

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Meeting- January 9, 2012

Roll Call: Present: Chair Marianne Rafter, Don Graff,
Dave Kanter, Noel Shumway
Absent: Joan Foley
Staff: Library Director Frances Gordon

Chair Rafter called the meeting to order at 5:05 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

Acknowledgment of Warrants/Library- November and December, 2011

Approval of Minutes as Submitted: Regular Meeting December 12, 2011

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Chair Rafter reminded the Board that the Holiday Party with former Boardmembers Kunstler and Broughan would be held this Thursday, January 12th at 7:00 p.m. in the Library.

Chair Rafter stated she would like to rearrange the order of the agenda.

UNFINISHED BUSINESS ITEMS

4. Explore Library Facility Improvements Concepts, including Technology

Chair Rafter referred to the report prepared by Mr. Earl Weiss, architect, and asked Library Director Gordon if she had discuss it with the Library staff. Library Director Gordon stated “not yet”.

Mr. Weiss stated his intent in preparing the report was to make suggestions on how to make the existing facility as efficient as possible, given the numerous physical constraints. Boardmember Graff stated he would like to focus on the “Current Facility” category and the first five items. Chair Rafter stated it was nice to get a “fresh eye” looking at the space and she thanked Mr. Weiss for his suggestions. She referred to the suggestion about moving the circulation desk back a bit to give them more room and combining the functions at that main desk. Mr. Weiss stated staff would need to weigh in on that suggestion. He stated eliminating the “L” shaped return portion of the desk would be very helpful.

Boardmember Graff stated it would be difficult to get any significant amount of funding for these improvements from the City. However, the Foundation might be willing to make a contribution. He stated they might be willing to use some of the profits from the recent Wine Auction. Mr. Weiss stated they should prioritize their “wish list” and ask for funding. He discussed transferable assets such as laptops, self check out scanners, etc. Boardmember Shumway referred to the five items and asked how long some of them might take. Mr. Weiss stated several of these items, such as #3, could be weekend projects. Library Director Gordon expressed concern about the possibility of eliminating study space. Mr. Weiss stated this could be a matter of scheduling those spaces. Small spaces need to be used by overlapping times and dedicating uses according to school hours, etc. Boardmember Graff asked if they could limit the time an individual could use the space. Mr. Weiss stated this would be a Library policy. Library Director Gordon stated this could be difficult for staff to enforce. Boardmember Graff stated it was common for patrons to bring in his or her own laptops. Mr. Weiss noted the nature of the library changes throughout the day and they should be making the spaces more flexible.

Boardmember Graff referred to item #1 regarding moving the circulation desk back and stated that would give them additional space for community events. The use of the Council Chambers for Library programs is getting more problematic. He asked Library Director Gordon if she reduced the number of events last year. Library Director Gordon stated “yes”. Chair Rafter asked Library Director Gordon if it would be possible to implement item #1 this year. Library Director Gordon stated she wanted to discuss this with staff. The wiring around the circulation deck is somewhat chaotic and moving it without interruption to phone and Internet service could be tricky

Mr. Weiss stated they could easily find some used furniture at a fraction of the cost and this might be cheaper than modifying what currently exists. He added that if they went with the laptop format then they could go wireless.

Boardmember Kanter referred to the New Facility category and noted it seemed that Mr. Weiss included some personnel recommendations. He had questions about the suggestion for a library advocate. Mr. Weiss stated that there has been no decision made about the dedicated parcel on the Rose Garden property and there should be someone who is persistent in his or her approach to the City Council. The Board agreed. Mr. Weiss stated this was a wonderful opportunity for the City of Larkspur. He noted that the Central Larkspur Specific Plan (CLASP) process took over eight years. Chair Rafter stated the Steering Committee was formed about five years ago and helped in the preparation of the Space Needs Assessment Report. She noted Mr. Weiss was recommending that the Board involve the other departments that might use the meeting space.

Boardmember Graff stated there were two key things that need to be done immediately: 1) the Council needs to designate a portion of the donated land for library/community use purposes; 2) the City needs to develop a Strategic Development Plan for a new Library. The City will need to hire a consultant who will outline all the steps- what has to be done, who does it, when it gets done, etc. The consultant would also need to come up with preliminary cost estimates. This will need to be paid for by public and not private money with most of the work being done by outside groups. Mr. Weiss stated the City would need to decide what departments would be a part of this building. Boardmember Graff stated it would make sense to move the Parks and Recreation Department across the street so the Larkspur School District could use their current office space. Mr. Weiss stated there could be a wonderful symbiotic relationship with the Parks and Recreation Department but he would not want the Library to get held up waiting for them to get involved. He stated all of the other departments should also be polled. Mr. Weiss stated he has a lot of experience with fundraising and they need to come up with a concrete plan before asking for donations. Boardmember Graff agreed but stated it would be a complex plan that needed to be developed by someone with experience. He stated the process would need to include getting City approvals and public input. Mr. Weiss agreed and stated they need to keep pushing the process.

Boardmember Kanter asked about the status of the Steering Committee. Chair Rafter stated they have been on hiatus for a couple of years. Boardmember Graff stated they developed a preliminary study several years ago prior to the report prepared by the Foundation's consultant. Library Director Gordon stated she would send the report to Boardmember Kanter. Boardmember Graff stated the Council accepted the report but it did not receive any public input.

