



PACIFIC GROVE LIBRARY BOARD MINUTES



Tuesday, March 11, 2008
Pacific Grove Community Center

1. **Call to Order:** Acting Chair Susan Steele called the meeting to order at 7:05 p.m.
2. **Roll Call:** Laura Courtney Headley, Susan Steele, Nancy Hauk, Neal Whitman, Mary Housel and Sarah Paff.
3. **Acceptance of the minutes of February 26, 2008.** February 26 minutes were approved with one amendment, and accepted. (Whitman/Paff)
4. **Board Member Announcements:** There were no board member announcements.
5. **Oral Communications:** There were no oral communications.
6. **Reports:**
 - a) **Friends of the Library Update:** President of the Friends of the Library, Joe Brookshier, gave a detailed report, highlighting the following items:
 - i) At their most recent meeting, the FOL changed the budget for the Library's Centennial Celebration from \$1,000 to \$2,000.
 - ii) A budget of \$15,000 for a survey about PGPL funding in preparation for a possible ballot measure has been unofficially approved.
 - iii) Many of the FOL members are on vacation in late March, so there is not likely to be much action taken during that time in relationship to the work on the ballot proposal.
 - iv) The FOL needs to ascertain what it is that they want the polling group to do, but it is most likely going to focus on funding (in the interest of determining a realistic ballot proposal) and *not* library services.
 - b) **Senior Librarian Report:** Senior Librarian, Mary Housel, gave her monthly report to the board, highlighting the following items:
 - i) One of the library's part time assistants is resigning. She had been in charge of inter-library loan duties. Another part-time assistant is being trained for those duties, but due to the hiring freeze, the loss of this employee is likely to add significantly to the already pressing staffing-shortage related difficulties at the library.
 - ii) The library staff will conduct a "Periodical Survey" to ascertain which periodicals are most popular. They will be asking patrons to choose their top 3 periodicals. This will help staff to identify which periodicals to remove from the EBSCO subscription list. (Total subscriptions will have to be reduced by 50% in light of the new budget.)
 - iii) There is a "Read-A-Thon" planned for Saturday, April 19 at the library. Children will get pledges from the community for their reading, and all funds will go to support PGPL. Garland Thompson, PG's poet in residence will attend. The idea for the Read-A-Thon came from local parent Linda Bailey and her 2nd grade daughter.
 - iv) The library hosted a "Fahrenheit 451" day as part of the Big Read program. Patrons are being invited to fill out cards indicating which 1 book they would save.
 - v) Pamela is designing a birthday card for the library's centennial May 10th. The celebration will most likely include a magician, a barbershop quartet, a cake, and a writing contest on the subject of "Why I love my library."
7. **Old Business:**
 - a) **Board members' research on consultants:** Nothing new to report this month.

8. New Business:

- a) **Library Board elections for Chair, Vice Chair, and Secretary:** Prior to board elections, Headley made the recommendation that a new arrangement of duties be considered with regards to the various writing tasks required by the board (minutes, letters, reports, etc.), so that the Secretary might not be overburdened by such tasks. The board agreed that, while some members might not be able or willing to share in these tasks, in principal it would be good to share them. It was agreed that the Secretary would be responsible for the minutes (calling on other members for help when needed) and that the Chair and Vice Chair would be responsible for letters and reports. Members unanimously elected the following officers: Susan Steele, Chair; Laura Courtney Headley, Vice Chair; Nancy Hauk, Secretary.
- b) **Discussion of the Library Strategic Plan:** Paff began the discussion by proposing that the board focus not on the strategic plan, but on evaluation of the various proposals before the city council to run the library with a view to advising the city council. Whitman pointed out that the work of evaluating proposals and advising city council regarding the board's views ought not to take up too much of the board's time (and the task will be finished by July 2008), so that we could still make progress toward the drafting of a strategic plan, which would help us to gain a broader perspective and enable us to envision other fund raising opportunities, etc. Susan Steele suggested that it would be helpful for the board to compile a 15-month plan, so we can envision where we'll be in July 2009.
- c) **Library Board's role in planning process:** Headley began the discussion by suggesting that it is time for a presentation to City Council where the board can re-introduce itself and make a public statement about our current efforts and goals with regards to the library's current crisis. Review of proposals and strategic planning are our current priorities.
- d) **Board input on agenda items for April 8 meeting.**
 - i) Presentation to City Council
 - ii) Strategic Planning: Next Step
 - iii) Review of Proposals

9. Adjournment: at 8:13 p.m. (Headley/Hauk)

Respectfully Submitted,

Laura Courtney Headley

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Secretary

**Next Regular Board Meeting:
Tuesday, April 8, 2008, 7:00 p.m.
Pacific Grove Community Center
515 Junipero Avenue**