REGULAR MEETING AGENDA

DATE & TIME: Tuesday, November 12, 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 September 10, 2019 Meeting
5. Public Comment
   a. Written communications.
   b. Oral communications.
6. Board Announcements
7. Reports
   A. Chair’s Report
   B. Friends of the Library Board Liaison Report
   C. Library Foundation Report
   D. City Council Liaison Report
   E. Library Director Report
8. **Ongoing Business**

A. Update on Temporary Library Location  
   a. Tenant Improvement / Relocation Budget  
   Reference: Ben Harvey, City Manager and Scott Bauer, Library Director  
   Recommended Action: Receive Report  
   Attachment: Library Tenant Improvement Construction Budget

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

C. Subject: Rescinding of 2011 Library Board Charter Addendum Language Scheduled for 11/20 City Council Meeting  
   Reference: Scott Bauer  
   Recommended Action: Receive Report  
   Attachment: None

D. Subject: Poetry Program Update  
   Reference: Scott Bauer  
   Recommended Action: Receive Report  
   Attachment: Poetry Program Report

9. **New Business**

A. Subject: Library Services Update  
   a. What Reports Are Desired By Board?  
   b. Reports From Library Staff Members  
   Reference: Scott Bauer  
   Recommended Action: Receive Report  
   Attachment: Library Services @ The Holman

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.*
MEETING MINUTES
LIBRARY BOARD

DATE & TIME: Tuesday, September 10, 2019, 7:00 p.m.
LOCATION: City Council Chambers, City Hall, 300 Forest Ave., Pacific Grove, CA 93950

MEETING AGENDA

1. **Call to Order** – 7:00 P.M.

2. **Roll Call** – Present: Faye Mueller-Delia, Patricia Davis, Heather Lazare, MaryBeth Rineheart, Carolyn Griffin, City Council Liaison Cynthia Garfield, Library Director Scott Bauer, Friends of the Library Foundation President Mari Ann Whitten

3. **Approval of the Agenda** – M/S Board Members Lazare/Davis. Unanimously approved.

4. **Approval of the Minutes of the August 13, 2019 Meeting** – M/S Lazare/Rineheart. Approved unanimously.

5. **Public Comment**
   a. Written communications- None
   b. Oral communications- None

6. **Board Announcements** -None

7. **Reports**

   F. **Chair’s Report** – Chair Mueller-Delia provided a copy of the letter she sent to the FOL and the Foundation. Both have agreed to update us and Kim Bui has replied with a request for clarification and guidance. She expects to present her first report in January.

   G. **Friends of the Library Board Liaison Report** – to be presented in January.
H. Library Foundation Report – Mary Ann Whitten traced the history of the Foundation and explained the various funds maintained by the FOL, the Foundation, and the Fund for the Future. Each entity has contributed to the Library Renewal.

I. City Council Liaison Report – Cynthia Garfield reported that the City Council has not conducted any discussions of the Library. However, they have discussed pickle ball and reconsideration of the cannabis policy, as well as the possibility of limiting the number of downtown real estate offices.

J. Library Director Report – Scott Bauer updated the Board on staff changes at the Library. The fiction section has been consolidated into one section, eliminating separate genres for mystery, science fiction and fantasy, and graphic novels.

8. Ongoing Business

E. Update on Temporary Library Location
   a. Potential Dates – The lease for the Holman Building has been signed by all parties. We are awaiting the completion of tenant improvements and the issuance of an occupancy permit.
   b. Move – The tentative date for the move is mid October. Construction time is estimated to be 10 months.

F. Library Renewal Project Report- All aspects of the Renewal have been funded. Final blueprints have been completed. There will be a timeline meeting September 18.

C. Subject: Library Board Responsibilities- Scott Bauer explained the process for rescinding the Addendum to the LAB Charter. He will consult with the City Clerk to place the action on the City Council agenda. A formal letter to the City Council from the LAB might facilitate the change. Chair Mueller-Delia and Member Lazare will draft a letter and present it to the Board for approval at the next meeting. M/S Davis/Rineheart. Unanimously approved.

