

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- November 18, 2013

Roll Call: Present: Chair Noel Shumway, Joan Foley, Daniel Kunstler,
Jeff Gunderson, Michelle Melka (arrived 6:20)

Staff: Library Director Frances Gordon
Planning Director Neal Toft
Public Works Director Mary Grace Houlihan

Chair Shumway called the meeting to order at 6:15 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, October 14, 2013

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

There were no comments.

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

UNFINISHED BUSINESS ITEMS

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

Chair Shumway welcomed Planning Director Toft and Public Works Director Houlihan to the Board meeting.

Public Works Director Houlihan stated she was very familiar with how to kick off and complete a successful community projects. At her last place of employment (City of Lathrop) they did a community based planned project- a Library/Community Center. They were able to land a \$5 million grant along with some development money. It is a fun process and can build a lot of community energy. The process has a lot of pieces and parts including a fundraising team and a design/development team. The fundraising will include some seed money to start some of the design/development type of work. This initial fundraising would also include getting out public awareness that could include the ubiquitous billboard or “thermometer”. Since development has already started on the property it is important to “mark that spot” as the future site of a library/community facility and keep the Master Plan momentum going. This seed money is extremely important in developing images of the project aside from the Master Plan document. The seed money also allows them to go more in depth with program development and the schematic design.

Boardmember Melka arrived at the meeting.

Public Works Director Houlihan stated the design team would come up with a conceptual design with the help of the community. She discussed developing a sustainable facility that would grow with the community, implement technology, etc. The community outreach should involve a diverse group of people including an advisory board.

Boardmember Kunstler asked about the size of the Lathrop Library. Public Works Director Houlihan stated the first phase was 8,000 square feet and was 50% library and 50% community center. The second phase included another 4,000 square feet of community center and the third phase included another 2,000 square feet. Boardmember Kunstler asked about the population of Lathrop. Public Works Director Houlihan stated it was 19,000 and growing. Chair Shumway asked if the facility was one-story. Public Works Director Houlihan stated “yes”.

Boardmember Kunstler wondered if the square foot they envisioned would be adequate. He noted they would be asking a lot of people to donate money and there would be expectations on the part of the donors. Public Works Director Houlihan briefly discussed phased construction but pointed out that this was not the most cost effective way to build. She noted it was very difficult to get grants in Marin County since the median income is so high.

Public Works Director Houlihan discussed the process the design team would go through and added that timelines were a critical part at this point. The design development phase would further vet out the design (orientation of rooms, architecture, etc.). The next phase includes the construction documents.

Boardmember Melka asked about doing one “design and build” bid. Public Works Director Houlihan stated she rarely uses the “design and build” bid since the control can

be lost in this type of process. It will not get them the community based plan that the City would be seeking. Boardmember Melka stated she heard it was a good way to stay on budget. Public Works Director Houlihan stated the thing that keeps the project on budget was an extremely strong design team along with a third-party architectural quality control contractor. Good design and good construction management keeps a project on budget. A project should be well thought out and designed efficiently. Boardmember Kunstler stated limiting change orders also keeps the project on budget. Public Works Director Houlihan agreed but added there were always going to be change orders but they could be controlled.

Boardmember Kunstler stated the City would probably need to create a Citizens Advisory Committee (CAC). Public Works Director Houlihan agreed. Boardmember Kunstler asked who would hire the construction manager. Public Works Director Houlihan stated staff would send out a Request for Qualifications (RFQ). The construction manager would be different than the quality control project manager. Boardmember Kunstler stated the construction manager would watch the money. Public Works Director Houlihan stated that would be her job. The construction manager ensures that everything is being constructed per the contract documents. This individual also works with City staff to ensure that the budget is staying on track. Change orders result when the City changes their minds and wants something a little different during construction or when there is a change in conditions. Boardmember Kunstler stated they would be vulnerable to that since library technology changes so rapidly. Public Works Director Houlihan noted it would not be a long period of time between final design and construction. Final design would not occur until the project is fully funded. Construction could occur several months after that.

Boardmember Melka noted there was a “chicken and egg” problem in terms of the fundraising effort. She asked Public Works Director Houlihan if she had experience with “naming rights”. Public Works Director Houlihan “yes” and noted the fundraising coordinator would figure out what makes sense.

Boardmember Melka asked how much seed money they would need to get things going. Public Works Director Houlihan stated \$200,000 would probably get them through the schematic design process. The fundraising coordinator would probably work on a percentage basis. She added that the community outreach process takes time and they need a master schedule with specific deadlines. They process needs to keep moving to keep the community from getting frustrated. This consulting team must be creative and believe in the vision of community.

Planning Director Toft stated the Planning Department has been getting a lot of phone calls from prospective buyers of the Rose Garden units. These people would become the new constituency. Boardmember Kunstler stated it would behoove the developer to help the City with improvements to the parcel. Public Works Director Houlihan disagreed and stated it would be a negative since people might want a nice, grassy

open space area. Boardmember Kunstler stated it was a parcel of dirt. Public Works Director Houlihan stated it would be hydroseeded for erosion protection.

Boardmember Kunstler asked about the amount of staff time that would be dedicated to this project. Planning Director Toft stated he was not sure yet.

Boardmember Kunstler stated he would talk to Mayor Hillmer tomorrow morning about a “thermometer” type of sign.

The Board thanked Planning Director Toft and Public Works Director Houlihan for their time.

2. Communication Plan for Generating Support for a New Library

Chair Shumway noted this item was covered in agenda item #1.

LIBRARY DIRECTOR’S ORAL REPORT

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

Library Director Gordon thanked Boardmember Melka for the bookmarks. She noted the November 9th Annual Book Talk Tea was standing room only and she was very pleased with the turnout. She thanked Chair Shumway and his wife Janetta for baking cookies. She asked the Board to start thinking about a possible fundraising event next year during Christmas such as a Silent Auction, etc. Boardmember Melka asked if any of the upcoming events should be highlighted. Library Director Gordon stated “no” since things were winding down for the holidays. She stated the following event should be added to the list of December Programs: December 7th, David Hockney and docents.

Boardmember Melka discussed the possibility of holding tax preparation workshops sponsored by the City with a suggested donation going towards the Library. Boardmember Kunstler stated they could also offer help with forms during college financial aid season. Library Director Gordon stated this could be run through the Recreation Department.

NEW BUSINESS ITEMS

1. Discussion on Scheduling a Meeting with the Foundation

Chair Shumway reminded everyone that Councilmember Morrison has invited the Board, the Foundation, and the Friends to her house for a fundraising “brainstorming session” on Sunday, January 26th around 4:00 p.m.

2. Begin Reviewing Current Year's Goals in Preparation of Board's Letter to Council

Library Director Gordon distributed a copy of last year's letter. Chair Shumway asked the Board to review the letter and come to the next meeting with suggestions.

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) Board's Letter to Council regarding Current Year's Goals.

NEXT MEETING DATE

Chair Shumway stated the next meeting would be held on Monday, December 9th. The meeting would start at 6:15 p.m.

ADJOURNMENT

Chair Shumway adjourned the meeting at 7:45 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary