

**MINUTES
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
CITY OF CARMEL-BY-THE-SEA**

June 26, 2013

I. CALL TO ORDER

The regular meeting of the Harrison Memorial Library Board of Trustees of the City of Carmel-by-the-Sea was held on the above date at 9:00 a.m. Vice President REIMERS called the meeting to order.

II. ROLL CALL: Board Members
PRESENT: FLOWER, MOSHER, MOZINGO, REIMERS
ABSENT: COLLINS
STAFF PRESENT: Janet Bombard, Library Director
Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

There were no announcements.

IV. APPEARANCES:

There were no appearances before the Board.

V. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the May 22, 2013 Regular Meeting** seconded by Board Member MOZINGO and carried by the following roll call vote:

AYES:	FLOWER, MOSHER, MOZINGO
NOES:	NONE
ABSENT:	COLLINS
ABSTAIN:	REIMERS

VI. ORDERS OF BUSINESS:

A. Receive Report From City Administrator Jason Stilwell Regarding Format of Fiscal Year 2011/12 Library Audit and Provide Direction

City Administrator Jason Stilwell reported to the Board that the FY 11/12 audit has been completed. The City changed auditors, which accounts for the lateness of the audit. The auditor, Joseph Arch, has extensive experience auditing libraries and is also a public sector audit expert. The City Administrator will pass the concerns expressed by the Trustees at their May 22, 2013 meeting on to the auditor.

B. Receive Report From the Carmel Public Library Foundation Regarding CPLF Activities

Executive Director Amy Donohue reported that CPLF exceeded their financial goals this fiscal year. The sponsorship program is robust, with a stated goal of entering next into the real estate

sector. The special event this year was very successful. Ms. Donohue outlined the new written agreement between the library and CPLF, which formalizes the procedure for asking for budget funds each fiscal year. Planning for programs has begun.

- C. Accept Carmel Residents Association Gift of \$500 for Youth Summer Reading Program**
Board Member FLOWER asked to have the record show that Youth Services Librarian Grace Melady did a superb job of presenting the Summer Reading program to the Carmel Residents Association.

Board Member MOSHER moved to, Accept Carmel Residents Association Gift of \$500 for Youth Summer Reading Program, seconded by Board Member MOZINGO and carried by the following roll call vote

AYES: FLOWER, MOSHER, MOZINGO, REIMERS
NOES: NONE
ABSENT: COLLINS
ABSTAIN: NONE

- E. Accept Restricted Gift From the Carmel Public Library Foundation in the Amount of \$1,000 For a Literacy Collection to Support Read With MCFL Literacy Services at Harrison Memorial Library**

Board Member MOSHER moved to, Accept Restricted Gift From the Carmel Public Library Foundation in the Amount of \$1,000 For a Literacy Collection to Support Read with MCFL Literacy Services at Harrison Memorial Library, seconded by Board Member REIMERS and carried by the following roll call vote

AYES: FLOWER, MOSHER, MOZINGO, REIMERS
NOES: NONE
ABSENT: COLLINS
ABSTAIN: NONE

- F. Accept Fourth Quarter Distribution from the Public Library Foundation in the Amount of \$70,000**

Board Member MOSHER moved to, Accept Fourth Quarter Distribution from the Public Library Foundation in the Amount of \$70,000, seconded by Board Member MOZINGO and carried by the following roll call vote

- G. Consideration of a Request to Postpone Indefinitely Reopening the Local History Department on Monday Afternoons**

The Board discussed the issues and circumstances related to the request, but did not feel comfortable with an indefinite postponement.

Board Member MOSHER moved to, Agree to Postpone the Reopening of the Local History Department on Monday Afternoons Until September 30th, at Which Time Local History Librarian Ashlee Wright Will Give the Board a Status Report if an Extension of Time is Needed, seconded by Board Member FLOWER and carried by the following roll call vote

AYES: FLOWER, MOSHER, MOZINGO, REIMERS
NOES: NONE
ABSENT: COLLINS
ABSTAIN: NONE

VII. LIBRARIAN'S REPORT:

Library Director Janet Bombard reported that the Smart Money Manager System Contract has been cancelled, as the software necessary to run the system has not been upgraded by ByWater Solutions. Library Director discussed the new procedure for fiscal year budget requests to the Carmel Public Library Foundation and reviewed the paperwork with the Board. The Library Director updated the Board with regard to the request to change the plaque on the memorial bench for former Assistant Library Director Lani Fremier. The Nook eReaders are currently all checked out. The Library Director reviewed the monthly statistics with the Board.

VIII. TREASURER'S REPORT:

Board Member MOSHER moved to, **Accept April 30, 2013 Financial Statements and May 31, 2013 Financial Statements and Check Register**, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: FLOWER, MOSHER, MOZINGO, REIMERS
NOES: NONE
ABSENT: COLLINS
ABSTAIN: NONE

IX. ADJOURNMENT:

There being no further business to come before the Board, the Vice President declared the meeting adjourned at 10:23 a.m. The next regular meeting is scheduled for August 28, 2013.

Respectfully submitted,

Carolina Lopez, Library Office Assistant

Approved by:

Nancy Collins, President, Harrison Memorial Library Board of Trustees