9. New Business – None

10. Adjournment- 7:00p.m.
<table>
<thead>
<tr>
<th>Division</th>
<th>Trade Category</th>
<th>BUDGET</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>05 12 00 Steel Framing &amp; Drywall</td>
<td>$10,000.00</td>
<td>Framing &amp; Drywall to create new floorplan per plans</td>
</tr>
<tr>
<td>2</td>
<td>21 13 00 Fire- Sprinkler Systems</td>
<td>$3,500.00</td>
<td>Reconfigure heads to meet code due to new floorplans</td>
</tr>
<tr>
<td>3</td>
<td>21 14 00 Fire Alarms</td>
<td>$7,377.00</td>
<td>Fire Alarm Drawings and Installation of Alarm System to meet Code requirements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* Conduit Not Included / An Allowance of $1,000 for conduit has been included in job budget and a change order will be issued to either add or deduct amounts based on final actual cost</td>
</tr>
<tr>
<td>4</td>
<td>22 07 00 Plumbing Rough &amp; Finish</td>
<td>$3,200.00</td>
<td>Install new Rough Plumbing (water &amp; drain) for sink. Coring thru concrete wall included</td>
</tr>
<tr>
<td>5</td>
<td>22 42 00 Plumbing Fixtures</td>
<td>$600.00</td>
<td>1 sink / 1 faucet / Connections</td>
</tr>
<tr>
<td>6</td>
<td>23 05 00 HVAC</td>
<td>$1,000.00</td>
<td>Price per revised elec plans dated 10-1-19. Alternate fixture spec used. Surface mount conduit at walls, MC cable on ceilings, Dimmers, No Title-24</td>
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<tr>
<td>7</td>
<td>25 05 00 Rough and Finish Electrical</td>
<td>$61,000.00</td>
<td>Conduit &amp; Cat-6 wiring included in electrical contract. No system integration</td>
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<td></td>
<td></td>
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<tr>
<td>8</td>
<td>08 41 00 Entrances And Storefronts</td>
<td>$2,800.00</td>
<td>Supply &amp; Install Pair of Glass Entry Doors</td>
</tr>
<tr>
<td>9</td>
<td>08 14 00 Millwork, Doors &amp; Hardware</td>
<td>$2,000.00</td>
<td>New doors &amp; Hardware per new floorplans / alternate spec from plans</td>
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<tr>
<td>10</td>
<td>09 68 00 Flooring</td>
<td>$12,000.00</td>
<td>Based on carpet spec approved 10-9-19 989-Skill color</td>
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<tr>
<td>11</td>
<td>09 91 00 Painting - Interior</td>
<td>$5,000.00</td>
<td>One color - White</td>
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<tr>
<td>12</td>
<td>12 32 00 Cabinets</td>
<td>$600.00</td>
<td>Alternate Spec - Standard Wood Cabinets (Reduced)</td>
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<tr>
<td>13</td>
<td>12 36 00 Countertops</td>
<td>$500.00</td>
<td>Alternate Spec - Tile Countertops</td>
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<td></td>
<td></td>
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<tr>
<td>14</td>
<td>01 31 00 Project Management</td>
<td>Included - No Charge</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>01 34 00 General Labor</td>
<td>Included - No Charge</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>01 74 00 Trash Disposal</td>
<td>Included - No Charge</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>17</td>
<td>50 00 00 Contingency</td>
<td>No Contingency / Any additional costs will be a change order</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>60 00 00 Overhead 10%</td>
<td>$5,478.85</td>
<td>Contractor Overhead - REVISED TO 5%</td>
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<tr>
<td>19</td>
<td>70 00 00 Profit 10%</td>
<td>$5,752.79</td>
<td>Contractor Profit - REVISED TO 5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>80 00 00 Landlord Credit</td>
<td>$(40,000.00)</td>
<td>Credit for Landlord TI Allowance</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td><strong>ADJUSTED TOTAL:</strong> $80,808.64</td>
</tr>
</tbody>
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TO: Library Board Members
FROM: Scott Bauer, Library Director
MEETING DATE: 11/12/2019
SUBJECT: Update on Pacific Grove Library Renewal Project Construction & Move to Temporary Library Location
CEQA: Does Not Constitute a “Project” per California Environmental Quality Act (CEQA) Guidelines Section 15378

Library Renewal Project Construction

On October 21 Public Works Director Daniel Gho formally issued Avila Construction the “Notice to Proceed” beginning Monday, November 4th. On Friday, November 1st Avila Construction’s Site Superintendent for the project, Fritz Gaudette, convened a pre-construction meeting at the Library. Invitees included the numerous sub-contractors that Avila is working with:


During the first week they have already started on:

- Sommerville excavate/expose waste line on Fountain Ave
- Adept setup spider boxes/temp power, layout ceiling demolition for lighting (area 1), sub-area rough in.
- Parc, containment area 1, Air Board Notice
- Coastal Roofing, peal back clay tile for access to clerestory.
- Preferred plumbing, sub-area rough in.

Both Director Gho and myself have been very impressed by the professionalism, thoroughness and systems that cover all details of the construction process that Avila has shown so far.

Mr. Gaudette has also arranged for Habitat with Humanity to come to the Library to pick up some of the shelving and other items that will not be returning to the Library.
Soon construction amps up even more; the next time we go into the building we’ll need a hard hat!

