

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- September 9, 2013

Roll Call: Present: Chair Noel Shumway, Joan Foley,
Jeff Gunderson, Michelle Melka

Absent: Daniel Kunstler

Staff: Librarian Theresa Capasso

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: Regular Meeting, July 8, 2013

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Boardmember Foley asked the Board if they would consider changing the starting time of the meeting to 6:15 p.m. It was the consensus of the Board to start the Board meetings at 6:15 p.m.

LIBRARY DIRECTOR'S ORAL REPORT

Librarian Capasso reported on the following: 1) Library and City Hall Facility; 2) Library Programs- August and September; 3) MARINet Library Consortium Update; 4) Miscellaneous.

Librarian Capasso reported on self-check out statistics: there were 1,438 uses from July 21 through August 28th. Boardmember Foley asked if staff encourages patrons to use the self-check out machine. Librarian Capasso stated staff certainly makes it presence known but many patrons prefer to come to the desk. Chair Shumway noted it could be

confusing since it was near all the other computers. Librarian Capasso agreed. Boardmember Foley asked if patrons were allowed to get the books they have on hold. Librarian Capasso stated “yes” but noted there could be a cart in the way, etc. Many patrons feel somewhat uncomfortable going behind the desk and prefer staff to get their books. Chair Shumway stated there seemed to be very good usage of the new self-check out machine. Librarian Capasso agreed. Boardmember Foley noted patrons could still experience the social interactions. Librarian Capasso stated patrons need to remember to bring their library cards in order to use the self-check out machine.

Boardmember Melka stated she would like the Board to discuss the different ways they could build support for the library. She would like a better understanding of how the department communicates with patrons. She asked if staff has patron’s email addresses. Librarian Capasso stated Library Director Gordon could address this topic at the next meeting. She pointed out that one of the tenets of libraries in general is preserving people’s privacy. There is a form in the library that enables patrons to provide this information. Boardmember Melka asked how and when staff communicated with patrons. The Library actively sends out emails regarding Library programs. Librarian Capasso stated the Book Club group is a separate email list of over 300 patrons. The Foundation mails an annual appeal to its own exclusive client list. Boardmember Foley stated she receives an email from the library at least once a week and sometimes twice a week. Boardmember Melka stated she would love to think of ways to build that patron list for the library. It would help to get a better understanding of the amount of support there is for the library. She stated they could send out bookmarks with each book that showcases the Website. She would like to be more proactive and build a bigger base. Chair Shumway stated he would like to discuss this issue at the next meeting.

Librarian Capasso stated the Summer Reading Program ended the last week of August. More than 500 kids signed up. Staff tried something new this year- no other programming was done after August 1st. Programming has been spread out over the three months in the past but attendance drops in August. She noted Fireman’s Story Time was held on August 1st and was a big hit. The month of September is “Get a Library Card” month. She distributed pencils and stated staff has ordered bookmarks to celebrate the month. She reported that the Museum Passport and Mango language programs are very popular.

UNFINISHED BUSINESS ITEMS

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

Boardmember Foley asked Librarian Capasso if patrons were asking questions about the status of a new library. Librarian Capasso stated “yes” and noted staff has been giving out some very basic information. Boardmember Foley stated she wanted this

issue to remain in the forefront. It would be nice to have some “bullet points” that staff could hand out and some type of visual aide. They also need to point out the inefficiencies of the current site.

Chair Shumway stated the Council recently discussed the possibility of a Sales Tax Measure on the November ballot. He noted there was a lot of discussion about repairing roads but not much about a new library. He stated they need to redirect the focus and energy back to a new library. There was quite a bit of construction going on at the Rose Garden property and he was concerned about the community facility parcel remaining vacant.

Boardmember Melka suggested the Board concentrate on what they could control and how they could have an impact. This relates to how they are communicating with patrons. She would like to see a support network and a collective voice. Boardmember Foley asked the Board to think about what they could do that was noteworthy.

Librarian Capasso stated she spoke to Foundation President Larry Lanctot and he suggested a “get-together” with the Board, Foundation and Friends. Chair Shumway stated this would be very helpful. The Board agreed. Chair Shumway suggested that Library Director Gordon coordinate the event.

Boardmember Melka asked Librarian Capasso to report back to the Board with the number of patrons on the email list.

NEW BUSINESS ITEMS

There were no New Business items.

Status Reports:

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

There were no reports.

FUTURE AGENDA ITEMS

Chair Shumway 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) Communication Plan for Gaining Support for a New Library; 3) Meeting with Councilmember Ann Morrison and Mayor Hillmer.

NEXT MEETING DATE

Chair Shumway stated the next meeting would be held on Monday, October 14th. The

meeting would start at 6:15 p.m.

ADJOURNMENT

Chair Shumway adjourned the meeting at 7:05 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary