

LARKSPUR LIBRARY BOARD
Minutes of the Regular Meeting - January 13, 2014

Roll Call: Present: Noel Shumway, Joan Foley, Jeff Gunderson,
Daniel Kunstler, Michelle Melka (arrived 6:30)

Guest: Larry Lanctot, President of the Larkspur Library Foundation

Staff: Teresa Capasso, Senior Librarian

Chair Shumway called the meeting to order at 6:15 p.m.

Approval of the Consent Calendar:

The Library Director certifies that this agenda has been posted in accordance with the requirements of the Government Code.

Approval of Minutes as Submitted: Regular Meeting, December 9, 2013

M/s Foley/Kunstler and approved 4-0 (Melka absent) to approve the Consent Calendar as submitted.

Boardmember Melka arrived at the meeting.

Chair Shumway stated he would like to rearrange the order of the agenda.

STATUS REPORTS

1. Reports From the Library Support Groups

Mr. Larry Lanctot, President of the Larkspur Library Foundation, talked about their involvement last Fall (2013) with regards to an anonymous donor who wanted to make a generous donation of four million dollars toward the building of a new library. This donor asked for a specific set of conditions, along with a timeline that was very tight. The Foundation's Executive Committee spent approximately four months meeting with the City and attorneys, and unfortunately the proposed plan did not quite meet the donor's specifications and the deal fell through. President Lanctot did say the Foundation has an active mailing list of possible donors and they look forward to working together with all the library's support groups as the City focuses on a campaign for a new library. He is not sure if the Foundation's mailing list clientele will donate to a Community Facility as well. He also presented an overview of the Foundation's fundraising efforts for the library, both past and present.

BOARD MEMBERS REPORTS AND COMMENTS

Boardmember Kunstler commented on his conversation with City Manager Schwarz regarding the need for a sign to be placed on the Rose Lane acreage to promote the future development of the Community/Library Facility. He expressed concern over losing momentum if this process doesn't get started soon.

Chair Shumway commented on his conversation with Mayor Morrison and stated that she wanted to set up a 501(3)(c) so the City could start the fundraising process. Boardmember Melka added that she too had a conversation with Mayor Morrison and she mentioned there were City Council members who are experienced with the fundraising process. Mayor Morrison plans to attend the next Library Board meeting to answer many of the Board's questions regarding next steps and fundraising realities. Boardmember Foley had questions about a timeline for the planning process. Boardmember Melka stated Mayor Morrison wants to get started within the next four months.

LIBRARY DIRECTOR'S ORAL REPORT

Senior Librarian Capasso asked the Board if they had any questions. She reported on the implementation of a new story-time program (Wednesdays) called, "Babies & Books" for infants and children up to 24 months. She has also restructured Thursday's Story-time Program. She handed out documents on library circulation statistics and a roster of the City's Boards & Commissions. She thanked Larry Lanctot, President of The Library Foundation, for their generous donation toward funding additional books for the library, and for their donation/reimbursement to the Friends of the Library (\$1,500) for half of the cost of the Library's new Self-Checkout Station.

UNFINISHED BUSINESS ITEMS

1. Review final revisions Board's Annual Letter to Council, highlighting Year-End Accomplishments and Goals for next year

Boardmember Kunstler made some final edits to the Board's Annual letter to the Council. He asked that the second and third paragraphs be switched. Boardmember Foley added some punctuation edits. Library Director Gordon will make the edits and submit the Letter to the Council's packet.

2. Report on any updates regarding the Rose Garden Community Facilities Parcel Master Plan

Chair Shumway noted this item was discussed under "Board Member's Reports and Comments".

3. Communication Plan Updates for a Community/Library Facility

Chair Shumway noted this item was discussed under "Board Member's Reports and Comments".

NEW BUSINESS:

1. Library Board Election of Officers- Chair and Vice Chair

M/s Foley/Gunderson and approved 5-0 and to elect Boardmember Melka as Chair.

M/s Kunstler/Foley and approved 5-0 and to elect Boardmember Gunderson as Vice Chair.

FUTURE AGENDA ITEMS:

Chair Melka stated the following items would be on the next agenda: 1) Report on any updates regarding the Rose garden Community Facilities Parcel Master Plan; 2) Discussion on updates for a Communication Plan for Generating support for a Community Facility/Library; 3) Brain-storming on the needs of the Library (2014).

NEXT MEETING DATE:

Boardmember Shumway asked to change the Board Meeting dates for the month of February & March, to the first Mondays (Feb. 3rd & March 3rd). The Board agreed.

ADJOURN MEETING

The meeting adjourned at 7:30 pm