**Continuity of Library Services @ The Holman Temporary Library Location**

Thanks to the *herculean* efforts of:

- Library staff (especially their ability to withstand stress and their ability to remain flexible in the midst of a lot of chaos and change),
- Staff from Public Works, especially Roque Pinheiro and his crew. And many, *many* other staff from throughout the City,
- Ross McDonald (dealing with removing shelving from the Library then reinstalling the shelving at The Holman), and,
- Cardinale Moving (who had to load all of our materials onto carts, bring them to The Holman, then offload them as soon as Ross McDonald got shelving in place),
- Sean Farah of Alvarez Technology Group for moving and reassembling the Library’s PCs.

the Library was able to remain open at our building through Sat. Oct. 26, close Mon. and Tue. 10/28-10/29 and open at the Holman on Wed. Oct. 30!

Library staff’s continued above-and-beyond the ordinary efforts have made it possible to get many of our services up-and-running in incredibly short order (please see the Library Services Update report for details.)

We have received a tremendous amount of compliments from the public on how nice things look, and how grateful they are that we have been able to keep the closure of the Library to a minimum.

To make this all happen however has taken a toll physically (we’ve done a *lot* of moving of furniture, over packed boxes, etc.) and mentally (dealing with the chaos of dodging around boxes, not having desks set up, and just not knowing where items you need are located is tough). I cannot overstate how grateful I am to the Library’s staff for all they have done to make this move a success.

RESPECTFULLY SUBMITTED:

Scott Bauer
Library Director
The “Poet’s Perch” house is in the process of being cleaned and put on the market. Monterey Bay Property Management is the firm the City has contracted with to manage the property at 140 18th Street. They are targeting a rental rate of $2,800-$2,850/month. The agent feels that despite this being a somewhat slow time of year for rentals, at that price we should get a highly qualified applicant fairly quickly. The Library will provide the Board with another update once the property is rented and funds begin to be added to the Library’s Poetry Fund.
The following services and programs are underway at the Library’s temporary location at The Holman:

- Newspapers, Magazines and Large Print books are available in the Reading Room area
- New Books, Audio Books, DVDs, and a portion of the Fiction collection (authors whose last names begin with A- J) are available in the Adult Area
- The Library’s collections for Children, Tweens and Teens are, with the exception of audio books for children, available in the Youth Area.
- The remaining fiction (authors whose last names begin with K – Z) and the non-fiction books are in the “Closed Stacks” section, where they can be retrieved for patrons (but are unfortunately not available for browsing by the public)
- Items waiting on hold are available to be picked up.
- 5 Internet PCs for public use are available (with hopes to add 1-2 more) and one children’s “AWE” station with educational games for younger children.
- Wifi access is available for those bringing their own devices.
- Programs for children: Pre-school and Baby Rhyme Storytimes and other programs for children (Wacky Wednesdays, Lego My Library, Music With Mary Lee) have or will commence this week at The Holman. Mary Weyant, our children’s librarian, has also added a Pre-School storytime on Mondays at 12:30 pm at the Community Center.
- Tech Help Tuesdays and Thursdays have started.

Services and programs not available:

- Currently we do not have a public copier (and hence no printing directly from the public PCs) – the copier was damaged during the move. We have implemented workarounds for those needing to print from the public PCs (downloading files to an usb drive and/or emailing them
to the reference desk where we can print them for people) and hope to have a replacement copier installed soon.

- We are not yet issuing new library cards (though people can register online). We should have that up-and-running within a week.
- We are not yet taking payments for fines or lost/damaged materials. That too should start next week.
- We have far fewer seating areas than at our building. We are working to move some items into the back staff area to make space for an additional table and chairs.
- We are also working to add one or two additional public access internet stations as the 5 we now have are often running at capacity.
- We do not have the space at The Holman for programs like Author Night or for exhibiting our artwork or the clock collection. The last two are on hiatus until we move back to the Library next Fall; the Author’s Committee will likely take a break too, but if the right opportunity came along they can also investigate hosting at another location.
- We have many questions about when the jigsaw puzzle table will return. Unfortunately, due to our limited public space, that will also need to wait until our return to our building.

Overall, we are managing to maintain the continuity of services (though often in more limited fashion) we offered in our building on Central Ave.

Looking ahead, we will be adding some Poetry programs once the proceeds from the rental of the Poet’s Perch start becoming available. I’d also like to invite individual Library staff members to present to this Board programs that they are responsible for – for example, Diana Godwin on Local History, Mary Weyant on Children’s Services, etc.

And as always, Library staff would like to hear what other kinds of services and programs we might be able to provide our community, both while at The Holman and after we move back to the Library building next Fall.

RESPECTFULLY SUBMITTED:

Scott Bauer
Library Director