



MONTEREY PUBLIC LIBRARY

625 Pacific Street
Monterey, California 93940

Library Board of Trustees Minutes

Regular Meeting
December 7, 2005
5:30pm

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

Library Director
Kim Bui-Burton

CALL TO ORDER

ROLL CALL

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

Library Board members absent: None

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

APPROVAL OF MINUTES

1. October 26, 2005

Motion by Castagna to approve the amended minutes. Second by Wareham. Motion carried.

REPORTS

The Board acknowledged the following reports:

2. Friends of the Library ~ Trustee Yamanishi acknowledged the Friends' contribution of \$10,000 to the Community Foundation as well as fulfilling the "wish list" submitted by staff; \$187 from the sale of CDs at the booksale will go to the Library; \$1,000 (\$500 each) will be sent to the Bay St. Louis and Waveland Mississippi Libraries; Joyce MacKenzie and Shirley Jaster have resigned from the Friends Board; dates for next year's events are July 20 for the Chocolate and Wine Tasting, October 15 for the House Tour; proceeds from the House Tour were down 50% this year; Subcommittee for fundraising will meet in January; 2006 booksale schedule will be set; plan to sponsor prize at History Day in February.
3. Statistical report
4. Volunteer report
5. Financial report
6. Library activity report ~ Ms. Bui-Burton made the following additions: a) Great Pumpkin contest was held on the Bookmobile; b) PALS catalog upgrade includes a rating system; c) MC Lars performed in the Community Room; d) Appreciation reception for donors to Archival Cataloging project to be held on Dec. 8, at 7:30; e) Business and Boards and Commissions meeting next Thurs, Dec. 15; f) City complying with new state laws on sexual harassment – Board members need to take the training online; g) Nothing in writing yet, but we'll receive something from the Community Foundation for Tell-A-Celebration, more formal presentation in January.
7. Fundraising Subcommittee Report ~ Committee will meet Dec. 19 to develop a plan for steering donations to the Trust Fund, Community Foundation and the Friends.

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

UNFINISHED BUSINESS

8. Approve recommended Bookmobile schedule for January 2006 through June 2006
Motion by Yamanishi to approve. Second by Butler. Motion carried.
9. Approval of report to City Council on status of Library Board's 2005 work program
Motion by Wareham to approve amended report. Second by Butler. Motion carried.

INFORMATION ITEMS

10. Customer suggestions
11. Informational Items
 - a. Email thanking Kim Bui-Burton for the services that the Library provides to MPUSD
 - b. Card acknowledging Monterey Public Library
 - c. Card thanking Victor Henry for his assistance
 - d. Copy of page from college dissertation acknowledging Dennis Copeland and the staff of Monterey Public Library

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.

The Board requests that there be a report on the status of the Bookmobile on January's agenda. Review previous report, report on numbers of Bookmobiles in other library jurisdictions in California, report on state of Bookmobile manufacturers and current costs, confirm Vehicle Replacement Fund is still available and how much is allocated for Bookmobile replacement.

Trustee Wareham announced that he has been appointed as a Director of CALTAC (California Association of Library Trustees and Commissioners). Workshop in Cupertino on February 23, 2006

Chair Chandler requests that Ms. Bui-Burton find out how many reports the Board will be getting from the Community Foundation regarding the Library Fund. She would like a frequent report.

ADJOURNMENT

The meeting was adjourned by Ms. Chandler at 6:45 p.m.

Respectfully submitted

Peggy Chandler, 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

Thursday, December 15	TBD	Boards and Commissions meeting	Conference Center
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2006 SCHEDULE

Wednesday, January 25	5pm	Library Board – regular meeting	Library Community Room
Wednesday, February 22	5pm	Library Board – regular meeting	Library Community Room
Wednesday, March 22	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