



MONTEREY PUBLIC LIBRARY

625 Pacific Street
Monterey, California 93940

Library Board of Trustees Minutes

Regular Meeting
October 24, 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: Mary Castagna, Peggy Chandler, Harry Wareham, Alice Yamanishi

Library Board members absent: Maxine Reneker

Staff members present: Doug Holtzman, Inga Labeaune, Jeanne McCombs, Karen Brown, Jillean McCommons, Joe Johnson, Victor Henry, Dina Stansbury, Francesca Garibaldi, Joanne White

New employees: Jillean McCommons introduced

PRESENTATION

1. Inga Labeaune began working for the Library five years ago as Librarian II, Reference Supervisor, after 10 years as the Library Director of St John's College in Santa Fe, New Mexico. Her professionalism, enthusiasm, and positive approach to problem solving were apparent from her first interview for this newly created position. Inga's work skills were self-described in the career objective listed on her resume: "Reference Division Team Leader"; she excels at supporting effective teams and leading major initiatives librarywide, as well as for the Reference Division.

As her supervisor noted at the end of Inga's first year "Ms. Labeaune has exceeded expectations...and made significant contributions to Reference services and the Library as a whole." Inga rapidly expanded her academic library skills to include the principles and practices of public librarianship, knowledge of public library resources, community and collection needs. She became an integral part of the Library's multiyear reinvention efforts, working with the library management team and Reference staff to enhance the Library's welcoming and accessible atmosphere. Reference librarians were encouraged to "roam" the Library to meet customer needs away from the Reference area, face-out merchandising, promotion of popular materials and cross training of Reference staff on Youth and Check-out services were successfully implemented. Inga was instrumental in planning for reconfiguring the Reference desk for more effective customer service; under her leadership the Youth Services and Check-out desk reconfiguration plans were also successfully implemented.

At the start of her second year, as a result of budget cutbacks and the promotion of the Readers Services Manager to Library Director, Inga added interim Circulation and Readers

staff supervision responsibilities to her Reference Supervisor position. She took on the supervision of two of the Library's three public service divisions with a "can do" attitude, positive approach and skill. Inga quickly brought herself up to speed on circulation, collection maintenance and Bookmobile procedures, activities, issues and concerns while managing the Library's 24/7 "Q&A Cafe" online reference service and a reference materials reallocation program. Her new supervisor observed "Ms. Labeaune continues to exceed expectations as she accepts new and additional responsibilities within the Library. Her dedication to staff, the Library and a positive and inclusive vision of public service is simply awe inspiring."

In December of 2004 Inga was promoted to Readers Services Manager, continuing to supervise the Reference Division. She managed the provision of seamless reference, circulation and Bookmobile services during months of physical, staffing and budgetary changes; many times seizing opportunities for streamlining, transformation and improvement from the gloom of budget and service reductions. She was the Facilities liaison for city staff and outside contractors and twice the primary back up for Inter-Library Loan Services for weeks at a time. In July of 2007 Inga's role as the manager for two library divisions was recognized by her reclassification to the position of Reference and Readers Services Manager for the Library.

Inga is a highly regarded leader in the City of Monterey and in the library community. She is a graduate of the city's second Leadership Academy, the past Chair of the MOBAC Reference Committee, has assisted with a citywide Disaster Fair and several Fourth of July events, has presented at regional library workshops, the Library's Staff Day, helps facilitate Library book discussion groups and is a popular interviewee on Access Monterey Peninsula's "Cover to Cover" and "Monterey Up-to-Date" programs. Inga has promoted the Library at community fairs, Bookmobile stops, high-powered donor events – even from her dentist's examining chair!

Inga models her commitment to professional values and ethics in every interaction with staff, customers and community members. Whether responding to an irate member of the public, a group of boisterous teens, an unhappy toddler, or an enthusiastic reader, Inga demonstrates great tact, tireless energy and enthusiasm. As a supervisor, she frames each interaction in terms of public service, advancement of Library and division goals and individual growth and development. If asked about her accomplishments at MPL, Inga is quick to credit library staff for all the hard work, saying she didn't think she "had done much".

And yet, it is impossible to imagine MPL as it is today without Inga's cheerful acceptance of numerous "growth opportunities", championing of new initiatives and unflagging dedication to the Library informing, inspiring, delighting and educating all. And she is always looking for ways to do more - for the staff, library customers, and the community. Thank you, Inga, for all you've given to library service in Monterey, and we look forward to many, many more years of working with you!

APPROVAL OF MINUTES

1. September 26, 2007
***Motion by Chandler to approve. Second by Yamanishi. Motion carried.
Notation to correct Board of Trustees heading.***

REPORTS

2. Friends of the Library ~ Ms. Yamanishi reported the Friends House Tour earned \$2075 – disappointing as it was half of last years revenue. Fabulous homes, fantastic volunteers, wonderful event. Low attendance thought to be due to Pacific Grove's Home Tour the previous week and minimal tourist traffic. House Tour open to suggestions – please email the Friends of the Library; Earned \$1000 from the marathon committee; Retrained for the upcoming county election; January is big book sale; Staffing information table at Big Sur Half Marathon 11/10.
3. Statistical Report
4. Volunteer Report
5. Financial Report
6. Library activity report ~ Mr. Douglas Holtzman made the following additions: a) Shades exhibit opening wonderful. Jeanne McCombs and Dennis Copeland deserve much credit for their work. Jeanne presented at the Kiwanis Club meeting and shared some of the Shades photos b) Two resignations in Youth Services. Eileen Schnur fills the RPT position and begins 11/16. Job opening will be promoted at Internet Librarian c) Doug will be attending CLA d) MPL is hosting part of the Internet Librarian program on Sunday at 5:30 p.m. e) Stephen Abram will present Tuesday, 10/30 at 12:30 pm in the MPL Community Room. Sponsored by MOBAC. f) Upcoming harassment training mandated by the City of Monterey g) Bookmobile update. All bids rejected. Council approved direct negotiation with vendor. Inga & vehicle maintenance staff have reviewed and revised specifications. Currently in negotiation with vendor.

NEW BUSINESS

7. Annual Boards and Commissions Meeting with the City Council December 13 – Two opportunities to present past year accomplishments: one written summary and a presentation by the chair.

UNFINISHED BUSINESS

9. Update on Strategic Plan 2010 ~ When plan is complete with the final draft, Board requests study session explaining the details of the Strategic Plan 2010. Request Supervisors as well as Program Managers be included.

INFORMATION ITEMS

10. Customer suggestions
11. Informational Items
 - a. Card informing of donation in memory of Jane Donohue, Library volunteer
 - b. Letter thanking staff and informing of donation for large print collection
 - c. Email of a copy of Sharon Randall's Back to School Column
 - d. Email thanking Bridget McConnell for her services
 - e. Letter from Japan to Karen, Dina, Kathy, Debbie, & Grace expressing gratitude for their generosity, help, and kindness
 - f. Thank you letter to person who sent 'book shelves' scarf
 - g. Email appreciating the extra help from Katie Schwirzke and Victor Henry

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.

Peggy Chandler inquired about the previous discussion of free passes for City museums.

Alice Yamanishi recently returned from Ashland, Oregon where as of April 25, 2007 all the libraries in Johnson County have been closed due to a lack of funding; Encouraged everyone on the Board to look at as many libraries as possible before 1/9/08 to think about what libraries in the future will need to provide for the community.

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Respectfully submitted

Mary Castagna, Chair
Library Board of Trustees

Francesca Garibaldi
Administrative Assistant

"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, December 5	5pm	Library Board – regular meeting	Library Community Room
Thursday, December 13	Boards and Commissions Reception		Conference Center
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

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