical report now shows the number and hours worked of/by volunteers in the library. We also are including the number of wireless users on the

statistics. We have more users than we see in the library and know many are using the signal from outside the library.

ix) The Library needs more bandwidth for faster internet connections. There is the option of increasing our current ½ T1 line to a full T1 or getting a separate line for the staff from the public connection. Discounts on telecommunications are available to libraries who apply for the Erate, however, the Erate must be applied for at the City level.

x) Several library staff saw a demonstration of “Cassie,” an internet time management and reservation software system and viewed it at DLI Library where it is used.

**7. Old Business:**

a) **Library Reroofing job should be scheduled soon.**

b) **Library Strategic Plan discussion tabled until Council member Bennett can attend.**

**8. New Business:**

a) **Letter and/or Presentation to City Council for November:** Due to the city’s current budget crisis, the board decided to send the city manager and council a letter asking them not to cut the library. Board member Steele agreed to write the letter on behalf of the Library Board. The Board discussed whether to give a presentation to the City Council about the Library building. It was decided to hold off until after the budget crisis. The Board discussed the donated library building and equipment fund money that will pay for the roof job and thought it was a good idea to use the money on other building problems such as the subterranean termites and window repair.

b) **City Manager’s letter regarding Possible Consolidation of Advisory Bodies:** The Board was in agreement that the Library Advisory Board should not be consolidated with any other city advisory body. Steele will write a letter to the City Manager and Council to convey this recommendation.

c) **Library Code of Conduct:** The City Attorney is drafting enforcement provisions to go with the Code of Conduct. The Library Board read the Code and decided to wait for a revised version that will include the City Attorney’s enforcement provisions to review again.

d) **Upcoming vacancy on Library Board in February:** Lynn Mason’s term is up in February and she has decided not to seek another term. The Board will encourage interested members of the public to apply to the city for a seat on the Board.

e) **Library Centennial Celebration:** The Board asked about plans the FOL or staff may have for the Library’s Centennial in 2008. Housel will report more at the next meeting.

f) **Agenda Items for December Meeting:** Discussion of Library Centennial celebration plans and how the Board might be involved.

**9. Adjournment:** at 8:00 p.m. (Hauk/Steele)

Respectfully Submitted,

Mary Housel  
Senior Librarian

**Next Regular Board Meeting:  
Tuesday, December 11<sup>th</sup>, 2007, 7:00 p.m.  
Pacific Grove Community Center  
515 Junipero Avenue**