MEETING MINUTES

LIBRARY BOARD

DATE & TIME: Tuesday, July 7, 2019
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

1. Call to Order – 7:02 p.m.

2. Roll Call – Present: Faye Mueller-Delia, Patricia Davis, Heather Lazare, Carolyn Griffin, Marybeth Rinehart, City Council Liaison Cynthia Garfield, Senior Librarian Rachel Gaither

3. Approval of the Agenda – M/S Board members Lazare/Rinehart. Agenda approved unanimously.

4. Approval of the Minutes of the June 11,, 2019 Meeting – M/S Board members Lazare/Davis

5. Public Comment - None

Comments from the audience will not receive Board action at this meeting. Comments may concern matters either on or not on the agenda, but must deal with matters subject to the jurisdiction of the Library Board. Comments are limited to three minutes unless the Board decides otherwise.

a. Written communications. - None
b. Oral communications. - None

Receive oral input from members of the public on any item within the board’s purview but not on that meeting’s agenda. Comments are generally limited to three minutes and will not receive board action. Note: comments from members of the public relative to an item on that meeting’s agenda are normally taken during the board’s
consideration of that item. However, the chair may accept public comment at the
beginning of the meeting on items on the agenda, in the case of schedule conflicts, site
visits, or other appropriate reasons.

6. **Board Announcements** – None.

7. **Reports**

   A. Chair’s Report – None.

   B. Friends of the Library Board Liaison Report – None

   C. City Council Liaison Report – Councilmember Garfield discussed the short City Council
      meeting on July3. She and other council members will attend the California Coastal
      Commission meeting in San Luis Obispo on July 10. They will be looking at our city needs
      in light of a five year study of recommendations made by the state. She will report back at
      our next meeting.

   D. Library Director Report Senior - Librarian Rachel Gaither reported on the excellent
      participation in the Summer Reading Program. The “Stuff the Buss” campaign is
      underway, collecting needed school supplies. Rachel reported that after her retirement on
      July 14, Diana Godwin will become the Senior Librarian.

8. **Ongoing Business**

   A. Update on Temporary Library Location Search
      Senior Librarian Gaither reported that the Holman Building Project is progressing
      forward at a fast pace.

   B. Library Renewal Project Report
      Senior Librarian Gaither reported the bidding on the Library construction project is due on
      July 19. Between July 22 and July 26, bids will be evaluated and the winning bid selected.
      By August 7 or 21, the recommendations will be taken to City Council to approve the
      awarded bid to contractor. By late August/early September the Library closes and
      construction begins, most likely after Labor Day.

9. **New Business**

   A. President Muellar-Davis is willing to write a letter to City Council commending the
      forward movement of the Library Project. Individuals are always welcome to write.

   B. Library Volunteers – The Friends are discussing how to spend the Monterey Gives
      monies. One proposal is creating a Volunteer Management program. This idea may be
      pursued, but it is at an early stage of discussion. The Library already has a volunteer
      coordinator in place.
C. LAB Responsibilities – In 2011, a Commissions and Boards report was written. Are items in the addendum too specific? Discussion of returning to the original Charter. To be discussed in the future.

10. Adjournment – M/S Board members Lazare/Rinehart. Approved unanimously. Meeting adjourned at 7:35 pm. Next meeting August 13, 2019

This meeting is open to the public and all interested persons are welcome to attend. The City of Pacific Grove does not discriminate against individuals with disabilities and meetings are held in accessible facilities.
TO: Library Board Members
FROM: Scott Bauer, Library Director
MEETING DATE: 08/20/2019
SUBJECT: Update on Pacific Grove Library Renewal Project
CEQA: Does Not Constitute a “Project” per California Environmental Quality Act (CEQA) Guidelines Section 15378

This report updates activities related to the Library Renewal Project. With the Capital Campaign fundraising effort over, this report will concentrate on the Renewal Project and the Temporary Library Location.

Renewal Project

On Friday, July 19th bidding closed on the Library Renewal Project. Three bids were received and these were the bids:

<table>
<thead>
<tr>
<th>Library Renewal Project</th>
<th>Engineers Estimates</th>
<th>Avila Brothers Inc.</th>
<th>Selden &amp; Son</th>
<th>Tombleson Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Bid</td>
<td>$2,166,938</td>
<td>$1,899,000</td>
<td>$1,925,100</td>
<td>$1,920,000</td>
</tr>
<tr>
<td>B Alternates</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Clerestories</td>
<td>$113,807</td>
<td>$121,000</td>
<td>$117,600</td>
<td>$162,000</td>
</tr>
<tr>
<td>2 Existing furniture</td>
<td>Included with base cost</td>
<td>$76,000</td>
<td>$37,600</td>
<td>$45,000</td>
</tr>
<tr>
<td>3 New furniture</td>
<td>Included with base cost</td>
<td>$66,960</td>
<td>$92,100</td>
<td>$68,000</td>
</tr>
<tr>
<td>Total</td>
<td>$2,280,745</td>
<td>$2,162,960</td>
<td>$2,172,400</td>
<td>$2,195,000</td>
</tr>
</tbody>
</table>

Based on the Base Bid (and as was also the case for the total bid), the low bidder on the project was Avila Brothers.
The lowest bid came in lower than the estimate, but taking into consideration funds already expended on the Renewal Project, and the estimated costs for leasing, outfitting and moving to a temporary location while construction is underway, the total funds raised for the project so far will not cover all of the associated costs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds Raised (Donations / Grants / City)</td>
<td>$2,662,095</td>
</tr>
<tr>
<td>Expenditures through 7/31/19:</td>
<td>$294,960</td>
</tr>
<tr>
<td><strong>Total Remaining Funds:</strong></td>
<td><strong>$2,367,135</strong></td>
</tr>
<tr>
<td>Base Bid</td>
<td>$1,899,000</td>
</tr>
<tr>
<td>Add Alt Clerestories</td>
<td>$121,000</td>
</tr>
<tr>
<td>Add Alt New Furniture</td>
<td>$66,960</td>
</tr>
<tr>
<td>Add Alt Refinish and upholstery</td>
<td>$76,000</td>
</tr>
<tr>
<td>Contingency 10%</td>
<td>$208,596</td>
</tr>
<tr>
<td><strong>Total Project Cost:</strong></td>
<td><strong>$2,371,656</strong></td>
</tr>
<tr>
<td>Temporary Library Expenditures:</td>
<td></td>
</tr>
<tr>
<td>Holman Lease</td>
<td>$136,000</td>
</tr>
<tr>
<td>Tenant Improvements Contingency:</td>
<td>$12,000</td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>$55,000</td>
</tr>
<tr>
<td><strong>Total for Holman Move</strong></td>
<td><strong>$203,000</strong></td>
</tr>
<tr>
<td>Other Expenses:</td>
<td></td>
</tr>
<tr>
<td>Remaining Karin Payson</td>
<td>$28,000</td>
</tr>
<tr>
<td>Shelving</td>
<td>$90,000</td>
</tr>
<tr>
<td>Storage of Art</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Total Extras</strong></td>
<td><strong>$120,000</strong></td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td><strong>$2,694,656</strong></td>
</tr>
<tr>
<td>Less Remaining Fund Balance</td>
<td><strong>$2,367,135</strong></td>
</tr>
<tr>
<td>Deficit Balance</td>
<td><strong>$327,521</strong></td>
</tr>
</tbody>
</table>

On Wednesday, August 21, Director Gho and I will be asking the City Council to award the contract for the Library Renewal Project to Avila Brothers. We are working to reduce some costs, and will be presenting Council with options for leaving items out of the project or providing additional funding for the project.

The current time frame for the Renewal Project looks like:

- August 21: Present a recommendation to City Council to approve a contract with the winning bidder for the Renewal Project.
- Late August: Meet with Avila Brothers to set a beginning date and a schedule for construction.
Temporary Library Location and Continuity of Library Service

At the August 21st City Council meeting City Manager Ben Harvey and myself will also ask the City Council to approve a lease for temporary space for the Library at The Holman. While as of today The Holman does not have an occupancy permit, they have been making impressive progress towards one. The Holman’s developer, Dave Gash, believes that they will have the occupancy permit by later this month and will have owners of the units on the second floor moving into the building shortly thereafter.

With this in mind, the time line for the temporary location now looks like:

- August 21: Present a recommendation to City Council to approve a lease with The Holman’s developer, Dave Gash, for 6,400 sf of space on the first floor.
- August 22-September 22: Tenant Improvements installed.
- September 23-September 30: Move to The Holman; Library closed at both locations.
- October 1: Library opens in temporary space at The Holman.

The last two bullets are tentative as they depend on both the completion of the tenant improvements and the start date chosen for the construction of the Library Renewal Project remodel.

RESPECTFULLY SUBMITTED:

[Signature]

Scott Bauer
Library Director
City of Pacific Grove

Current Duties of City Boards, Commissions, Panels, and Committees

I. City Charter Commissions and Boards

Library Board

Article 26 Appointive Commissions and Boards

b. Library Board. There shall be a Library Board consisting of five members and shall have the following powers and duties:

(1) Act in an advisory capacity to the Council and City Manager in all matters pertaining to the operation of a public library.

(2) Recommend to the City Council the adoption of such laws, rules, and regulations as it may deem necessary for the administration and protection of the City Library.

(3) Perform such other duties relating to the library services as the Council may require by ordinance or resolution.

August 17, 2011 Minute Action Addendum

In order to provide greater detail and specificity, on August 17, 2011 the City Council adopted by minute action the following additional guidance regarding the powers and duties of the Library Board:

1. Act in an advisory capacity to the City Manager in all matters pertaining to the operation of a public library.
   This includes (a) Board review of the annual library budget with opportunity to give feedback as it is being developed; and (b) individual member participation in the selection of staff for senior library positions, including the Head Librarian, when requested by the City Manager. In the interest of effective action in this advisory role, it is expected that the City Manager keep the Library Board informed and involved in a timely manner.

2. Act in an advisory capacity to the City Council in all matters pertaining to the operation of a public library.
   This includes (a) providing input to the Council’s deliberations and making recommendations regarding the annual budget; and (b) drafting and initiating resolutions pertinent to Library operations.

3. Act in an advisory capacity to the Library Staff in all matters pertaining to the operation of a public library.
   This includes helping draft policies and procedures. The Board will work with the Library Staff to ensure that the Library is well managed and that it operates in accordance with the Pacific Grove City Charter as well as with policies established by the Council.
4. Engage in strategic and long-range planning for the Library through analysis of present and future needs.
   This includes an annual update of the Library’s strategic and long range plans to be presented to the City Manager, City Council, and Library Staff. The Library Board is responsible for development of these final plans.

5. In conjunction with Library Staff, convene an annual Library Summit and/or survey to provide the public at large an opportunity to be involved in defining the future direction of the Library. The Board will issue a report of recommendations and will discuss them with the City Council and City Manager within 90 days after the annual Library Summit/Survey.
Proposed letter to be sent to Friends of the Library President Kim Bui-Burton and Pacific Grove Public Library Foundation President Mary Ann Whitten

Dear [Name],

As we begin the new – and highly anticipated – phase of Library renewal Project, the members of the Library Board for the City of Pacific Grove feel there would be great value in best be of service to our community by coordinating with the continued efforts of the Friends of the Pacific Grove Library, the Library Foundation, and the City of Pacific Grove.

To that purpose, we wish to invite you as a member of your board to keep us apprised of your plans and programs through a report presented at our regularly scheduled meetings. We are thinking this could be done on a bimonthly basis, although it could be more often, if that seems indicated. We would hope to incorporate your input into this process such a report into our meetings beginning with our September 10, 2019 meeting at 7:00 PM in the Council Chambers.

Please respond by September 4, 2019.

We are looking forward to hearing from you.

Sincerely,

[Signature]

Faye Mueller, Library Board Chair
fayemuel@pacbell.net