



PACIFIC GROVE LIBRARY BOARD MINUTES

Tuesday, January 12, 2010
Pacific Grove Community Center



1. **Call to Order:** Chair Laura Courtney Headley called the meeting to order at 7:00 p.m.
2. **Roll Call:** Laura Courtney Headley, Anthony Pearsall, Neal Whitman, and Lisa Maddalena were present. Nancy Hauk was absent.
3. **Acceptance of the minutes of December 15, 2009.** The minutes of the December meeting had not yet been submitted. They will be considered at the February meeting.
4. **Board Member Announcements:**
 - a) There were no Board member announcements.
5. **Oral Communications:** Lisa Bennett announced that her husband, Robin White's book, Confessions of a Radical Industrialist, was named one of the best nonfiction books of 2009 by *Publisher's Weekly*. The Board officially and unanimously acclaimed Mr. White for his accomplishments (Pearsall/Headley).
6. **Reports:**
 - a) **Friends of the Library Update:** Joe Brookshier reported on the following issues:
 - i) The Friends' annual meeting will be held January 16th with local author Sharon Randall. A full house is expected. New Board members to be nominated at that meeting include all current members, along with new members Camille Liscinsky and Susan Steele.
 - ii) A summary of the Friends' income and expenses for 2009 was distributed to the Board. Total income for 2009 was \$65,000. Total expenses for 2009 totaled \$89,000.
 - iii) New officers for the FOL will be elected at their February meeting. The February meeting of the Library Advisory Board will be the last meeting Joe will attend as president.
 - b) **Senior Librarian:** Lisa Maddalena went over her January report, and copies were distributed to the Board. The following points were highlighted:
 - i) The new "Fund our Library" fundraiser has raised almost \$27,000 for the next fiscal year.
 - ii) We can safely say that we will be operating on our current budget until July of 2010. After that, we will have a shortfall because we can't expect the FOL to be able to donate funds equal to those they were able to give this past fiscal year.
 - iii) December was a very successful month for Children's programs, with record attendance.
 - iv) Our contract librarian resigned in October, and in December we got approval to hire two part-time reference librarians to take her place (to cover Saturdays and meetings, etc.).
 - v) Website hits have been "way up" in the past month.
 - vi) Monterey and Pacific Grove Public Library have implemented e-commerce, allowing patrons to pay fines and make donations online via the Library website. Headley asked if there was a button near the "fees" part of the "My Account" page that allowed payment right there. Librarian Pamela Jungerberg said that she would look into it and report back.
 - vii) We had a wonderful author program on December 3rd. Ellen Hopkins was there to present her work, and 42 people attended, half of whom were teenagers, a great turnout.
 - c) **Chair's Report:** Laura Courtney Headley reported on the following issues:
 - i) Lorrie Sizemore has been invited to attend our March meeting to talk with us on the subject of volunteers.
 - ii) We have lost our Board secretary, Nancy Hauk. Her term expires on January 30th, and she is ill and was not able to attend tonight's meeting.
 - iii) We will follow up on Walter Gourlay's idea of enlisting the support of private, non-government institutions for help in fund raising, grant writing, etc., and we hope it will be one of the ideas covered in the upcoming Library Summit.

- iv) On Friday (1/8/10), Headley, Maddalena and Jungerberg had a meeting with Jim Hekkers and Hank Armstrong from the Monterey Bay Aquarium. It was a productive and inspirational meeting. Hekkers and Armstrong expressed an interest in helping us through this time of transition and searching for solutions and, among other things, urged us to apply for an Organizational Improvement Grant form the Packard Foundation.
- v) This morning (1/12/10) a meeting was held at City Hall with Headley, Maddalena, Elin Kelsey, and City Manager Thomas Frutchey to refine our expectations for the Library Summit and draft a letter of invitation to the citizens of Pacific Grove. We are showing our solidarity by including the signatures of Thomas Frutchey, Carmelita Garcia, Lisa Maddalena, Joe Brookshier, and Laura Courtney Headley. The Board unanimously approved the letter (Whitman/Pearsall).
- vi) A brief discussion of a new logo for the Library Advisory Board resulted in the decision to adopt the logo that now appears at the top of these minutes.

7. Old Business:

- a) **Volunteers in the Library:** This issue has been postponed to our March meeting, when Lorrie Sizemore, the Volunteer Coordinator for the City of Pacific Grove will be in attendance.
- b) **Board terms expiring.** Although the terms of two of our current members expire at the end of the month, we will have a full Board as of February, including the re-assigned Laura Courtney Headley. Once the full Board is situated, we will be able to hold elections to officially fill the offices of Chair, Vice-Chair, and Secretary. We can also re-instate some important policies and practices as a newly re-configured Board, including the issuance of Library Board binders and handbooks, tours of the Library for new Board members, etc. As there was no secretary present at this meeting, the chair consented to take these minutes. Anthony Pearsall agreed to take the minutes for the February meeting.

8. New Business:

- a) **Library Summit:** The Library Summit will be held Saturday, February 6th from 9:00 a.m. until 1:00 p.m. It is intended to be a brainstorming session and will be open to the public. It will be facilitated by Elin Kelsey, a local author and professor. She uses “Open Space Facilitation” as a method to get people to share their ideas.
- b) **Library Board Charter Revisited:** the City of Pacific Grove is in the process of revising Board charters. This includes the charter for the Library Advisory Board, and City Manager Thomas Frutchey has invited our participation. Headley is in communication with Frutchey on this matter, and will report on it at future meetings until the charter has been revised. Frutchey did convey to Headley that Robert’s Rules are not required for our Board meetings; the Board will include that issue in its discussions of our charter.
- c) **Library Board Press Releases:** As a topic for discussion at our February Board meeting, the chair asked that the Board consider the implementation of a policy that would provide for the need to intentionally release official Library and Library Board news (rather than rely on the—albeit wonderfully supportive and accurate—reports of local media on our meetings). In the meantime, the Chair is authorized to release a press release regarding library funding (Pearsall/Whitman).

9. Adjournment: at 8:05 p.m. (Pearsall/Whitman)

Respectfully Submitted,

Laura Courtney Headley

Laura Courtney Headley
Chair, Pacific Grove Public Library Advisory Board

**Next Regular Board Meeting:
Tuesday, February 12th, 2010, 7:00 p.m.
Pacific Grove Community Center
515 Junipero Avenue**