

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- May 12, 2014

Roll Call: Present: Chair Michelle Melka (arrived 6:33), Jeff Gunderson,  
Joan Foley, Noel Shumway

Absent: Daniel Kunstler

Staff: Library Director Frances Gordon

Vice Chair Gunderson called the meeting to order at 6:16 p.m.

**Approval of 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, April 14, 2014

M/s, Shumway-Foley and approved 3-0 (Chair Melka, Kunstler absent) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Shumway stated he heard there was a sign announcing the Community Facility posted at the Rose Garden site. It could not be seen from Doherty Drive. Library Director Gordon stated she would ask about the sign.

**LIBRARY DIRECTOR'S ORAL REPORT**

Library Director Gordon reported on the following: 1) Library and City Hall Facility; 2) Library Programs; 3) MARINet Library Consortium Update; 4) Miscellaneous.

The Board discussed the upcoming meeting on May 30<sup>th</sup> with Mayor Morrison and Councilmember Way to discuss a fundraising campaign for the Community Facility parcel. Boardmember Shumway wondered if members of the Friends and the Steering Committee could also attend.

Library Director Gordon briefly discussed the CALIFA grant from the State Library which will go towards purchasing popular fiction. She reported that the Public Works Director was working on an ADA self-evaluation for the City.

Chair Melka arrived at the meeting. She referred to the May 30<sup>th</sup> meeting with the Mayor and noted she thought the Mayor wanted only one representative from each group (Library Board, Parks and Recreation Commission, etc.). Library Director Gordon stated she would find out if others could attend.

Boardmember Shumway asked Library Director Gordon about the May 3rd Poetry Event. Library Director Gordon stated they had a great turnout (about 45 people).

## **UNFINISHED BUSINESS ITEMS**

### **1. Continue Brain-storming Session on Action Plan for 2014**

Chair Melka stated the Board had discussed several activities that they could participate in including a program planning. She noted Boardmember Kunstler wanted to do some type of photography contest. They also talked about participation in the 4<sup>th</sup> of July Parade as a way of increasing community awareness. Library Director Gordon stated staff would not be able to help with planning or participating in the 4<sup>th</sup> of July Parade. Chair Melka stated the Board had also discussed ways to spearhead a volunteer effort and coordinate with the Foundation.

Boardmember Foley stated the Library already has a lot of programs and it would only make sense to do something different. The photography contest could be for high school students only.

Chair Melka discussed the upcoming Foundation meeting on June 11<sup>th</sup> and how she would like to strengthen the Board's relationship with the Foundation. She noted that Foundation President Lanctot was very interested in increasing the volunteer base. The Board could work with the Foundation on this effort. She would like to focus on this during the year.

Library Director Gordon stated her Volunteer Coordinator was quite overwhelmed at this time. Chair Melka stated they would use volunteers for particular events as opposed to using them on a day-to-day basis. Boardmember Foley stated it was hard to build a volunteer base until they have something for volunteers to participate in. It was a "cart before the horse" situation. It would also be nice to know when they could "officially" start fundraising for the new facility.

Chair Melka stated the other piece was the communication side of things and she asked for ideas. Boardmember Shumway asked about the Food and Flower Festival. Library Director Gordon stated staff has decided not to do a Book Sale this year during the

Festival.

## 2. Review of the Library's Budget for Next Fiscal Year 2-14/15

Library Director Gordon distributed a spreadsheet of the department's preliminary budget. She stated this year was a status-quo budget. She briefly discussed the new format. She asked the Board to email any budget comments to her.

Boardmember Shumway asked Library Director Gordon about the status of the SB1455 grants. Library Director Gordon stated they were waiting for any recent updates but it was looking pretty good.

The Board commended Library Director Gordon for doing such a great job with limited staff and resources.

## **NEW BUSINESS ITEMS**

### 1. Finalizing Library FAQ document

Boardmember Foley distributed her suggested edits to the Board.

Chair Melka stated the title of the document should be changed to "Community Facility FAQ", and not "Library FAQ". She noted references to a "library" should also include the term "community facility".

Boardmember Shumway stated a parcel tax should be included along with any references to a possible funding source. He stated references to the amount of shelf space or size of the building should be removed- they should emphasize a flexible design.

Chair Melka stated they should not try to estimate how much the building would cost. There is no design and they have not gone through a bidding process.

Boardmember Foley stated she wanted to give the public as much information as they have but not more.

Chair Melka suggested adding the following questions: 1) What will happen to the old Library?; 2) What will be included in the Community Facility?

Library Director Gordon stated she would confirm the size (acreage) of the parcel.

### 2. Identify agenda items for the Foundation's June 11<sup>th</sup> Meeting

Chair Melka suggested the following agenda items: 1) How to work together?; 2) What would the fundraising campaign look like?; 3) How do we launch a fundraising

campaign?

Boardmember Gunderson stated they would have more to work with after the May 30<sup>th</sup> meeting with the Mayor.

**Status Reports:**

1. Reports from the Library's Support Groups (Friends, Foundation, and Steering Committee)

There were no reports.

**FUTURE AGENDA ITEMS**

Chair Melka stated the following items would be on the next agenda: 1) Update of the Library's Budget for Next Fiscal Year 2014/15; 2) Update on May 30<sup>th</sup> meeting with Mayor Morrison and Councilmember Way.

**NEXT MEETING DATE**

Chair Melka stated the next meeting would be held on Monday, June 9, 2014. The meeting would start at 6:15 p.m.

**ADJOURNMENT**

Chair Melka adjourned the meeting at 7:30 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary