

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

July 25, 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. EXTRAORDINARY BUSINESS:

The Library Director introduced the new Local History Librarian Ashlee Wright.

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

IV. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

There were no announcements.

V. APPEARANCES:

No appearances before the Board.

VI. APPROVAL OF MINUTES:

Board Member REIMERS moved to, **Approve the Minutes of the May 23, 2012 Regular Meeting**, seconded by Board Member MOSHER and carried by the following roll call vote:

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

Board Member MOSHER moved to, **Approve the Minutes of the June 27, 2012 Regular Meeting as amended**, seconded by Board Member UNGARETTI and carried by the following roll call vote:

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

VII. ORDERS OF BUSINESS:

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

Amy Donohue announced that CPLF's Administrative Assistant Joy, has gone to a new position elsewhere. Amy will be looking for a replacement soon. CPLF is working on the Local History Lecture Series and the Parent Lecture Series. Bill Landreff has committed \$5,000 for 2 years for the new E-Reader program.

B. Receive Report From City Administrator Jason Stilwell Regarding Changes to Library Audit Process and Procedures

Library Director Bombard is going to be sending out bids to get a new Auditor. The reason being is that the City of Carmel would like the Library to be in sync with their yearly Audit.

Board Member REIMRES moved to, Authorize Library Director to notify the current Auditor that the Library will be having the same schedule as the City's RFP, seconded by Board Member MOSHER and carried by the following roll call vote:

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

C. Receive Report From Local History Librarian Ashlee Wright Regarding New History Pin Project

Local History Librarian Ashlee Wright presented to the Board a new project she has been working on called The Pin Project. The Board was very thrilled with the progress she has made.

D. Review of FY 11/12 Library Budget

Library Director Bombard reviewed and discussed with the Board.

F. Review and Approve Fiscal Year 2012/13 Library Budget

The Library Director reviewed the proposed FY 2012/13 Library Budget and new line items.

VI. LIBRARIAN'S REPORT:

Library Director Bombard announced to the Board the City has approved the plaque on the bookshelf in the Main Library. The Devendorf Collection is back to the Library and the Library staff is trying to get the collection on-line on the City website. The City raised enough money to keep the collection. The Monthly statistics were reviewed. The Library now has 12 volunteers.

VII. TREASURERS REPORT:

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

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

ABSTAIN: NONE

IX. ADJOURNMENT:

There being no further business to come before the Board, the President declared the meeting adjourned at 10:25 a.m. The next regular meeting is scheduled for August 22, 2012

Respectfully submitted,

Carolina Lopez, Library Office Assistant

Approved by:

Nancy Collins, President, Harrison Memorial Library Board of Trustees