

**PASO ROBLES PUBLIC LIBRARY
1000 SPRING STREET
PASO ROBLES, CA 93446**

**MINUTES: LIBRARY BOARD OF TRUSTEES
THURSDAY, November 12, 1999**

The meeting was called to order by President Jim Damewood at 9:10 a.m.

Members present: Jim Damewood, Pat Glancy, Jim Knecht and Betsy Watson. Absent: Tom Hutchings. Also present: Annie Robb.

Motions were approved to adopt the agenda and the minutes of the prior meeting.

There was no public comment.

Annie Robb provided an update on the matter of reappointment of members Jim Knecht and Betsy Watson whose terms have expired and who have applied for reappointment. The City Council will take no action on this matter until it resolves the question of a city residency requirement. Subsequently, the City Manager wrote to Knecht and Watson extending their current terms through February 28, 1999.

The Board then reviewed a draft policy for Library Internet use.

Jim Knecht moved to delete the form for minor patrons from the draft. His suggestion was moved and passed.

Because the city attorney has not yet commented on the draft policy, Pat Glancy moved, and it was passed, that Board members read the draft before the December meeting and be prepared to comment on the policy at that time.

Annie Robb then advised the Board of a publisher's book sale at discount price in the Library lobby November 20 and 21. The Library will receive 10% of the sale's profits.

She also announced the appointment of Tracy Hubbard as volunteer coordinator and attendance at the forthcoming CLA conference by her, Julia Dahlen and Don Rader.

In other business, Jim Damewood suggested a future film festival theme, America from the perspective of different ethnic groups. Reaction was favorable. Annie Robb announced that the next Festival will be in February, and it will feature films with romance as the theme.

The meeting was adjourned at 10 a.m.

Respectfully submitted,

Betsy Watson

Betsy Watson for Tom Hutchings

Board Minutes
December 10, 1998

The regular monthly meeting of the Board of Directors was called to order by President Bob Bryant at 7:05 p.m. at the museum. Other board members present were Jean Sudden, Bonnie Nelson, Milene Radford, Les Hoffman, Rod Reuting, Byby Root, Paul Ernst. Les' homemade cookies and hot coffee were served by Les and Jean.

The minutes of the previous meeting were approved.

The financial report was distributed and discussed. There was a total balance of \$31,213.06 in all funds: checking, savings, C.D.s, and endowment. It was moved by Bonnie and seconded by Paul that a bill for fence rails in the amount of \$61.00 be paid. Approved.

A thank-you letter with a check in the amount of \$275 was received from the Santa Lucia Rock Hounds.

Endowment Fund Report: The committee met and Milene reported that several types of funds and possibilities were reviewed. The committee recommended American Mutual Fund's domestic growth and income fund which has been in existence since 1952, called Washington Mutual Investors Fund. The intent is to built the fund up until eventually there will be \$100,000 or \$200,000 and then the income produced by the fund would be used according to the Endowment Fund guidelines. It was moved by Byby, seconded by Bonnie, that we establish a mutual fund with money from the existing endowment savings account and enough from our general fund to make a total of \$10,000. Approved.

After the latest newsletter was sent out, a wonderful anonymous gift in the amount of \$10,000 was received specifically for the endowment fund. This will make a total of \$20,000.

Marking Policy: Glen was unable to attend the meeting and the policy for the marking of items was put on hold. The computer inventory program was discussed. It needs some fine tuning as it should be possible to cross-reference things which are already entered; ie. a list of similar items, a list by accession numbers, a list by donor, etc.

Addition Committee Report: Paul presented drawings with several options for covering the equipment. After some discussion, Paul moved that we pursue Option 1 for a shed roof [along the outside west wall of the buggy building] with Bob Bryant getting an estimate on basic costs. It was seconded by Jean and passed.

Ceiling Vents: Bob reported that it would take \$110 to rent a man lift so for \$150 he bought another section of scaffolding to use to fill in the ceiling vents. Bob plans to work on it Saturday afternoon at 1:00 with help from perhaps his son and son-in-law.

Museum Coordinator: Byby presented a written description for a part-time, nonpaying manager position which she is willing to take on after the first of the year for a six-month trial period. She would like to coordinate activities, assist those who want help, keep a calendar of events, report to the board areas which need attention, and ease the work load for the board members who put in so much time and effort. She has no desire to make decisions, but only will act on those decided by the board. She plans to spend ten to fourteen hours a week, but not on a set schedule. It was moved by Les, seconded by Jean, that Byby Root be appointed as a nonpaid curator at the museum for six months. Approved.

Docent Thank-you Notes: Notes have been sent to the docents thanking them for their service.

New Business:

Fair Manager: To continue coordination between the museum and the fair, Bob will invite the manager to the next board meeting.

Committee Structure: Various areas of responsibility were discussed for those present:

Bonnie: treasurer, photographs, *The Pioneer Pages*

Byby: curator

Les: maintenance

Rod: buggy maintenance

Jean: docents

Paul: outside equipment

Milene: secretary, school

The meeting was adjourned at approximately 9:00 p.m.

Respectfully submitted,

Milene

Milene F. Radford
Board Secretary

Next Board Meeting: *Thursday, January 14, 1999, at 7:00 p.m.*