



Monterey Public Library  
625 Pacific Street  
Monterey, California 93940

## Library Board of Trustees Minutes

Regular Meeting  
Wednesday, January 23, 2008  
5:00 p.m.

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

Library Director  
Kim Bui-Burton

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### CALL TO ORDER

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

Library Board members absent: None

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

### APPROVAL OF MINUTES

1. December 5, 2007  
***Motion by Chandler to approve. Second by Wareham. Motion carried.***
2. January 9, 2007 Special Study Session  
***Motion by Wareham to approve. Second by Yamanishi. Motion carried.***

### REPORTS

3. Friends of the Library ~ Book Sale at beginning of January took place during the big storm, but in 4.5 hours over \$2000 in books & other items were sold; Friends trained to man February election; During the Board meeting fulfilled \$22,000 of the Library's wish list; Any ideas for recruiting more Friends members welcome; Besides monthly book sales the Friends are currently planning to be docents for October House Tour.
4. Statistical Report
  - a. November 2007
  - b. December 2007
5. Volunteer Report
  - a. November 2007
  - b. December 2007
6. Financial Report
  - a. November 2007
  - b. December 2007
7. Library activity report ~ Ms. Bui-Burton made the following additions: a) Library staff workshop at Marina Library during Library closure for energy upgrades. Introducing staff to grant funded projects b) Bucks for Books campaign successful, but not as successful as last year. The Library raised just over \$18,000 c) Continuing recruitment for full-time and regular part-time Librarian position in Youth Services d) Attending Monterey County Literacy

Conference on Monday hosted by the Community Foundation e) Pacific Grove update: no contact with City of Pacific Grove officials f) All regular staff have participated in online harassment training including Board

## **NEW BUSINESS**

None

## **UNFINISHED BUSINESS**

8. Update on Review of the Facilities Master Plan  
A joint study session is scheduled for June 25, 2008. Estimated costs for a needs assessment survey ranges from \$35k for a phone survey to over \$100k for a combination of surveys including community forums. Board gave staff direction on the following items:
  - a) Staff report with more information on the next steps & benchmarks for community needs assessment including a prospective timeline for budget approval
  - b) Information about Facility Assessment particularly what other City obligations are for the other facilities
  - c) Enlarged map of downtown Monterey showing City owned property
9. Customer suggestions
10. Informational Items
  - a. Donation letter from City of Sand City of Monterey
  - b. Thank you email to Victor Henry from customer
  - c. Thank you email to Jeanne McCombs regarding Cover to Cover shows
  - d. Thank you email to Jeanne McCombs regarding local history authors
  - e. Thank you card to Bridgette McConnell for great service
  - f. Thank you card to Bridgette McConnell from customer
  - g. Thank you card to Bridgette McConnell for Inter-Library loans
  - h. Thank you card to Bridgette McConnell from customer
  - i. Thank you card to Monterey Public Library Staff
  - j. Note received with donation expressing thanks for the MPL
  - k. City Talk 5<sup>th</sup> Anniversary Edition

## **ADJOURNMENT**

The meeting was adjourned at 6:27 p.m.

Respectfully submitted

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Mary Castagna, Chair  
Library Board of Trustees

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Francesca Garibaldi  
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

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## UPCOMING MEETINGS AND EVENTS

### 2008 SCHEDULE

Wednesday, February 27	7pm	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 – study session	Library Community Room
Wednesday, July 23	5pm	Library Board – regular meeting	Library Community Room
Wednesday, August 27	5pm	Library Board – regular meeting	Library Community Room
Wednesday, September 24	5pm	Library Board – regular meeting	Library Community Room
Wednesday, October 22	5pm	Library Board – regular meeting	Library Community Room
Wednesday, December 3	5:30pm	Library Board – regular meeting	Library Community Room
Thursday, December 11		Board & Commission Holiday Reception	MCC

**Post agenda:**

City Hall, Library Lobby, [monterey.org/boards/lib\\_agenda.html](http://monterey.org/boards/lib_agenda.html)

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City Council reading packet

**Distribute agenda packets:**

Library Board of Trustees, Library Director, Assistant Director, Administrative Assistant, Special Services Coordinator, Youth Services Manager, Reference and Readers Services Manager, Library Civic Information Center, Library staff room