CITY OF PACIFIC GROVE
300 Forest Avenue
Pacific Grove, California 93950
Telephone (831) 648-3100 • Fax (831) 375-9863

REGULAR MEETING AGENDA
LIBRARY BOARD

DATE & TIME: Tuesday, July 9, 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. Approval of the Agenda

4. Approval of the Minutes of the June 11, 2019 Meeting

5. Public Comment
   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.
   b. Oral communications.
   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**

7. **Reports**

   A. Chair’s Report
   B. Friends of the Library Board Liaison Report
   C. City Council Liaison Report
   D. Library Director Report

8. **Ongoing Business**

   A. Update on Temporary Library Location Search
      Reference: Rachel Gaither, Senior Librarian
      Recommended Action: Receive Report
      Attachment: None

   B. Library Renewal Project Report
      Reference: Rachel Gaither, Senior Librarian
      Recommended Action: Receive report
      Attachment: Renewal Project Report

9. **New Business**

   A. Subject: Possible Letter From Chair to Holman Developer
      Reference: Rachel Gaither, Senior Librarian
      Recommended Action: Authorize Library Board Chair Mueller-Delia to Draft Letter to Mr. Dave Gash, Principal, Gold Coast Design, Inc. Encouraging Completion of The Holman for the Library’s Temporary Location
      Attachment: None

   B. Subject: Library Volunteers
      Reference: Rachel Gaither, Senior Librarian
      Recommended Action: Provide Friends of the Library Input on Volunteer Management Program Proposal
      Attachment: Katharine Carr Consultant Proposal

   C. Subject: Library Board Responsibilities
      Reference: Rachel Gaither, Senior Librarian
      Recommended Action: Agendize Discussion for August Meeting
      Attachment: Library Board Charter Language

10. **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.*
LIBRARY BOARD Minutes

DATE & TIME: Tuesday, June 11, 2019, 7:00 p.m.
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

1. Call to Order – 7:06 p.m.


3. Approval of the Agenda – Motion made by Board member Lazare and Rinehart seconded.

4. Approval of the Minutes of the May 14, 2019 Meeting – Scott corrected minutes re: dollar amounts to $135,000 for the lease of the Holman Building, $40,000 of tenant improvements and an unknown share of the Holman’s amount at this point. Motion made to approve corrected minutes made by Board member Lazare and Rinehart seconded. Approved unanimously.

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 – Patricia Davis reported that the monthly book sale has been moved to St Mary’s Church. To better improve communication, a social media program is underway. A question arose as to what is the relationship between the Library Advisory Board (LAB), the Friends and the City? **Councilmember Garfield answered** that The City appoints boards, one of which is the Library Advisory Board. The Friends are a group of volunteers having its own board as is the Library Foundation. There is a contractual relationship between the Library Foundation and the City. A suggestion was made to review the LAB charter on the City’s website. The LAB’s role is to advise the City/Council and serve the community. LAB is a policy board and predates the Friends. They serve different roles. A suggestion was made to review the LAB charter on the City’s website.

C. City Council Liaison Report – Cynthia Garfield reported that the City’s contribution to the Library is $200,000 this year. The first read of the official budget has been passed; the second read will be on June 19th. Thanks to the City for their support. City agreed to fully fund books and materials in Fiscal Year 2019-20 only by using funds in the Library Trust Fund. How are funds earmarked? About a half million dollars is in the Library Trust Fund and those funds are currently earmarked for books and materials. The future may bring more for digital materials.

D. Library Director Report – Scott Bauer reported that a search is on to replace current Children’s Librarian Alison Jackson. The $2.2 million for the Library renovation contains limited funds for furniture and equipment, and could be used for technology.

8. **Ongoing Business**

A. Update on Temporary Library Location Search

Director Bauer reported that possible use of the first floor of Holman Building but cannot execute lease with developer until City Building Department approves use of occupancy permits for the Holman space. In regards to tenant improvements, some responsibilities are the developers, some the City’s. At this point, the City’s figure is unknown, hoping to come into around with The Holman’s developer providing up to $40,000 towards the tenant improvements. An architect has been hired and the construction plans are to arrive soon. At best estimate, late August or early September would be the move in date. **The Library has received** three estimates of moving costs –
and there could be a possibility of community help. Issues of bringing the space up to code, determining costs, getting plans and specifications.

