

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Meeting- May 14, 2012

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

Absent: Chair Joan Foley

Staff: Library Director Frances Gordon

Acting Chair Shumway called the meeting to order at 6:02 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- April 2012

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

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

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

There were no comments.

**LIBRARY DIRECTOR'S REPORT**

Library Director Gordon stated there was no report for this month. Boardmember Rafter asked for a brief status report on operations. Library Director Gordon stated things ran smoothly while she was on vacation. Staff is getting ready to launch the Summer Reading Program. Boardmember Graff asked if she had met with the City Manager or Finance Director about the upcoming budget. Library Director Gordon stated "not yet". She received a quote from the library furniture representative for purchasing end panels and shelves for two OPAC stations. She could not remember the exact figure but would

bring it to the next meeting. Acting Chair Shumway briefly discussed the Governor's revised budget and noted the deficit rose by about \$8 billion. Library Director Gordon stated she is not expecting to receive any Inter-Library Loan Revenue (ILL) from the State. Boardmember Rafter asked if they might be forced to adjust the operating hours. Library Director Gordon stated "possibly" and she noted other libraries in Marin County have cut their hours. Acting Chair Shumway asked if she had done a survey of the operation hours of the other libraries. Library Director Gordon stated there was a document in the library that displays this information. Boardmember Graff stated at least one library is open in Marin every day of the week.

## **UNFINISHED BUSINESS ITEMS**

### **1. Continued Discussion of the Rose Garden in relation to a New Community Facility**

Acting Chair Shumway stated he attended the first City Council meeting that had this issue on the agenda. Boardmember Rafter stated it was a general meeting and many people spoke in support of a new library on the community facility site. Acting Chair Shumway stated some people spoke in favor of slowing down the process.

Boardmember Graff stated he attended the Planning Commission meeting that addressed the issue. The Commission noted the procedure was a bit unusual because they usually review a "project" and an "application" and they talked a lot about possible designs of something that is still nebulous. Steering Committee Chair Peter Martin noted the Commission did recommend to the Council that they investigate other alternative uses. Boardmember Graff stated the Tamalpais Union High School District (TUHSD) is in favor of a library on the site. Acting Chair Shumway stated the Larkspur/Corte Madera School District would like to see community rooms on the site. Boardmember Graff stated the City Council would not be making a decision until the June 6<sup>th</sup> meeting. He noted implementation of the process would be the difficult part.

Boardmember Rafter asked if people were asking staff questions about this issue. Library Director Gordon stated "yes". Boardmember Rafter stated it might be too soon to hand out any information but she did not want the library staff to be in the middle of a political debate. Library Director Gordon stated she would speak to the City Manager about this. Steering Committee Chair Martin stated he could provide Library Director Gordon with a one-page handout of Q & A's that was prepared by the committee about the constraints of the current library. Boardmember Rafter stated she wanted to avoid the dissemination of misinformation. Boardmember Kanter noted there was some misinformation in The Patch.

Mr. Phil Terry, Diane Lane, stated there was a three-year window before anything happens and the challenge will begin once the Council designates a use for that site.

### **2. Library Centennial Planning**

Acting Chair Shumway stated Chair Foley has been working with Library Director Gordon on the planning for the Library Centennial.

Steering Committee Chair Martin stated he obtained the photographs for the calendar and author's names have been selected that would be listed throughout the calendar. They plan to produce about 250 Library Centennial calendars. Library Director Gordon stated the bookmarks would list the most popular books of each decade since 1913. Steering Committee Chair Martin stated the back of the calendar would include a short history of the library. This project is moving along very well but he asked about obtaining a sponsor. Boardmember Rafter stated former Mayor Hartzell sent out letters to a variety of people requesting donations for the City Centennial. She noted any money left over would go to children's programs.

Boardmember Graff asked about the cost for the celebration. Boardmember Rafter stated it should cost about \$5,000. The calendars should cost about \$1,000 to produce but would hopefully pay for themselves. Other costs include the balloons, food, drinks, advertising, banners, printing, etc.

Boardmember Graff asked how much money was made on the book sales. Library Director Gordon stated they make about \$800 to \$1,000 which goes to programming.

Boardmember Kanter stated the Board talked about giving away tote bags for the celebration. They cost about \$2.00 each to produce. Library Director Gordon stated they might want to rethink the idea of giving them away and selling them to generate funding. Boardmember Kanter stated they could sell the bags for \$10 to \$15.

Boardmember Kanter asked Library Director Gordon if she had heard back about the logo. Library Director Gordon stated "not yet". Mr. Terry had some suggestions about the logo.

Boardmember Rafter asked if the City Manager would need to be kept informed about the planning for the centennial. Library Director Gordon stated she has already informed the City Manager about the Centennial planning activities.

### 3. Library Budget FY 2012-13

Library Director Gordon stated she has a meeting planned with the Finance Director and the City Manager. Boardmember Rafter asked Library Director Gordon if she planned on including the OPAC station renovations in next years budget. Library Director Gordon stated "yes".

Acting Chair Shumway stated this item would be continued to next month.

## **NEW BUSINESS**

### 1. Friends' Book Sale at the Food and Flower Festival

Library Director Gordon stated the Friends are having a Book Sale at the Food and Flower Festival. She asked the Board to sign up for 2-hour shifts. She stated she would email the Board with the times. Boardmember Rafter stated she would work from 10:00 to noon.

### **Status Reports:**

#### 1. Report from Friends of the Larkspur Library

Library Director Gordon stated Ms. Tassy Menudier has taken over as President of the Friends. Boardmember Graff had questions about the membership.

#### 2. Report from Larkspur Library Endowment Fund & Foundation

Steering Committee Chair Martin stated the Foundation plans to have a table with information at the May 27<sup>th</sup> Food and Flower Festival.

#### 3. Report from Steering Committee

Steering Committee Chair Martin gave a brief history of the committee. He asked about the status and the future of the committee. He stated there were 23 very talented and dedicated people who are willing to serve the City. Acting Chair Shumway asked about the role that the committee should play in terms of planning for a new library. Boardmember Graff stated the City would probably form for a small committee that would report back to the City Council. Boardmember Rafter stated this committee could include Steering Committee members. Boardmember Graff stated the Steering Committee should eventually meet with the City Manager, the Foundation, and Councilmember Marsh (liaison to the Library Board).

## **FUTURE AGENDA ITEMS**

Acting Chair Shumway stated the following items would be on the next agenda: 1) Continued Discussion on the Niven Property in relation to a New Community Facility; 2) Library Centennial Planning; 3) Library Budget FY 2012-13; 4) 4<sup>th</sup> of July Parade.

## **NEXT MEETING DATE**

Acting Chair Shumway stated the next meeting would be held on Monday, June 11, 2012.

## **ADJOURNMENT**

Acting Chair Shumway adjourned the meeting at 7:28 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary