DATE & TIME: Tuesday, January 15, 2019, 7:00 p.m.
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

1. Call to Order

2. Roll Call

3. Acceptance of Meeting Minutes December 10, 2018

4. Public Comments
   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.

5. Board Announcements

6. Reports
   A. Chair’s Report
   B. City Council Liaison Report
   C. Library Director Report
7. **Ongoing Business**

   A. Temporary Library Location
      Reference: Scott Bauer, Library Director
      Recommended Action: Approve Staff Recommendation
      Attachment: None

   B. Library Renewal Project Report
      Reference: Scott Bauer, Library Director
      Recommended Action: Receive report
      Attachment: Renewal Project Report

9. **Adjournment**

   *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.*
Regular Meeting Minutes
LIBRARY BOARD

Date & Time:      Tuesday, December 10, 2018, 7:00 p.m.
Location:        City Council Chambers, City Hall, 300 Forest Ave, Pacific Grove, CA 93950

1. **Call to Order** 7:00 p.m.

2. **Roll Call**
   Present: Board Members Nancy Enterline, Mary Ann Whitten and Patricia Davis.
   Library Director Scott Bauer. City Council Liaison Cynthia Garfield

3. **Acceptance of Meeting Minutes**
   Nancy Enterline asked for a motion to approve the minutes of the November 13, 2018 meeting. Mary Ann Whitten made the motion and Patricia Davis seconded; all approved.

4. **Public Comments**
   None

5. **Board Announcements**
   None

6. **Reports**
   A. Chair’s Report: Nancy Enterline reported that we continue to have two vacancies on the board. Mary Ann Whitten indicated that at least two very qualified applicants have applied or will soon do so.

   B. City Council Liaison: Cynthia Garfield reported that she will be continuing as the Council’s Library Board liaison. She indicated that there are no pressing budget items related to the library for the board to consider.

   C. Library Director: Scott Bauer thanked library staff and volunteers for a successful book sale that, despite very inclement weather, raised $600. Scott alerted the board that library-related items might appear on the City Council agendas for the December 19 and January 9 meetings; he would update the board as those become finalized.
7. Ongoing Business

A. Temporary Library Location
   - Scott Bauer presented his report on options for temporary library locations and detailed the merits and challenges of each location.
   - Patricia Davis asked if library staff would take a phase approach to lining up various aspects of providing temporary services; e.g., storage, public access, bookmobile, etc. Scott explained that the timeline is in process and depends on approval of the temporary location sites.
   - The board unanimously agreed that Staff should move forward with their recommendation to pursue two locations: the Pacific Grove Community Center, Kuwatani Room for staff work space and for youth services and space at the Country Club Gate Center for adult and teen services. Supplemental services could be provided by the Monterey Library Bookmobile and via “pop-up” locations at sites that already serve key audiences like seniors and children.
   - The proposed next step is for Council to consider this recommendation at the January 9 meeting so that staff may enter into negotiations with the respective properties.

B. Library Renewal Project Report
   - As requested by the board at the November meeting, Scott presented a detailed timeline, included in the board packet, for the Renewal Project.
   - He explained that a more final timeline will be informed by the status of the Construction Drawings in early February and the availability of contractors once the project goes to bid.
   - Board members stressed the importance of adhering to the timeline to avoid further delays and to demonstrate progress to the community.

8. New Business
   None

10. Adjournment
    7:58 PM

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TO: Library Board Members
FROM: Scott Bauer, Library Director
MEETING DATE: 01/15/19
SUBJECT: Update on Pacific Grove Library Renewal Project and Capital Campaign
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, and is broken down into three areas:

Fundraising:

The Library Renewal Project Capital Campaign has surpassed the $2.5 million goal reaching nearly $2.6 million dollars! The donation that put the campaign over its goal was a $25,000 individual donation from Julie Packard with a 3 to 1 matching donation from the Packard Foundation for a total of $100,000. The Capital Campaign has officially come to a very successful close.

Renewal Project

On December 20th, 2018, the 50% Construction Drawings were delivered to Library Director Scott Bauer. Public Works Director Daniel Gho, Library Director Scott Bauer, and Senior Librarian Rachel Gaither met on January 7th, 2019 to review the 50% CDs and notified Architect Karin Payson of questions or concerns to address prior to the delivery of 90% CDs in late February. The proposed timeline for the project moving forward is:

- Late February: Delivery of 90% CDs. “90%” allows for reviewing of the CDs before finalizing to 100%. 90% CD is also the time when application for building permits will be made.
- March: Finalize bid documents and Project out for bids. Director Gho estimates a 45-60 day bid window, which will include a mandatory pre-bid meeting/walk through a couple of weeks after the project is out for bids.
- May: Bidding closed. Bids evaluated.
- June: City Council approves awarding of bid. Library closes and construction begins.
Continuity of Library Service

In closed session on January 9, 2019 Library Director Scott Bauer presented to the City Council possible options for temporary locations for the Library while the building is closed for remodeling. Council directed staff to contact one of the locations with the aim of returning to Council at a later date.

RESPECTFULLY SUBMITTED:

Scott Bauer
Library Director