



MONTEREY PUBLIC LIBRARY

625 Pacific Street
Monterey, California 93940

Library Board of Trustees Minutes

Regular Meeting
May 25, 2005
5:00pm

Board of Trustees
Harry Wareham, Chair
Peggy Chandler, Vice Chair
Mary Castagna
Dempsey Butler
Alice Yamanishi

Library Director
Kim Bui-Burton

CALL TO ORDER

ROLL CALL

Library Board members present: Harry Wareham, Alice Yamanishi, and Peggy Chandler, Mary Castagna

Library Board members absent: Dempsey Butler

Staff members present: Kim Bui-Burton, Doug Holtzman, Inga Labeaune, Karen Brown, Jeanne McCombs

Two special guests, Maria and Madalena from Carmel High, observed the meeting for their government class.

APPROVAL OF MINUTES

1. April 27, 2005

Motion by Castagna to approve the minutes. Second by Chandler. Motion carried.

REPORTS

The Board acknowledged the following reports:

2. Friends of the Library ~ Ms. Yamanishi reported the following:
 - a. The Annual Meeting is on June 1.
 - b. Plans are being made for the Chocolate and Wine Tasting to be held on July 21
 - c. Plans are being made for the Home Tour to be held on October 16.
3. Statistical report
4. Volunteer report
5. Financial report
6. Library activity report ~ Ms. Bui-Burton made the following additions:
 - a. City Manager's preliminary budget presentation was distributed.
 - b. Reference Librarians attended Future Technologies workshop
 - c. Victor and Catrina attended Children's services workshop
 - d. YS, Reference, Circ, Inga, and Alice attended word of mouth PR workshop
 - e. CVPOA holding golf tournament, part of proceeds will be donated to Monterey Public Library
 - f. Automatic door openers have been installed, bringing us into compliance with ADA
 - g. Kim attending Community Policing and Problem Solving workshop on Friday, May 27.
 - h. Plans to assign officers to zones and get to now the community in the zone
 - i. Kim will be giving presentation on Public Library/Museum partnership in Pasadena in Nov. at CLA
 - j. SRP Kickoff is on Saturday, June 4 from 2 p.m.-4 p.m.
 - k. 2005 NSN Leadership award has been presented to Jeanne McCombs-yeah Jeanne!

7. Fundraising Subcommittee Report ~ The reason for no activity is that the Board did not feel it was appropriate to move ahead While Salinas Library situation is so critical. Peggy, Doug, Kim and Harry made plans to meet with Community Foundation.

PUBLIC COMMENTS

PUBLIC COMMENTS allows you, the public, to speak for a maximum of three minutes on any subject which is not on the agenda. Any person or group desiring to bring an item to the attention of the Library Board may do so by addressing the Board during Public Comments or by addressing a letter of explanation to: Library Director, Monterey Public Library, 625 Pacific Street, Monterey, CA 93940. The appropriate staff person will contact the sender concerning the details.

NEW BUSINESS

8. Strategic Plan Update ~ Update on follow up from Staff Workshop distributed
 - a. Draft Values – will lead to mission statement
 - b. SWOT – what will lead to goals and objectives

Trustee Yamanishi suggests we note that we've addressed weaknesses with cross-training.

UNFINISHED BUSINESS

9. Budget Update ~ At length discussion. The Board requests an email once the agenda is built and a time is set for the 2nd Council meeting in June so that they can speak during Public Comment.

INFORMATION ITEMS

10. Customer suggestions
11. Informational Items
 - a. Copy of acknowledgement page from "The Monterey Peninsula, A Postcard Journey" thanking Dennis Copeland for his help.
 - b. Copy of Campaign Coordinator Award certificate presented to Kim Bui-Burton from the United Way.
12. Correspondence
 - a. Thank you to Kim Bui-Burton for meeting with customer
 - b. Note of appreciation to Kim Bui-Burton
 - c. Thank you to Inga Labeaune from student observer
 - d. Thank you from customer acknowledging programs for adults
 - e. Thank you to Kim Bui-Burton and staff
 - f. Thank you to Karen Brown from student observer
 - g. Email correspondence between Jeanne McCombs and customer acknowledging Warshawsky items on exhibit in Library

Trustee Wareham added a letter to Fred Meurer from Ralston Cox with Preserve America

TRUSTEE COMMENTS

Trustees may ask a question for clarification, make a brief announcement or make a brief report on his or her activities. In addition, the Board may provide a referral to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any Library matter, or direct staff to place a request to agendaize a matter of business on a future agenda.

Trustee Wareham submitted ILL report. Appreciated Bridget's thoroughness.

ADJOURNMENT

The meeting was adjourned by Mr. Wareham at 6:07 p.m.

Respectfully submitted

Harry Wareham, Chair
Library Board of Trustees

Tricia Andrada
Administrative Assistant

"The Library Board of Trustees' mission is to oversee the administration and operation of the Monterey Public Library program and serve as a conduit for Monterey's citizens to the Monterey City Council in our joint effort to provide superior library service to the citizens of Monterey."

-adopted by Library Board of Trustees, April 28, 1999

The Library Board of Trustees meeting packet may be reviewed by the public in the Library. Information distributed to the Council at the Council meeting becomes part of the public record. A copy of written material, pictures, etc. should be provided for this purpose.

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UPCOMING MEETINGS AND EVENTS

Wednesday, June 22	5pm	Library Board – regular meeting	Library Community Room
Wednesday, July 27	5pm	Library Board – regular meeting	Library Community Room
Wednesday, August 24	5pm	Library Board – regular meeting	Library Community Room
Wednesday, September 28	5pm	Library Board – regular meeting	Library Community Room

Post agenda:

City Hall, Library Lobby, monterey.org/boards/lib_agenda.html

Distribute agenda:

City Council reading packet

Distribute agenda packets:

Library Board of Trustees, Library Director, Assistant Director, Administrative Assistant, Special Services Coordinator, Youth Services Manager, Reference Supervisor, Library Civic Information Center, Library staff room