

LARKSPUR LIBRARY BOARD  
Minutes of Special Meeting- March 4, 2013

Roll Call: Present: Chair Noel Shumway, Joan Foley, Don Graff,  
David Kunstler, Marianne Rafter

Staff: Library Director Frances Gordon

Chair Shumway called the meeting to order at 6:00 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: Special Meeting February 4, 2013

M/s, Foley-Rafter and approved 5-0 to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

Mr. Paul Beamer, architect representing a construction and project management company introduced himself to the Board. He stated the firm is monitoring the Community Facility Parcel project and would like to get their “foot in the door”. Chair Shumway asked Mr. Beamer if his company has worked with Group Four. Mr. Beamer stated “yes”.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Kunstler asked if the issue regarding whether or not the Board’s title should include the word “advisory” has been resolved. Library Director Gordon stated the official title is the “Larkspur Library Board”.

**LIBRARY DIRECTOR’S REPORT**

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

Chair Shumway stated he liked the inclusion of upcoming programs in the report. He asked about the turnout for several programs. Library Director Gordon stated the Poetry Reading event was full.

Boardmember Graff asked if the renovation work currently going on at City Hall was impacting the Library. Library Director Gordon stated the only problem was noise. Boardmember Foley asked how long the work would take. Library Director Gordon stated they plan to finish by the end of March.

Boardmember Rafter asked if the Historic Railroads program would be part of the Centennial. Library Director Gordon stated "yes". She stated Mr. Dick Cunningham would be making a presentation about the Historic City Hall building sometime soon.

Library Director Gordon stated they made a net profit of \$427 from sales of the Library Centennial Calendars.

## **UNFINISHED BUSINESS ITEMS**

1. Update on the Rose Garden Community Facility Parcel Master Plan as Completed by the LARC Committee, including the Library Board's recommendation to the City Council

Boardmember Graff stated the ad hoc committee held its final meeting last night. The Master Plan document was complete and will now go to the Planning Commission in March and the City Council in April. The next issue is funding. The City Manager has started the process by doing surveys of the public. The goal is to raise \$20 million to fund the community parcel project, City Hall retrofit, and street repairs/improvements. Possible funding would be through a Sales Tax Measure. Group Four estimated the cost of the library/community facility project at \$17 million. The City Manager has indicated that Federal money could be available once there was a commitment of City money. Boardmember Graff discussed the idea of phasing the project. Boardmember Foley wondered how the project would be phased if it were designed as one building. Boardmember Kunstler asked if a study has been done regarding what a one-cent Sales Tax would translate to. Boardmember Graff stated the City has hired a consultant to work on the funding process.

Chair Shumway asked if the ad hoc committee made any recommendations regarding a 20,000 vs. a 24,000 square foot building. Boardmember Graff stated they supported the concept of a 20,000 square foot building. A 24,000 square foot building would need to be two-story and would require more parking. He stated there was the possibility of underground parking. The parcel is approximately 2.5 acres- 1/3<sup>rd</sup> would be devoted to the building, 1/3<sup>rd</sup> would go to parking, and 1/3<sup>rd</sup> would remain open space. Funding would be discussed this year. The design and detailed planning of the facility would begin in 2014 and would take about 18 months. Construction would also take about 18 months. The facility could be completed by 2017 at the earliest.

Boardmember Rafter stated the last time the Library was closed for renovations was very problematic.

Boardmember Kunstler stated he attended one of Group Four's presentations at the Hall Middle School Gymnasium and he wondered if the "preferences" or "dislikes" were reflected in the ad hoc committee's report. Boardmember Graff stated "not really" since the ad hoc committee report was very general and does not contain much specificity. The report talks about a 20,000 square foot building and two possible locations. The committee did support a single building as opposed to two buildings since there were cost and operational advantages to a single building. He noted that Group Four adhered to Library Consultant Kathy Paige's recommendation for a 12,000 square foot library. He stated an automated system would be needed but was not discussed in the Kathy Paige report. This type of system needs to be housed in a fairly large room.

Boardmember Graff stated the Board should send a letter to the Council supporting the Master Plan with a focus on the following three issues: 1) The idea of phasing the project; 2) More discussion regarding the use of the community meeting spaces; 3) The need for an automated system

Boardmember Kunstler asked if the facility would include a room that could be rented out for parties, etc. Boardmember Graff stated "yes" and it would probably be a room that could accommodate 200 to 250 people.

Boardmember Graff stated the Lark Theatre was in very close proximity to the new facility and they need to be careful not to compete with the theatre. Boardmember Kunstler stated that would be a matter of programming. Chair Shumway stated the Lark Theatre attracts a certain type of audience.

Chair Shumway asked if the ad hoc's report has been released to the public. Boardmember Graff stated "yes". Boardmember Rafter asked if the library consultant's report was included in the Master Plan document. Boardmember Graff stated "no".

Chair Shumway stated he would draft a letter to send to the Council. He asked the Board to submit some ideas.

## 2. Continued Discussion of Library Centennial Planning for 2013

Chair Shumway stated the signs that were recently installed look wonderful.

Library Director Gordon stated she would announce the April 27<sup>th</sup> Centennial Celebration at upcoming Library events.

Boardmember Rafter stated several business owners have asked for posters to announce the celebration. Library Director Gordon stated she would get some posters printed. Boardmember Rafter stated they should also get some flyers printed.

Library Director Gordon stated she was working with the Postmaster on the cancellation stamp. The Heritage Preservation Board would put on an exhibit in the Library display

case in April. Mr. Dick Cunningham, Larkspur historian, would be making a presentation on Thursday, April 25<sup>th</sup>. Ms. Helen Heitkamp, Larkspur historian and former Planning Commissioner, will be making a presentation in May.

Boardmember Graff asked if the Foundation was participating in any way with the Library Centennial. Library Director Gordon stated she had extended a personal invitation for Foundation participation through one of the members.

Boardmember Rafter wondered if they need more help during the celebration. Boardmember Foley stated the main work would include setting up chairs, pouring juice, handing out cupcakes, etc.

## **NEW BUSINESS ITEMS**

1. Report on joint meeting of the Parks and Recreation Commission and the Library Board on February 21, 2013

Chair Shumway stated the joint meeting with the Parks and Recreation Commission was very productive.

Boardmember Graff stated Group Four has done a very good job.

2. Update on the Library Board's Meeting Schedule- March through September

Chair Shumway stated the LARC Committee held its final meeting last week and the Board would go back to its regular meeting date of the second Monday of each month.

## **Status Reports**

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

Boardmember Graff reported he attended the recent SMART Station Area Plan and they have come up with a preferred plan for the area. The plan adds about 177,000 square feet of building space (commercial and residential). He stated the committee has discussed the need for a transportation hub that would include the Ferry Terminal, the Marin Airpporter, and the SMART station.

Boardmember Graff asked Library Director Gordon if there has been any discussion about a self checkout system. Library Director Gordon stated "yes" and noted the cost would be about \$5,000. She has already purchased the expensive site license for a self-check out machine at a 50% discount. She, along with staff, has been assessing where the system should be located and how to get funding.

## **FUTURE AGENDA ITEMS**

Chair Shumway stated the following items would be on the next agenda: 1) Continued Discussion of the Rose Garden Community Facility Parcel Master Plan as completed by the LARC Committee, including the Library Board's recommendation to the City Council; 2) Continued Discussion of Library Centennial Planning for 2013.

## **NEXT MEETING DATE**

Chair Shumway stated the next meeting would be held on Monday, April 8, 2013.

## **ADJOURNMENT**

Chair Shumway adjourned the meeting at 7:35 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary