

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Meeting- February 13, 2012

Roll Call: Present: Chair Joan Foley, Don Graff, Dave Kanter,
Marianne Rafter, Noel Shumway

Staff: Library Director Frances Gordon
City Manager Dan Schwartz
Council Liaison Brad Marsh

Chair Foley 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

Acknowledgment of Warrants/Library- January

Approval of Minutes as Submitted: Regular Meeting January 9, 2012

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

There were no reports.

UNFINISHED BUSINESS ITEMS

1. Continued Discussion of Rose Garden Project in relation to a New Community Facility

Chair Foley welcomed Councilmember Brad Marsh and City Manager Dan Schwartz to the meeting. She referred to the 2011 Annual Report cover letter dated January 10, 2012 sent to the Mayor and the Council regarding the Rose Garden Project and the Board's desire to see the commencement of planning for a new Library building on the

community use portion of the site. She noted the Board would like to take part in the conversation and be involved in the process.

City Manager Schwartz stated the City Council would get an update on the Rose Garden Project at the Wednesday night Council meeting. Mr. Brian Olin, Vice-President of The New Home Company, would make a presentation to the Council and talk about the status of the demolition and the surcharge period they are about to enter into. Mr. Olin is of the opinion that they would be in a position to deliver the 2.43 donated acreage to the City by the end of the year. City Manager Schwartz stated he has spoken with Mr. Olin about refining some of the language in the Development Agreement with respect to how the property would be handed to the City so it is in the best condition to allow the City to move forward. The purpose of the City Council agenda item is to give the Council an opportunity to give direction to staff with respect to the community use parcel. There is nothing in the record that gives direction to staff other than the Development Agreement adoption which talks about a community facility. There are references in the record about a library but there has never been a vote by the Council.

Councilmember Marsh stated he met with Boardmember Graff and gained an understanding of where the Library Board is at and the direction they would like the City to take with respect to the community use parcel. He acquired all the documents including the "Space Needs Assessment" and the "Larkspur Public Library Planning for the Future" report. He looks forward to a good discussion on Wednesday night.

Boardmember Rafter asked if the developer planned to use the community use site for construction staging. City Manager Schwartz stated the developers did not think they would need to and they think they could probably turn the property over sooner, rather than later, to the City. The Development Agreement allows them to hold onto that acreage for quite a while.

Chair Foley referred to the letter from the Board and asked if there were other groups that have written similar letters. City Manager Schwartz stated staff has not received any other letters.

Boardmember Graff stated City Manager Schwartz's staff report to the Council explains the need to address what could happen on the community use site. The report mentions three options in the process: 1) public meeting; 2) planning forum; 3) surveys. City Manager Schwartz stated there could also be a combination of the three. Boardmember Graff stated the report also indicates the importance of coming to some conclusion fairly soon. The Council needs to take this initial action, determination of the use, before moving forward with the development of a library or some other facility on that site. He noted there could be a substantial donation coming forward to help with the development of a library. Development of a new Library will be a very time-consuming process and they need to establish what they want on the property before they can move forward with other tasks such as identifying a development strategy, etc.

He hopes the Council makes the decision to move forward with identifying the use for this site at the meeting Wednesday night.

Boardmember Shumway asked if there was a vision in terms of a timeline for the process and the initial planning. City Manager Schwartz stated there were a lot of different ways to go about planning a capital project. The document refers to a "community facility" which is quite vague. The Council could take the path described by Boardmember Graff or take their time in the planning process and get plenty of community input. As an administrator he could not do much planning at this point. There is a balance between the planning process and getting something constructed. The building part of the process was easy. Boardmember Graff reiterated that the initial step was for the Council to determine what the use would be and public participation is part of that. City Manager Schwartz agreed. Boardmember Graff noted that a unique feature of this process was the potential for a very substantial donation toward a library building.

Boardmember Kanter asked Councilmember Marsh if he had any thoughts about what would occur at the Council meeting. Boardmember Marsh stated it was hard for him to know what the other Councilmembers are thinking. Step one in the process would be making a decision about what to do with that parcel. He stated he was a big fan of moving forward in a linear fashion.

City Manager Schwartz stated there were two factors about why it has taken a while to have this conversation: 1) the City did not know whether or not the Development Agreement with the previous developer would transfer in the exact language; 2) the time it would take to convey the property to the City.

Boardmember Rafter asked if there was the potential for other City departments laying claim to or having input to the site. City Manager Schwartz stated "probably not". He noted the City has yet to find a permanent site for the Public Works Corporation Yard but the Rose Garden property is not an appropriate site. The City Hall complex certainly has its own issues and could be, in some way, tied to the "community facility" project.

Mr. Larry Lanctot, President of the Larkspur Library and Endowment Foundation, stated they were very interested in this conversation. The Foundation has been in existence for 35 years and its sole mission, as stated in the Articles of Incorporation, is to support the public Library of the City of Larkspur. The Foundation is a 501(c)(3) organization and recognized as such by the Internal Revenue Service. The Rose Garden Project was finalized sometime in 2010 and does provide for a "community facility" per the Development Agreement. In the spring of 2010 he, along with Mr. Bill Howard, met with the anonymous donor who offered to provide \$4 million for the construction of a new Library in Larkspur. The offer was communicated to former City Manager Jean Bonander and the Council and a term sheet was provided. The term sheet outlined the vision that the donor had for how the \$4 million would be used. The donor recently re-

expressed his/her interest in providing the \$4 million but also an additional \$1 million matching gift that would be used for operational purposes if another \$1 million could be raised. Mr. Lanctot stated this could be considered the “gift of a century” and there is no other library in Marin County that has received as large a donation. They do not currently have a written document including the terms proposed by the donor. The donor would like a decision to be made promptly and has other options if the perception is that this is going to take a long period of time. The Space Needs Assessment Report indicated that a 12,000 square foot library would take up about 1 to 1.25 acres or roughly half of the 2.43 donated parcel. He briefly discussed the designation process and his involvement in the Twin Cities Police Facility Project. He stated the current 4,000 square foot library is inadequate for a city of 12,000 people.

Mr. Bill Howard, Foundation Boardmember, stated the Foundation is encouraging the city to show that they will act in a timely manner in making a decision about the site. He added that the donor is committed but concerned about the timeliness of the process.

Mr. Phil Terry, Diane Lane, stated there is a group of individuals who have been involved in pushing forward the idea of a library on that site. He acknowledged that there were some patrons that would not want to see the library changed or relocated.

Mr. Peter Martin, Chair of the Library Steering Committee, stated the Committee produced three reports over the last six years that pertain to the need for a new library. He agreed with Councilmember Marsh about the need for a linear approach. He noted the site has been designated for passive use and that in itself established some parameters. He recalls the Council taking a straw vote (4-1) in favor of a library. He stated there were a lot of things that need to be done to the property before the City could build a new library and it would be a big advantage to the City if the developers could turn the property over sooner than later. City Manager Schwartz stated the developers would need to surcharge the site, plumb basic utilities to the site, etc.

Chair Foley asked City Manager Schwartz to comment on whether the developer would build the homes at the same time that a library would be built. City Manager Schwartz stated the developers are working closely with the city and would turn the land over in a buildable state. Construction of a library would be a public project and the developers would not get involved. He assured everyone that this is a top-notch development team and he has confidence in their abilities and in their desire to be good stewards of this property.

Mr. Terry asked who was the public face of The New Homes Company. City Manager Schwartz stated the public face was Mr. Brian Olin, Vice President of The New Homes Company. Mr. Terry asked what City representative was responsible for negotiations with Mr. Olin. City Manager Schwartz stated he was the monitor of the existing Development Agreement. Mr. Terry stated The New Homes Company might want to make a donation towards a new library.

Boardmember Graff reiterated the importance of moving forward rapidly with the initial task of identifying the use(s) on the community use property. He reiterated the strong possibility of a substantial donation.

Mr. Michael Hooper, Madrone Avenue, stated he helped broker the deal between the Nivens and The New Homes Company and the city would be pushing its luck asking more from the developer. He stated land is not cheap and there is a profit margin that a company must make. The New Homes Company is a first-class organization and they come at a cost. He stated the city could enlist the expertise of the company in terms of the building itself, placement of the building, etc. He stated the developers would probably be delighted to be a part of this process and would love to be able to tell prospective buyers that there would be a new library on the site.

Boardmember Kanter referred to the period of public comment and asked if it would happen during a Council or Library Board meeting or in a special public forum. City Manager Schwartz stated a large, public forum should include everybody- the various stakeholder groups, the community, etc. They could take a number of different approaches to the meetings.

Councilmember Marsh stated money was a big driver in this issue and at some point the Council would want to hear from the donor or his/her representative. Mr. Lanctot stated he would be happy to work to make that happen.

Ms. Lois Patton asked if the fact that they are hoping to put a library on that site would be on the Councils' mind or if they would leave it open. City Manager Schwartz stated if the Council votes for a library then staff would start to run a lot of parallel tracks, starting with the Planning Department, Public Works Department, a consensus from the public about exactly what goes into a "library", etc. The Development Agreement was very clear about what would happen with the rest of the public property (pathways, etc.) but not with this site.

Mr. Hooper asked about funding for a new library. City Manager Schwartz stated this has not been discussed. Chair Foley stated work would get started on the fundraising once a commitment was made. Boardmember Rafter stated the original Steering Committee document discussed fundraising possibilities.

Boardmember Graff stated once a decision is made about what should be on the site then they have to go through a process that outlines all the steps that need to be done and the sequence of those steps, who is responsible for each step, and how it is funded. This would probably be done by an outside consultant.

Boardmember Kanter referred to the \$1 million matching donation and asked if the Foundation had a sense of whether or not that was likely to happen. Mr. Lanctot stated the Foundation would work to make it happen.

LIBRARY DIRECTOR'S REPORT

Library Director Gordon reported on the following: 1) Library and City Hall Facility; 2) January Library Programs; 3) February Programs; 4) MARINet Library Consortium Update; 5) Miscellaneous; 6) Ebook use on the rise

Boardmember Graff asked Library Director Gordon if she wanted to further describe some of the minor changes planned for the library. Library Director Gordon stated "not yet" and noted she was busy working on the "Technology Petting Zoo" Project. She stated the city was still working on the new VoIP (Voice over Internet Protocol) phone system. She is working on rearranging the workflow of the circulation desk but wants to get the staff on board with the suggested changes. Any reconfiguration of the circulation desk would be challenging. Boardmember Graff asked if the library received any furniture from the Twin Cities Police Department's temporary office. Library Director Gordon stated she got a small desk and was using it as a reference desk.

Boardmember Shumway stated there was good participation in the recent programs. Library Director Gordon agreed and noted sometimes the topic drives the attendance.

Boardmember Rafter asked Library Director Gordon where she planned to move the OPAC stations. Library Director Gordon explained where they would be moved.

2. Library Centennial Planning

Chair Rafter stated she made a list of the things that have been discussed by the Board.

Boardmember Kanter stated he was working on the logo and showed a rough sketch to Library Director Gordon. He would bring the sketch to the next meeting. Library Director Gordon noted the city owns the graphics from the Centennial.

Chair Foley stated they discussed getting two Library Centennial signs for the front of the City Hall complex. They would be installed the week of the large event. They also talked about the bookmarks- one side could list the Centennial events for the year and the other side could list the most popular books per decade. The big event, Larky's Birthday Party, would be held on April 27th. She is talking about the flow of the day's events with the Children's Librarian. The day could include preschoolers in the morning with a tour of the Fire Department, a birthday party, the Hall Middle School Band, distribution of coloring books, etc. Publicity would be via the usual methods. Boardmember Rafter suggested that people could dress up in historic costumes. Chair Foley stated that would depend on the length of the event.

Chair Foley stated she would like to focus on the timeline, delegation of tasks, and costs at the next meeting.

NEW BUSINESS ITEMS

No new business items.

Status Reports:

1. Report from Friends of the Larkspur Library

Library Director Gordon reported the President of the Friends was moving out of Larkspur and they were looking for someone to take her place.

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 Foley 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) Preliminary Library Budget.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on Monday, March 12, 2012. The starting time would be 6:00 p.m.

ADJOURNMENT

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

Respectfully submitted

Toni DeFrancis
Recording Secretary