B. Library Renewal Project Report
Director Bauer reported the remodel of the Library building is out to bid as of June 3, 2019. June 18th is a mandatory pre-bid walk through for interested bidders. July 19th, 2019, the bidding closes. Between July 22nd and July 26th, bids will be evaluated and winning bid selected. August 7th or 21st, the recommendations will be taken to City Council to approve the awarding bid to winning contractor. Late August/early September, the Library closes and construction begins, most likely after Labor Day. One item outstanding is the improvement of library sewer line and the permit may for that will need to be obtained. City-The City has funds for on-going sewer replacement which will pay for this. Question – what if bids are too high for the new construction? Look at changes or modifications or open up bids again. Scott could ask the Library Foundation or the City for additional funding if needed and appropriate. So far over $2.5 million has been raised. Demolition is part of the project that is out to original bid. Could Public Works do any demo? In practice, no - lead paint, asbestos involved.

C. Poet’s Perch
Director Bauer reported steps to repair the Poet’s Perch are out to bid. Waiting for approvals.

9. New Business - None

10. Adjournment –adjourned at 8:28 pm

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.
REPORT TO THE LIBRARY BOARD

TO: Library Board Members
FROM: Scott Bauer, Library Director
MEETING DATE: 07/09/2019
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 Tuesday, June 18th the Library Renewal Project Mandatory bidders walk-through was held. There were approx. 20 contractors and sub-contractors in attendance and they asked many great questions about the Renewal Project. Their questions and our answers are contained in Addendum #1, linked to from the following page on the City of Pacific Grove’s website:

https://www.cityofpacificgrove.org/doing-business/bids-rfps

The current time frame for the Renewal Project looks like:

- July 19, 2:00 pm – Bidding closes; completed bids opened.
- July 22 – July 26: Bids evaluated and winning bid selected.
- August 7: Tentatively scheduled to present a recommendation to City Council to approve a contract with the winning bidder for the Renewal Project.
- Late August - Early September: Library closes and construction begins.

Temporary Library Location and Continuity of Library Service

At the August 7th City Council meeting where we hope to ask the City Council to approve the awarding of a contract for the Library Renewal Project we also hope to ask for approval of the lease at The Holman. As of today The Holman does not yet have an occupancy permit; there is a walk-through of the Holman scheduled with John Kuehl, Pacific Grove’s Building Official and
Dave Gash, The Holman’s developer. We expect to have greater clarity after the walk-through as to when an occupancy permit might be obtained.

The Library has received all but one of the final Construction drawings, specifications and other documents for Tenant Improvements at The Holman from Wald, Ruhnke & Dost architect Ken Turgeon. Public Works will soon be installing an additional ADA parking space near the Holman that will help provide access to the building.

RESPECTFULLY SUBMITTED:

Scott Bauer
Library Director
KATHARINE CARR CONSULTANT PROPOSAL
VOLUNTEER MANAGEMENT PROGRAM FOR THE PACIFIC GROVE PUBLIC LIBRARY

DESCRIPTION

The Friends of the Pacific Grove Public Library (Friends) desire to fund the development of a Volunteer Management Program for the Pacific Grove Public Library. This will entail working with Library and City staff, and volunteers, as well as research, analysis, drafting and completing written documents to achieve the following Objectives.

OBJECTIVES

1. Assess library volunteer program and future needs
2. Identify City requirements and volunteer program best practices
3. Recommend volunteer management program
4. Draft library volunteer policy, staff manual and volunteer handbook

KEY STAKEHOLDERS

- Library Staff – Library Director, Lead Volunteer staff member, Administrative staff member
- City Staff – Volunteer Coordinator
- Library Volunteers

TIMELINE & DELIVERABLES

Phase 1 – Assessment 4 to 8 weeks from start of Project
   - Interview Library staff, survey current volunteers, review library volunteer information, review library literature
Phase 2 – Identification 6 to 12 weeks from start of Project
   - Interview City staff, review City volunteer information, review volunteer program literature
   - Compile, document and analyze results
Phase 3 – Recommendation 12-16 weeks from start of Project
   - Draft and submit proposed Volunteer Management Program to Library Director (electronic copy in Word)
Phase 4 – Draft Policy, Manual and Handbook 6-8 weeks from Library Director preliminary response; 2-4 weeks from final feedback
   - Submit draft library volunteer policy, staff manual (including job descriptions, and other forms as requested) and volunteer handbook to Library Director (electronic copy in Word)
   - Incorporate any revisions into final version (electronic copy to Library in Word and printed copy to Friends of the Pacific Grove Library)

PROJECT BUDGET & BILLING

Phase 1 – $2,400 (30 hours @ $80 per hour)
Phase 2 - $2,000 (25 hours @ $80 per hour)
Phase 3 - $1,600 (20 hours @ $80 per hour)
Phase 4 - $2,000 (25 hours @ $80 per hour)

$8,000.00 Total cost/Not to exceed unless authorized by client

Monthly statements to be submitted to Friends
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.

