



MONTEREY PUBLIC LIBRARY

625 Pacific Street  
Monterey, California 93940

## Library Board of Trustees Minutes

Regular Meeting  
August 22, 2007  
5:00pm

Board of Trustees  
Mary Castagna, Chair  
Maxine Reneker, Vice Chair  
Peggy Chandler  
Harry Wareham  
Alice Yamanishi

Library Director  
Kim Bui-Burton

### CALL TO ORDER

### ROLL CALL

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

Library Board members absent: Peggy Chandler

Staff members present: Kim Bui-Burton, Doug Holtzman, Tricia Andrada, Jeanne McCombs, Karen Brown, Joe Johnson, Victor Henry, Lisa Gonzalez, Kim Smith, Elliot Bender, Debbie Reagan

### PRESENTATION

1. Recognition of Elliot Bender for Five Years of Service  
Elliot Bender joined the Monterey Public Library Reader's Services staff on February 9, 2001. He was promoted to the position of Senior Page less than one year later, on January 2, 2002. When Elliot was first promoted, the library had three Senior Page positions. Shortly after his promotion, budget cuts and position freezes brought many changes to Elliot's daily tasks. Elliot adapted well to the change in his responsibilities and absorbed the new workload with a positive attitude. Elliot is now the only Senior Page in the library.

A senior page assists with customer service in a wide variety of ways. Elliot makes sure the copy and microfilm machines are up and running each morning; he processes newspapers, magazines, and microfilm; he obtains reference materials for customers; and he shelves items in the collection. Elliot retrieves materials from basement storage, teaches customers how to operate microfilm and photocopy machines, and troubleshoots equipment. Elliot always responds in a friendly, approachable manner.

Elliot processes the daily newspapers and keeps them clearly and neatly displayed for customers. He uses great care to quickly secure the newspapers keeping them readily accessible to customers and easy to read. (He even uses pliers to make sure the staples in the newspapers are flat and won't jab customer's or staff fingers—talk about attention to detail!) Elliot is undaunted when getting the newspapers ready for customers when the library opens after a holiday. Imagine the stacks of newspapers that wait for him the morning after the Thanksgiving closing!

Elliot takes care of so many details. He works each month to keep our serials (magazine) collection up-to-date and organized, maintaining our collection of back issues in the basement. He sorts and distributes the mail each day, delivers the telephone books to staff and various collection areas periodically throughout the year. He serves as an impromptu greeter/guide to people who need to enter the library through our back entrance.

Elliot is fast and accurate at re-shelving library materials. He keeps his eye on the shelves and is one of the first to notice and inform the staff of any impending shelving crisis. When Elliot is not with us the shelves feel his absence! He takes pride in the area he is working with—leaving the library a much better place than when he finds it each day. In fact his catch phrase with the rest of the staff is “Let neatness and order follow in your wake!”

Elliot always arrives at work early and with a great attitude. Elliot is a patient coworker, as well as a patient teacher. He is always ready to listen to and learn new responsibilities. He has trained many pages and circulation staff on the newspaper processing procedures. Elliot has been a real resource with helping to guide Volunteens as they have had their first job experience with the library. He always has a smile for his co-workers and an easy way about him.

Thank you Elliot for your five years of service to the Library. We look forward to many more!

## **APPROVAL OF MINUTES**

2. July 25, 2007

***Motion by Yamanishi to approve as amended. Second by Reneker. Motion carried.***

## **REPORTS**

3. Friends of the Library ~ Ms. Bui-Burton reported that the Friends quarterly meeting will be held on September 5; Ms. Yamanishi will become the liaison to the Friends; the House Tour is scheduled for October 14 with 8 houses now scheduled including the Jabberwock Inn- Thanks to Jeanne; will be working the elections in November; the Big Sur Half Marathon; annual “Big Book Sale” will be held in early January; call for volunteers for House Tour; working on revisions to the bylaws; there is a new board member who will serve as secretary.
4. Statistical report ~ First month of new process which now coincides with the State Library’s gathering of statistics
5. Volunteer report
6. Financial report ~ Reminder that FY06-07 is not complete yet
7. Library activity report ~ Ms. Bui-Burton made the following additions: a) Jillean McCommons will begin work on October 1 as the new Full-time Youth Librarian; b) Regular Part-time Administrative Assistant I, Francesca Garibaldi begins work on August 24; c) Shades of Monterey invitations were distributed to the Board; d) Back to School fair was a great success, 180-200 people attended and approximately 15 Library Card applications were completed; e) Monterey History and Art is participating in the City of Carmel Cultural Fair being held August 24-26; e.) Inga, Joanne and Gabe (from Mechanical) are in Topeka examining a Farber bookmobile and talking with the actual users and mechanics; f.) Community Survey results were announced at last night’s City Council meeting and they are

posted on the City's website. The Library rating is still high; g.) Changes are coming to the PALS catalog soon; h.) Soft roll out of the laptop service is a huge success

### **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. First Reading of revised Policy 105: Use of Meeting Rooms
9. Rescinding Policy 102: Periodicals Loan Policy  
*Motion by Reneker to approve. Second by Yamanishi. Motion carried.*
10. Rescinding Policy 124: Response to Theft or Vandalism of Library Materials and Policy 505: Fines and Refunds  
*Motion by Reneker to approve. Second by Wareham. Motion carried.*

### **UNFINISHED BUSINESS**

11. Update on Strategic Plan 2010 ~ Still adding strategic areas and adding Council strategic initiatives.

### **INFORMATION ITEMS**

12. Customer suggestions
13. Informational Items
  - a. Email to Doug Holtzman praising the staff and online reservation system
  - b. Email suggestion regarding PALS system
  - c. Email thanking Karen Brown for her wonderful help and being an "awesome librarian"!
  - d. Letter to Jeanne McCombs giving thanks for the Stories for Adults 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.

Mr. Wareham thanked Jeanne McCombs for her work on the Library Store and apologized for not acknowledging her previously.

### **ADJOURNMENT**

The meeting was adjourned at 6:20 p.m.

Respectfully submitted

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Mary Castagna, Chair  
Library Board of Trustees

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Tricia Andrada  
Administrative Assistant

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*“The Board of Monterey Public Library Trustees provides stewardship for Monterey Public Library assets and services on behalf of all residents, ensures adaptability to a diverse population, changing environment and advancing technology. Trustees advise the City Council on matters pertaining to the Library, and advocate on the Library’s behalf, while ensuring an ongoing flow of information between the Library, the community and the City Council, in accordance with Section 7.1 of the Monterey City Charter and in support of the mission statement of the Monterey Public Library.”*

*-adopted by Library Board of Trustees, April 25, 2007*

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. 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.



### 2007-2008 SCHEDULE

|                         |     |   |                        |
|-------------------------|-----|---|------------------------|
| Wednesday, September 26 | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, October 24   | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, December 5   | 5pm | Library Board – regular meeting                     | Library Community Room |
| Thursday, December 13   |     | <b>Tentative</b> – Boards and Commissions Reception |                        |
| Wednesday, January 23   | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, February 27  | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, March 26     | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, April 23     | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, May 28       | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, June 25      | 5pm | Library Board – regular meeting                     | Library Community Room |
| Wednesday, July 23      | 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