

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

August 22, 2012

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 COLLINS called the meeting to order.

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

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board Member MOSHER announced that Friends of the Library Book Sale went very well and wanted her appreciation of all the Friends do for the library noted for the public record.

IV. APPEARANCES:

No appearances before the Board.

V. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the July 25, 2012 Regular Meeting**, seconded by Board Member UNGARETTI and carried by the following roll call vote:

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

VI. ORDERS OF BUSINESS:

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

Executive Director Amy Donohue announced that CPLF has chosen a new Administrative Assistant who will begin Monday. She has been busy planning the years' programs. The Foundation will be implementing a new Parent Lecture series this year.

B. Accept Gift of George Sterling Collection for Local History Department

The Board discussed procedure with regard to accepting collections for the Local History Department. The Board asked the Library Director write a letter of thanks which the Library Board President and the Local History Librarian will also sign.

Board Member MOZINGO moved to, **Accept Gift of George Sterling Collection for Local History Department**, seconded by Board Member MOSHER and carried by the following roll call vote:

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

Board Member MOZINGO moved to, **Formalize an Acknowledgment Procedure for Gifts to the Local History Department**, seconded by Board Member UNGARETTI and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Library Director Bombard announced that a letter went out to the current Auditor a month ago and a new Auditor will be working with the City as well as the Library. The City Municipal Code regarding the Trustees' annual report to the City Council has been amended to reflect current procedure. The Library Director reviewed an article from the San Francisco Chronicle about E-Readers. September 20th is the date for the Annual City Employee Appreciation Luncheon. The Library will be closed from 11:15 am – 2:15 pm that day. The Library will be the temporary home for a display of a piece of steel from Ground Zero in the September 11th Attacks. The display will eventually be placed in Devendorf Park. Library Statistics discussed with the Board

VIII. TREASURERS REPORT:

Board Member MOSHER moved to, **Accept the June 30, 2012 Financial Statement and July 31, 2012 Check Register**, seconded by Board Member MOZINGO and carried by the following roll call vote:

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

IX. ADJOURNMENT:

There being no further business to come before the Board, the President declared the meeting adjourned at 10:09 a.m. The next regular meeting is scheduled for September 26, 2012

Respectfully submitted,

Carolina Lopez, Library Office Assistant

Approved by:

Nancy Collins, President, Harrison Memorial Library Board of Trustees