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.

Chapter 3.02
PROCEDURES FOR APPOINTMENTS – CHARTER BOARDS AND COMMISSIONS

Sections:

3.02.010 Purpose.
3.02.020 Vacancy – Nomination by council.
3.02.030 Vacancy – Interviews.
3.02.040 Refusal of appointment.
3.02.050 Members – Terms.
3.02.055 Repealed.
3.02.060 Cause for removal.
3.02.070 Required votes for actions of charter boards and commissions.

3.02.010 Purpose.

The purpose of this chapter is to establish the council’s policy and procedures for instituting the planning commission, library board, museum board and recreation board by way of implementing Article 26 of the city’s charter. [Ord. 1035 N.S. § 2, 1978].

3.02.020 Vacancy – Nomination by council.

Prior to submitting any nomination to fill a vacancy in such commission or board, the mayor shall give written notice to members of the council of the vacancy so as to afford at least 14 days for consultation and consideration of any nomination which any councilmember may wish to make. Consultation shall not be required for any councilmember who remains unavailable during the 14-day period or who fails to notify the mayor in writing of a reasonable time and place for consultation within the city. Prior to November 1st of each year, the city clerk shall cause to be published, one time in the city’s official newspaper, all vacancies which occur on the commission or boards on the following January 31st, and inviting interested residents to apply. [Ord. 96-13 § 1, 1996; Ord. 1695 N.S. § 1, 1989; Ord. 1035 N.S. § 2, 1978].
3.02.030 Vacancy – Interviews.

Within five days after the 14-day period, the mayor or any three councilmembers may request that all nominees and persons interested in the position, submit themselves for interview before the council at a regular or special meeting of the council, or at a study session specified in the request. The time for the interview shall be not less than five nor more than 14 days after the request. [Ord. 1035 N.S. § 2, 1978].

3.02.040 Refusal of appointment.

The council may refuse to consider the confirmation of any appointment by the mayor to such commission or boards until the procedures of this chapter have been complied with. However, nothing contained in this section shall prevent the council from waiving the requirements of this chapter where good cause or necessity require such, or reasonable efforts to consult and consider have otherwise been had. The council shall be the exclusive judge of whether or not the procedures of this chapter should be waived or have been complied with in good faith. [Ord. 1035 N.S. § 2, 1978].

3.02.050 Members – Terms.

(a) The full four-year terms of each member of the commission and boards shall commence on February 1st, with the following schedule of termination years for the presently authorized positions:

<table>
<thead>
<tr>
<th>Number of Positions</th>
<th>Termination Year</th>
</tr>
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<tbody>
<tr>
<td>Library board</td>
<td>2 1998</td>
</tr>
<tr>
<td></td>
<td>2 1999</td>
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<td></td>
<td>1 2000</td>
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(b) Each of the bodies shall elect a chairperson to serve for a one-year term at the first meeting in February. Each body shall establish its own rules of procedure not inconsistent with the provisions of this chapter and the time for its regular meetings. However, the planning commission shall meet at a regular time at least once a month. [Ord. 96-13 § 2, 1996; Ord. 1695 N.S. § 2, 1989; Ord. 1204 N.S. § 1, 1980; Ord. 1035 N.S. § 2, 1978].

3.02.055 Nonvoting library board members.

Repealed by Ord. 12-004. [Ord. 10-005 § 2, 2010].

3.02.060 Cause for removal.

Unexcused absence from three consecutive regular meetings may be considered as cause for removal by the council. [Ord. 1035 N.S. § 2, 1978].

City of Pacific Grove

Rev. 3-12-12
3.02.070 Required votes for actions of charter boards and commissions.

(a) An affirmative vote of a supermajority (a majority of the appointed members, plus one) of the appointed members of the planning commission shall be required for a recommendation to amend a zoning ordinance and a simple majority of the appointed members for any other action, unless otherwise provided in this code.

(b) An affirmative vote of a majority of the appointed members of the board shall be required for any action by the library board, the museum board, and the recreation board. [Ord. 15-006 § 2, 2015; Ord. 02-30 § 1, 2002; Ord. 1035 N.S. § 2, 1978].