



MONTEREY PUBLIC LIBRARY

625 Pacific Street  
Monterey, California 93940

## Library Board of Trustees Minutes

Regular Meeting  
May 24, 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, Peggy Chandler, Alice Yamanishi, Dempsey Butler

Library Board members absent: Harry Wareham

Staff members present: Kim Bui-Burton, Doug Holtzman, Karen Brown, Jeanne McCombs, Dina Stansbury, Tricia Andrada, Victor Henry, David Kuhn

### PRESENTATION

#### 1. Douglas Holtzman: 10 year anniversary

The Board Chair read the following remarks into the minutes in honor of Douglas Holtzman's 10 years of service to the City of Monterey and the Monterey Public Library:

Doug came to the Monterey Public Library in May of 1996 as the Reference Services Manager. Ten years later, Doug is now the Assistant Director, Library Collection Development Coordinator, PALS web catalog coordinator and responsible for management of the Support Services Division (Technical Services and Technology sections), the California History Room program and the Museum and Cultural Arts division. He brings a commitment to excellence in library service at all levels, a compassionate advocacy for staff and community, a keen and inquiring mind, the ability to see and articulate all sides of an issue, and a great sense of humor to Monterey Public Library. Among his many accomplishments:

Doug spearheaded the California History Room project, starting from the very beginning when he wrote the Doud Fund grant to the Community Foundation back in 1997. This grant helped the Library inventory the collection, write key policies and procedures, and hire temporary part-time Archivist Dennis Copeland, who later became full-time. Doug then worked with Dennis to build an outstanding local history program, including the inventory, rehousing, and conservation of many collections, significant new acquisitions by purchase and donation, book and archival cataloging, remodeling, volunteer program enhancement, and many new promotional and outreach activities. Most recently, Doug has overseen a second Doud Fund grant for the Library's Archival Cataloging project, which has provided an even greater level of public access to our California History Room resources and our community's memory.

When the Library launched its public Internet service in 1998, Doug also took a leadership role. He coordinated the development and implementation of this public access service with Youth Services Manager Karen Brown and the City Attorney, drafted many web pages that still exist today, involving and training the staff, and informing the Board and City Council. He has been integral to maintaining the policy and addressing issues as they have arisen, and continues to provide sound leadership in this area for the Library and community. Doug has overseen the

development of the PALS catalog to its current standard of excellence, and continues to work with MPL and PGPL staff, and with customer suggestions, to refine and improve it.

As Reference Services Manager, Doug facilitated development and Board approval of the Reference Service Policy, which still stands as a model of professional service ethics and clarity for the Library today. Also, in his role as Reference Services Manager, Doug facilitated the complete revision of the Collection Development Policy, in 2002, and is working with the Librarians and Archivist group to review and update this policy once again.

Doug would be the first to say that he's had help and support from other staff members on all of the above projects. He is an excellent manager, supervisor and team member - always looking out for staff members, seeking ways to broaden their experience, build their knowledge, and help them empower themselves as individuals and as a team. He is an integral part of the Program Managers team, and well respected in the city.

Doug was promoted to Assistant Director in November 2001, assumed oversight of the Support Services division in April 2003 and the Museums and Cultural Arts division in September 2004. Each of these assignments contains "multitudes" – worlds of complexity and responsibility that Doug ably, creatively and conscientiously manages. He is a thoughtful and considerate colleague, a valued source of advice and counsel for the Library Director, and knows more about science fiction and fantasy literature than anyone might think possible!

In addition, since his arrival here in Monterey, Doug has been a well-respected participant in MOBAC, the Monterey Bay Area Cooperative for Libraries – on the Reference, Interlibrary Loan and Technology committees. He is well-known and highly thought of throughout the local library community.

Doug is a tremendous asset to the Library team and in the City. He has a passion for library service (as his enthusiasm for answering questions and providing service on the reference desk clearly shows) and a keen interest in, and mastery of, library and information technologies, and these talents and skills serve our community well. Congratulations to Doug on 10 years of service, and here's looking forward to many, many more.

## APPROVAL OF MINUTES

2. April 26, 2006

***Motion by Yamanishi to approve the minutes. Second by Butler. Motion carried.***

## REPORTS

The Board acknowledged the following reports:

3. Friends of the Library ~ Annual meeting scheduled for June 7; Bill Wojtkowski and Richard Ruccello to join Friends
4. Statistical report
5. Volunteer reports
6. Financial reports
7. Library activity report ~ Trustee Yamanishi acknowledged and commended Ms. Bui Burton for Annual Staff Workshop. Ms. Bui-Burton made the following additions: a) Library to staff informational table at Naval Post Graduate School Memorial Day event Monday, May 29, Trustees Yamanishi and Castagna to assist; b) Tell-A-Celebration Saturday, June 17, Donald Davis benefit reception Friday evening June 16; c.) Summer Reading Program kickoff Sunday, June 4 from 2 pm-4 pm; d.) City Council meeting updates: June 6 City of Monterey budget priorities will be presented

to Council; June 20-budget presented for approval; e.) Meeting was scheduled with City Manager, Ms. Bui-Burton and Monterey elementary school principals to discuss Homework Pals, none of the principals showed. Program being re-evaluated to determine future direction.

8. Fundraising Subcommittee report ~ Ms. Bui-Burton distributed draft brochure
9. Trust Fund Subcommittee ~ Meeting was held with Ms. Bui-Burton and Trustees Yamanishi and Wareham. Mr. Holtzman distributed handout showing current Trust Fund balance.

### **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. First Reading: Approving Revision to Policy 210: Use of the Trust Fund
11. Approve recommended Bookmobile schedule for June 2006 through June 2007.

***Motion by Yamanishi to approve revised schedule. Second by Butler. Motion carried.***

### **UNFINISHED BUSINESS**

Budget Update ~ Library budget proposal presented to City Budget committee. Discussion regarding possible PTS Library and Museum positions or shared position between Museum and Library. Still being negotiated. Board requested Special Meeting be called once City Manager's recommendations have been finalized to discuss further.

13. Second Reading: Approving Revision to Policy 120: Library Card Regulations and Fee Schedule

***Motion by Butler to approve. Second by Castagna. Motion carried.***

### **INFORMATION ITEMS**

14. Customer suggestions
15. Informational Items
  - a. Copy of Monterey County Herald article recognizing Beverly Cleary's 90<sup>th</sup> birthday
  - b. Postcard from Beverly Cleary expressing her appreciation
  - c. Letter thanking Doug Holtzman for his presentation at Leadership Monterey Peninsula
  - d. Letter thanking Dennis Copeland for his presentation at Leadership Monterey Peninsula
  - e. Cards of thanks to Dennis Copeland for his assistance
  - f. Email thanking Kim Bui-Burton for a wonderful Library
  - g. Email thanking Jeanne McCombs for the Stories for Adults programs
  - h. Note of thanks to Jeanne McCombs
  - i. Copy of Acknowledgement recognizing Jeanne McCombs
  - j. Article recognizing the Monterey Public Library's past Poetry Circle program

### **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 at 6:35 p.m.

Respectfully submitted

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Peggy Chandler, 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.



### 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
Wednesday, October 25	5pm	Library Board – regular meeting	Library Community Room
Wednesday, December 6	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