Boardmember Graff stated he would like City Manager Schwartz to attend a Board meeting prior to the Council discussing the Rose Garden Project. This would occur sometime in February. He stated the Board and interested members of the public should attend the Council meeting and urge them to designate the dedicated parcel for a new library. Library Director Gordon asked about the anonymous donation for the building of a new library. Boardmember Graff stated the individual has not said he or

she would be reneging on the offer. Library Director Gordon stated she would speak to City Manager Schwartz about attending an upcoming Board meeting.

LIBRARY DIRECTOR'S REPORT

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

Library Director Gordon referred to the proposed State Budget and stated staff was waiting to see what Governor Brown decides to do. She referred to page 2 of the Library Director's Report and briefly discussed the quarterly payments she receives from the State for resource sharing. She stated the amounts have been reduced by the State over the years. Chair Rafter asked if the entire \$28,000 would be eliminated. Library Director Gordon stated they have to wait and see. If the City does not receive the money then she would have to make some budget adjustments. Boardmember Graff asked what percentage of the total Library budget this amount represents. Library Director Gordon stated she would find out. Chair Rafter stated other municipalities have asked local businesses for support during financial problems. Boardmember Graff noted the Transient Occupancy Tax (TOT) funds would not be available this year since the Council has decided to use it for a special project related to the downtown area. Library Director Gordon stated she has had to make adjustments in the past.

Boardmember Shumway asked about the Council liaison to the Library Board. Boardmember Graff stated it was Councilmember Chu but he was not sure if that Council assignment has changed. Library Director Gordon stated she would find out. Boardmember Shumway stated the Council liaison should be invited, along with the City Manager, to the next Board meeting.

1 Library Centennial Planning

Chair Rafter stated she and Boardmember Shuman worked on an events calendar for the Library Centennial. The calendar would include the Children's Event, an event for Adults, and some of the regular events held by the department (Valentine's Day Poetry Reading, etc.). Boardmember Shumway stated they have preliminarily identified events for the 12-month period.

Boardmember Graff stated the Children's Event would occur in the spring and would be fairly straightforward. The more difficult event would be the Adult program. He stated he met with Mr. Bill Howard of the Foundation and discussed integrating the Adult Event with the Foundation Wine Auction. He stated it was decided that it would be more complicated than originally thought. The Foundation is set on having a regular Wine Auction and they plan to take up the entire space for the evening (5:00 p.m. to 7:00 p.m.). It would not be possible to have activities related to the Centennial. It had been suggested to have a Centennial Dinner after the conclusion of the Wine Auction. He noted Mr. Phil Lesh, local musician, bought the Seafood Peddler Restaurant in San

Rafael. There is a meeting room next to the restaurant. Mr. Howard brought up the idea of holding the Wine Auction in the meeting room and the Centennial event in the restaurant. However, he was not sure people would be willing to pay for the Wine Auction (\$75) and again for the Centennial Dinner Event. It would be nice to be able to do the two events together but it might not be possible. He added that finding a location for a large event would be difficult. Chair Rafter stated it would be difficult for the Board to plan two, large events. Boardmember Shumway asked about combining efforts with the Food and Flower Festival. Library Director Gordon stated that was a good idea. Boardmember Shumway stated the event attracts a lot of people. He noted planning for an Adult Event remains a work in progress.

Boardmember Kanter stated he has all the materials he needs and is working on the logo and graphics

2. Continued Discussion of the Rose Garden in relation to a New Community Facility

Chair Rafter noted this item has already been discussed.

3. Review Year-End Documents for the Board's Annual Report

Boardmember Graff stated the Table of Contents and Executive Summary should be attached to the letter, with a reference to both added to the end of the last sentence in the second paragraph.

NEW BUSINESS ITEMS

1. Library Board Discuss Meeting Times

Library Director Gordon stated Boardmember Foley has asked about the possibility of moving the meeting time since she is now working in San Francisco. Boardmember Graff stated the Citizens Advisory Committee (CAC) would reconvene in March and meet on the second and fourth Monday from 6:00 p.m. to 8:00 p.m. Boardmember Shumway asked if the CAC could meet from 7:00 p.m. to 9:00 p.m. Chair Rafter stated this item should be discussed at the next meeting.

2. Library Board Election of Officers

Chair Rafter stated this item would be continued to the next Board meeting.

Status Reports:

1. Report from Friends of the Larkspur Library

There was no report.

2. Report from Larkspur Library Endowment Fund & Foundation

There was no report.

3. Report from Steering Committee

There was no report.

FUTURE AGENDA ITEMS

Chair Rafter stated the following items would be on the next agenda: 1) Library Centennial Planning; 2) Continued Discussion of the Rose Garden in relation to a New Community Facility; 3) Explore Library Facility Improvement Concepts, including Technology; 4) Library Board Discuss Meeting Times; 5) Library Board Election of Officers.

NEXT MEETING DATE

Chair Rafter stated the next meeting would be held on Monday, February 13, 2012.

ADJOURNMENT

Chair Rafter adjourned the meeting at 6:45 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary