

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- July 8, 2013

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

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: Regular Meeting, June 10, 2013

M/s, Kunstler-Foley and approved 5-0 to approve the Affidavit of Posting.

M/s, Kunstler-Shumway and approved 3-0 (Gunderson and Melka abstained) to approve the minutes of June 10, 2013 as corrected.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

There were no reports.

**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.

Library Director Gordon stated staff was busy working on the Summer Reading Program. She distributed a revised roster of Library Board members. Boardmember Melka asked how people found out about the Library programs. Library Director Gordon stated staff sends out an email alert to all patrons who have signed up to receive email notification. Staff also lists all programs and events on the City/Library Website. Boardmember Kunstler asked how many events were held last year. Library

Director Gordon stated anywhere between 70 to 90 adult programs, including subjects such as travel, historical railroads, museum docents, etc. The limiting factor for programming is space. Boardmember Melka asked if programs were free. Library Director Gordon stated “yes”. Boardmember Melka suggested they ask for a “donation” at the door. Boardmember Kunstler asked if guest authors were allowed to sell his or her books. Library Director Gordon stated “yes” but promotion of a business is not allowed (aside from handing out business cards). She noted that the Friends of the Library cover the costs of programming. Boardmember Melka stated the Library programming was wonderful.

Boardmember Foley had questions about the department’s promotion of e-Book use (the Monster in the closet). Library Director Gordon discussed the challenges that public libraries are facing with eBook vendors, such as limiting access and charging exorbitant prices. Staff are finding it difficult to do one-stop marketing because there are so many digital models that each work differently. Boardmember Kunstler suggested the library could choose one (Kindle for example).

Boardmember Melka had questions about Library staffing. Library Director Gordon stated she has three full-time positions (2 Librarians to handle adult/children’s referencing and cataloging, and herself). The Library’s collection size currently ranges from about 52,000 to 53,000 items in a variety of formats. The Library is open 54 hours during the week.

## **UNFINISHED BUSINESS ITEMS**

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

Chair Shumway stated there was not much activity on this front. The ad hoc committee presented its recommendation to the City Council several months ago. Library Director Gordon stated the ad hoc committee’s final meeting was in March. Chair Shumway stated he did not want interest in the project to wane. He briefly discussed the Council discussions about the possibility of a Bond/Sales Tax Measure in November to partially fund the project. Boardmember Foley asked how the Board could help to promote funding options. Chair Shumway noted construction of the homes has started. Boardmember Kunstler stated the developers would more than likely want this parcel developed as soon as possible. Chair Shumway stated he would attend the Council meeting when they discuss the Bond/Sales Tax Measure.

Boardmember Kunstler noted there was a lot of discussion about a community center vs. a library and he suggested the Board advocate the creation of a community center that would house a library. Boardmember Foley stated the Board should ask the Council about the next steps and how the Board could be of assistance. They do not want to lose the momentum.

Boardmember Gunderson asked if there were stipulations about exactly how that parcel would be developed. Chair Shumway stated the City Council made it clear that they wanted a library/community center facility on the parcel. They do not want an “active” recreational facility. Boardmember Foley stated Group 4 developed several conceptual site plans. Library Director Gordon stated Group 4 organized tours of new libraries throughout the Bay Area. This was very helpful and gave a lot of insight into how a joint use facility is developed.

## **NEW BUSINESS ITEMS**

1. Welcome and introductions for new Boardmembers, including update of Board Roster

The Boardmembers introduced themselves and discussed their backgrounds and interests. The Board welcomed newly appointed Boardmembers Melka and Gunderson.

2. Election of Vice Chair through December 2013

M/s, Kunstler-Foley and approved 5-0 to appoint Boardmember Melka as Vice Chair.

3. Letter to City Council regarding new Library supported by Bond Measure

Chair Shumway briefly discussed the letter and asked for input. Boardmember Foley suggested that each Boardmember email their suggested edits to Library Director Gordon.

4. Set summer Board Meeting Schedule (August and September)

It was the consensus of the Board to cancel the August meeting. The next meeting will be held on Monday, September 9<sup>th</sup>.

## **Status Reports:**

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

Chair Shumway discussed the three support groups and how they relate to the Library.

Boardmember Melka stated it would be nice to get some feedback from the Foundation about the community parcel. She asked if they could invite Foundation President Larry Lanctot. Library Director Gordon stated she would send him an email and find out his availability. Boardmember Melka stated she would love to invite a representative of the Friends. Library Director Gordon stated she would invite Ms. Tassy Menudier, President of the Friends.

## **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) Update Letter to City Council regarding new Library supported by Bond Measure.

## **NEXT MEETING DATE**

Chair Shumway stated the next meeting would be held on Monday, September 9, 2013.

## **ADJOURNMENT**

Chair Shumway adjourned the meeting at 7:26 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary