

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Meeting- June 11, 2012

Roll Call: Present: Chair Joan Foley, Dave Kanter,  
Marianne Rafter (arrived 6:10), Noel Shumway

Absent: Don Graff

Staff: Library Director Frances Gordon

Chair Foley called the meeting to order at 6:05p.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- May 2012

Approval of Minutes as Submitted: Regular Meeting May 14, 2012

M/s, Shumway-Kanter and approved 3-0 (Graff and Rafter absent) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**LIBRARY DIRECTOR'S REPORT**

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

Boardmember Shumway had questions about the cost of MARINet. Library Director Gordon briefly discussed the new MARINet delivery system. She noted the cost of MARINet would now show up as a line item in the Library Budget. She stated the increase in the cost over the years was anywhere from 7% to 9%- however this recent increase was quite a bit more.

Library Director Gordon passed out the flyer for Kindle and Ipad training offered by the Library. She stated that the response is picking up.

Boardmember Rafter arrived at the meeting.

## **UNFINISHED BUSINESS ITEMS**

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

Chair Foley asked if everyone received the email from Mayor Rifkind. She noted the City Council voted to designate the community parcel for a “mixed use community facility that shall include a library or related services”. The motion passed by a 3-2 vote with Mayor Rifkind and Councilmember Marsh in opposition because they preferred the designation of a library as the primary use. Chair Foley stated she thought that in the end there would be a new library on this parcel. She added she was disappointed by the Council’s decision. Boardmember Rafter agreed. She stated people testified at the Council meeting that they had not been informed about what was going on. However, it is important for the land preparation to go forward. She added the City might have to pay for this activity. Chair Foley stated this is the first step and the public would be involved in planning for the parcel. She stated the public’s voice would be heard. Boardmember Rafter stated a lot of people wanted to see a community/recreation center, similar to the one in Corte Madera, on the parcel.

Boardmember Kanter stated he would like to know how the City plans to keep the citizens informed about the process. Chair Foley stated there would always be people who feel they were “late to the party”. Boardmember Kanter stated the City should prepare an FAQ for residents. Boardmember Rafter stated an FAQ was prepared several years ago by the Library Steering Committee and this information could be emailed to residents and in particular the schools. Boardmember Kanter noted the Council plans to form an ad hoc committee and he was not sure about its composition, purpose, etc. He would like more clarification about this committee and felt the Steering Committee was already doing what an ad hoc committee would do.

Boardmember Rafter stated any fund raising activities or bond measure would require that the public be well informed and supportive. She agreed that the ad hoc committee would duplicate what has already been done. She stated they need to discuss what the Board’s next steps would be. Boardmember Kanter stated he would like the City Manager and Council Liaison Marsh to attend an upcoming Board meeting.

Boardmember Rafter stated she was surprised that a Larkspur/Corte Madera School District Boardmember did not show up in support of a new library at a Council meeting. Boardmember Shumway stated he thought a representative from the school board would attend one of the Council meetings but they have some school-related issues to deal with. Ms. Carol Halprin did speak at the Council meeting at the Hall Middle School Gymnasium.

Library Director Gordon stated she feels very positive that the Council mentioned

“library-related” services in their motion. She mentioned she had attended Master Plan meeting for the Corte Madera Library and noted the discussion was on use and not the structure itself. Boardmember Rafter stated the report prepared by the Steering Committee in 2006 addressed the “use” issue. She stated the school district would be going for a Bond Measure sometime soon and the Board needs to be aware of those competing funds. Boardmember Shumway noted a bond issue only requires the support of 55% of the voters. A Parcel Tax Measure is much tougher to pass because it requires 2/3rds (67%) approval. Boardmember Rafter asked if the bond money could be put into the General Fund and used for the City Hall retrofit. Boardmember Shumway stated that would depend on the ballot measure wording.

Boardmember Kanter asked about the projected cost for a new library. Boardmember Rafter stated the Steering Committee projected about \$8 to \$9 million for the building. Boardmember Kanter stated the City Manager has projected a cost of \$16 million. He stated it would be nice to know from the Foundation if there are any other donors.

Boardmember Shumway stated the question regarding the next steps that should be taken by the Board was very important. He did not want to lose momentum. Boardmember Rafter stated the Board could hold a Special Meeting and invite the City Manager and Council Liaison Marsh to discuss the Board’s next steps. Library Director Gordon suggested posing the question about a Special Meeting to the Council Liaison. She stated she would ask the City Manager about the possibility of a Special Meeting at tomorrow’s staff meeting. Chair Foley stated the Board wanted to keep the momentum going and “stay in the loop”.

Boardmember Rafter stated they need to get more information about what the ad hoc committee would be doing, how they would be appointed, etc.

## 2. Library Centennial Planning

Boardmember Kanter had questions about the original artwork for the City’s Centennial. He stated he looked at many of the Marin County library logos and stated most of the logo treatments were typographical. The only library, besides Larkspur’s, that did not use their city’s logo was the Mill Valley Library. He pointed to one of the City of Larkspur Centennial banners and stated they could use that design and add the words “Larkspur Library- est. 1913”. He stated they could take the typographical approach. Chair Foley stated she liked that idea- the banner was recognizable. Library Director Gordon stated there was no money in her budget to pay for expensive graphics. She could see if one of the staff members who has graphics experience could come up with some ideas. She added that the artist who did the original graphics for the City Centennial has no problem with her design being tweaked. She would ask the printer what vendor the City used to print aprons, hats, bookmarks, etc. Chair Foley asked about doing a banner. Boardmember Rafter stated banners were very expensive. She asked if there were planning on using four colors. Library Director Gordon stated she would get a quote. Boardmember Rafter stated they could always go with the

typographical treatment and use the Larkspur Library sign in the design instead of City Hall. Library Director Gordon stated she was requesting \$1,000 from the City for the event.

Boardmember Rafter stated Steering Committee Chair Peter Martin was still working on the calendar. She would draft a letter asking for support in printing the calendar. They should also send out a general fundraising letter. Chair Foley stated they could follow the format used for the City Centennial. She asked who would receive the letter. Boardmember Rafter stated it would be sent to supporters of the library. The funds should be deposited in the Friends account and earmarked for the Library Centennial. Any excess funds would be used for adult or children's programming.

Boardmember Kanter asked about other promotional items that they could sell including bags, hats, etc. Chair Foley stated people could be "bagged out" since most supermarkets, etc. sell canvas bags.

### 3. Library Budget FY 2012/13

Library Director Gordon stated she would present the preliminary budget to the Board at the next meeting. She stated the cost for MARINet would be included as a line item in the Library Budget. It was formerly included in the Technology Fund. She is asking for \$1,000 for the Library Centennial Event. She is also asking for funding for two new OPAC stations and end panels for the stations. She is not asking for a self-checkout station due to the cost of the site license. The site license is a one-time fee but there is probably a yearly maintenance fee.

## **NEW BUSINESS ITEMS**

### 1. Board Document Highlighting Key Points of the Library Planning Process

Boardmember Rafter distributed some information from the library planning consultant's report regarding the next steps for a building plan. She noted the report calls for a "rigorous community needs assessment". This would probably be the charge of the ad hoc committee and would include surveys, focus groups, etc.

## **Status Reports:**

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

Library Director Gordon reported the Friends made \$715 from the Book Sale during the Food and Flower Festival. She noted that Tassy Menudier was the Acting President of the Friends. Boardmember Rafter asked if the Friends were helping with the Library Centennial Event. Library Director Gordon stated she would find out.

2. Report from Larkspur Library Endowment Fund & Foundation

There was no report.

3. Report from Steering Committee

There was no report.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Rafter asked about participation in the 4<sup>th</sup> of July Parade. Chair Foley stated she would ask Boardmember Graff if the Foundation was planning anything and whether or not they need Larky to make an appearance.

**FUTURE AGENDA ITEMS**

Chair Foley stated the following items would be on the next agenda: 1) Continued Discussion of the Rose Garden in relation to a New Community Facility; 2) Library Centennial Planning; 3) Library Budget FY 2012/13.

**NEXT MEETING DATE**

Chair Foley stated the next meeting would be held on Monday, July 9, 2012. The starting time would be 6:00 p.m.

**ADJOURNMENT**

Chair Foley adjourned the meeting at 7:20 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary