



MONTEREY PUBLIC LIBRARY

625 Pacific Street  
Monterey, California 93940

## Library Board of Trustees Minutes

Regular Meeting  
April 26, 2006  
5:00pm

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

Library Director  
Kim Bui-Burton

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### CALL TO ORDER

#### ROLL CALL

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

Library Board members absent: Dempsey Butler, Peggy Chandler

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

### APPROVAL OF MINUTES

1. March 22, 2006 – Regular Meeting

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

2. April 12, 2006 – Special Meeting

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

### REPORTS

The Board acknowledged the following reports:

3. Friends of the Library ~ Trustee Yamanishi reported that they are still trying to get chocolate merchants to respond for the Chocolate and Wine Tasting, but the winery donations are going well. Group of poll workers being organized for June election.
4. Statistical report
5. Volunteer reports
6. Financial reports
7. Quarterly Monterey Public Library Fund Activity Summary report
8. Library activity report ~ Ms. Bui-Burton made the following additions: a) Kim Smith has been hired as the new Librarian for Reference; b) Diane Harmon has been promoted to Library Assistant III; c) Recruitment for Library Assistant II opens on Wednesday, May 3, 2006; d) La Mesa Bookmobile site is changing due to construction; e) The John Upton memorial plaque has been installed on the wall above the windows in the magazine area; f.) Disaster Preparedness Fair is May 7, the Bookmobile will be there; g) Naval Post Graduate School invited MPL to non-profit fair on Memorial Day, May 29, Kim to attend from 10-2; h) Staff workshop is tomorrow.
9. Fundraising Subcommittee report ~ Ms. Bui-Burton made the following additions: a.) Kim will set up another meeting with subcommittee to draft policy; b) Harry at CAL TAC heard of

Minneapolis Library fundraising; c) San Francisco Library development person may do some pro-bono work with other fundraisers; d) Kim will attend Major Donors Campaign workshop next week.

#### **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**

10. Approval of Library holiday and closure schedule for Calendar Year 2006

***Motion by Castagna to approve the holiday and closure schedule. Second by Wareham. Motion carried.***

11. First Reading: Approving Revision to Policy 120: Library Card Regulations and Fee Schedule

**Note: Typo in third paragraph.**

12. Approval of Resolution to Reaffiliate with MOBAC under the California Library Services Act

***Motion by Castagna to approve the Resolution. Second by Wareham. Motion carried.***

13. Approval of Board support for Public Library Foundation (PLF)

***Motion by Wareham to approve support for PLF. Second by Castagna. Motion carried.***

#### **UNFINISHED BUSINESS**

14. Budget Update ~ Kim and Doug met with City budget committee to discuss process. Kim and

Doug reviewed General Fund requests and answered questions; it was a positive meeting. The committee will form a budget recommendation, which will go to City Manager. City Manager will then meet with department and negotiate. Peggy and Kim discussed the possibility of revising the Board policy regarding the Trust Fund. Kim and Peggy suggest a sub-committee (Trustees Yamanishi and Wareham) to review. Trustee Wareham would like as much information as possible about the relationship between the Trust Fund and the City. Trustee Yamanishi would like to see Trust Fund policies from other libraries.

15. Discussion of City Council Recruitment Subcommittee recommendation ~ Museum and Cultural

Arts Commission is fully staffed with Commissioners and several ex-officio members. Disbanding or reorganizing the Commission will likely no longer be considered.

## INFORMATION ITEMS

16. Customer suggestions

17. Informational Items

- a. Email thanking Jeanne McCombs for the Poetry Writing Workshop
- b. Email thanking Jeanne McCombs
- c. Card of thanks recognizing Jeanne McCombs work on the Alvarado Gallery show
- d. Email thanking Jeanne McCombs
- e. Email recognizing Dina Stansbury's work with the Homework Pals program at Foothill School
- f. Email thanking Doug Holtzman for his reference assistance
- g. Email thanking Victor Henry for his reference assistance
- h. Letter from San Jose State University thanking Kim Bui-Burton and Library staff

## 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.

## ADJOURNMENT

The meeting was adjourned by Ms. Yamanishi at 6:30 p.m.

Respectfully submitted

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Alice Yamanishi, Vice Chair  
Library Board of Trustees

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Tricia Andrada  
Administrative Assistant

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*"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.

The City of Monterey is committed to include the disabled in all of its services, programs and activities. Telecommunications Device for the Deaf: 831 646 3421. Please speak to the Library Administrative Assistant prior to the meeting if you require a hearing amplification device. For more agenda information, call 646-5669.



**UPCOMING MEETINGS AND EVENTS  
2006 SCHEDULE**

Wednesday, June 28	5pm	Library Board – regular meeting	Library Community Room
Wednesday, July 26	5pm	Library Board – regular meeting	Library Community Room
Wednesday, August 23	5pm	Library Board – regular meeting	Library Community Room
Wednesday, September 27	5pm	Library Board – regular meeting	Library Community Room

**Post agenda:** City Hall, Library Lobby, [monterey.org/boards/lib\\_agenda.html](http://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