



## CITY OF PACIFIC GROVE

300 Forest Avenue  
Pacific Grove, California 93950  
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### REGULAR MEETING MINUTES

#### LIBRARY BOARD

DATE & TIME: Tuesday, March 10, 2020, 7:00 p.m.  
LOCATION: City Council Chambers, City Hall, 300 Forest Avenue, Pacific Grove, CA 93950

1. **Call to Order:** 7:03 p.m.
2. **Roll Call:** City Council Liaison Cynthia Garfield, Pacific Grove Public Library (PGPL) Interim Library Director Diana Godwin, LAB members Heather Lazare, Carolyn Griffin, LAB Chair Faye Mueller-Delia, MaryBeth Rinehart, Jean Blondeau, and Julie Weirick.
3. **Welcome New Members**
  - A. New member Jean Blondeau was welcomed to the Board.
4. **Election of Board Officers**
  - A. By unanimous vote, Heather Lazare was elected Chair, Marybeth Rinehart was elected Vice Chair, and Carolyn Griffin was elected Secretary.
5. **Acceptance of Meeting Agenda**
  - A. Agenda for the March 10, 2020 Library Advisory Board  
Reference: Carolyn Griffin, Library Board Secretary  
Action: Recommendation Approved M/S Lazare/Griffin
6. **Acceptance of Meeting Minutes**
  - A. Minutes of the February 11, 2019 Library Advisory Board  
Reference: Carolyn Griffin, Library Board Secretary  
Action: Minutes Approved M/S Mueller-Delia/Rinehart
7. **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 - None
- b. Oral communications - None

**8. Reports Received**

- A. Friends of the Pacific Grove Public Library  
Reference: Kim Bui, President  
Action: No report received
  
- B. Pacific Grove Public Library Foundation  
Reference: Mary Ann Whitten, Foundation Chair  
Action: No report received
  
- C. Council Liaison Report  
Reference: Cynthia Garfield, City Council Liaison  
Action: Report received, Garfield reported that the city's mid-year budget has been approved. Of the \$2,441,915 allocated for the Library Renewal construction, \$542,144 has been invoiced. The city has allocated \$1,000 for updates to the Poet's Perch, which has been leased. Governor Newsome has announced that 4-8 quarantinees will be housed at Asilomar, with supervision by the Monterey County Health department. No disruption of beach access is anticipated. Further, Cynthia reported that the search for a new Library Director is ongoing.
  
- D. Library Director Monthly Report  
Reference: Diana Godwin PGPL Interim Library Director  
Action: Report received, Godwin reported that the proceeds from rental of the Poet's Perch will be used to fund library poetry events. During the Renewal, these events will be held at the Little House in Jewell Park, with Patrice Vecchione as the first guest poet. The Donor Wall for the Renewal is being designed, as is new shelving. As of January 31, the total project is 26% completed. The new clerestory windows are being installed.
  
- E. Chair's Report  
Reference: Faye Mueller-Delia, Library Board Chair  
Action: No report received

**9. Unfinished Business**

- A. None

**10. New Business**

- A. Technical Services Report  
Reference: Julie Weirick  
Recommended Action: Receive report, Julie described the library's process for ordering and adding new books to the collection. Unanimously accepted
  
- B. Future Meeting Dates/Time/Schedule  
Reference: Cynthia Garfield  
Recommended Action: Discuss. Garfield explained that changing the date and time of meetings is mainly a matter of availability of the meeting room. Various times and days were discussed. The second Monday of the

month at 4pm was chosen. M/S Lazare/Griffin, and unanimously approved. The next meeting will be at 4pm on April 13.

- C. Logistics for the move back  
Reference: Faye Mueller-Delia  
Recommended Action: Discuss. Mueller-Delia suggested that the re-opening be widely advertised. Garfield added that the city has a plan in place. The discussion will continue.
- D. Capital Improvement Projects  
Reference: Diana Godwin  
Recommended Action: Discuss. The city is soliciting proposals for Community Improvement Grants. This would provide an opportunity to upgrade the appearance of the library landscaping. Chair Heather Lazare offered to write a proposal. M/S Rinehart/Mueller-Delia, and unanimously approved.
- E. COVID-19 Measures  
Reference: Diana Godwin  
Recommended Action: Receive report. The library is intensively cleaning computers and heavy use areas. Gloves are available for patrons, and hand sanitizer dispensers are being installed.

**11. Future Agenda Topics**

- A.
- B.

**12. Adjournment: 8:14**

**Next Meeting is scheduled for April 13, 2020, City Hall**

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*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.*