

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

June 25, 2014

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. President REIMERS called the meeting to order.

- II. ROLL CALL:** Board Members
PRESENT: COLLINS, FLOWER, MOSHER, MOZINGO, REIMERS
ABSENT: Janet Bombard, Library and Community Activities Director
STAFF PRESENT: Jean Chapin, Head Reference Librarian
Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Head Reference Librarian Jean Chapin acted as staff liaison to the Board in Janet Bombard's place.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the May 28, 2013 Regular Meeting as amended**, seconded by Board Member COLLINS and carried by the following roll call vote:

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

VI. ORDERS OF BUSINESS:

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

No one was present from CPLF to give a report.

B. Review of first year objectives of 2013-14 Library Strategic Work Plan

Head reference librarian Jean Chapin reviewed progress made on the first year Strategic Plan objectives and answered questions from the Board. Board had questions regarding the cell phone use policy that the library has in place. Board would like to review the cell phone policy at the next board meeting.

C. Accept fourth quarter Carmel Public Library Foundation distribution in the amount of \$70,000.

Board Member MOSHER moved to Accept fourth quarter Carmel Public Library Foundation distribution in the amount of \$70,000, seconded by Board Member MOZINGO and carried by the following roll call vote:

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

D. Accept restricted funds from the Carmel Public Library Foundation in the amount of \$8,062 as requested in support of first year Library Strategic Work Plan objectives

Board Member COLLINS moved to, Accept restricted funds from the Carmel Public Library Foundation in the amount of \$8,062 as requested in support of first year Library Strategic Work Plan objectives, seconded by Board Member MOSHER and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Head Reference Librarian Jean Chapin reported Board that the Board request for funding to expand open hours was not approved in the Fiscal Year 2014/15 City budget. The capital improvement project for repairing the Park Branch basement will continue; City staff anticipates that the basement will be usable again sometime this fiscal year. Chapin reviewed the Library and Community Activities Department Performance Measures with the Board. Board Member FLOWER expressed concern that the Library Director may be taking on too much responsibility for both departments. Chapin reviewed the Monthly Statistics with the Board.

VIII. TREASURERS REPORT:

Board Treasurer FLOWER discussed the monthly financial statement with the Board. There were no extraordinary expenses that needed attention from the Board.

Board Member MOSHER moved to, Accept the May 31, 2014 Financial Statements and Check Register, seconded by Board Member MOZINGO and carried by the following roll call vote:

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

IX. ADJOURNMENT:

There being no further business to come before the Board, the President declared the meeting adjourned at 9:50 a.m. The next regular meeting is scheduled for July 23, 2014.

Respectfully submitted,

Carolina Lopez, Library Office Assistant

Approved by:

Niels Reimers, President, Harrison Memorial Library Board of Trustees