

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

Roll Call: Present: Chair Joan Foley, Don Graff, Dave Kanter (arrived 6:25),  
Marianne Rafter, Noel Shumway

Staff: Library Director Frances Gordon

Chair Foley 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

Acknowledgment of Warrants/Library- June, 2012

Approval of Minutes as Submitted: Regular Meeting June 11, 2012

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

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

### **UNFINISHED BUSINESS ITEMS**

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

Chair Foley welcomed City Manager Dan Schwartz and City Council Liaison Brad Marsh to the meeting. She asked City Manager Schwartz to discuss the process that the ad hoc committee would take for the community facility parcel on the Rose Garden property. City Manager Schwartz stated the City Council would be holding a Special Meeting on Thursday, July 19<sup>th</sup> at 6:30 p.m. There will be two agenda items, including the composition of the ad hoc committee. He noted the Council sub-committee consists of Council Liaison Marsh and Councilmember Ann Morrison. The sub-committee has asked staff for recommendations on the composition of the ad hoc committee based on past practices. Staff has been working on a list of stakeholders that would include a member of the Library Board, Parks and Recreation Commission, and a good geographic representation of the City. Council Liaison Marsh stated he met with Councilmember Morrison and preliminarily discussed the composition of the ad hoc committee- geographic diversity, age representation, various stakeholder group

representation (Boards and Commissions), etc. They also talked about the size of the committee and thought about keeping it to below 25 members. It would depend somewhat on the applications and the number of stakeholder groups.

Chair Foley asked how the word would get out about the ad hoc committee and the application process. City Manager Schwartz stated staff would run several advertisements and use the available media outlets. He noted staff got an abundance of interest for the General Plan Update Citizens Advisory Committee (CAC).

Boardmember Rafter asked about any time limits with respect to the committee's work. City Manager Schwartz stated this would be decided by the Council on July 19<sup>th</sup>. Staff is coming up with some recommendations for Councilmembers Marsh and Morrison.

Boardmember Graff asked about the objective of the ad hoc committee. City Manager Schwartz stated there were two processes started by the Council: 1) the Master Plan process for the property; 2) the Strategic Plan process for the facility. The committee would be more involved with the Strategic Plan process for the facility. Boardmember Graff asked how staff was defining the Strategic Plan. City Manager Schwartz stated the term was used in the Library Foundation's document to describe an overall community effort to decide what the uses would be inside of the facility. Boardmember Graff stated that was based on a preliminary document that was prepared by the Library Steering Committee. City Manager Schwartz stated the original document indicates that the next step should be a Strategic Planning process. The document does not define the process. Boardmember Graff stated the library consultant prepared a preliminary plan for a new library. He asked if the ad hoc committee would have a document to review and upon which to make comments. City Manager Schwartz stated this ad hoc committee is a bit atypical and the Council needs to define a deadline and a deliverable. Boardmember Graff stated that should come before the identification of the participants in the ad hoc committee. Council Liaison Marsh stated that suggestion makes sense and he would be meeting with Councilmember Morrison next week about the order that should be taken in the process. It makes sense that they need to have an idea of what they are delivering in order to identify the members of the committee and the deadline. Boardmember Graff stated it would be advisable for the Council to develop the scope and have the ad hoc committee discuss the details rather than the other way around. The City should engage a professional to help put that together. Council Liaison Marsh stated that was a very good suggestion.

Boardmember Shumway asked what would happen at the Council meeting on July 19<sup>th</sup>. City Manager Schwartz stated the Council would probably ask him to start the process of collecting applications. The other agenda item is a discussion by the Council on whether to provide additional clarification with respect to the designation of the property. The Council would probably spend some time discussing what a mixed-use community facility, containing a library with related uses, would entail. Boardmember Rafter asked if the meeting would take into account all the suggestions that have come into play so far, including hockey fields, etc. City Manager Schwartz stated what has gotten lost in

this debate is that the Council has rejected all of the active recreational uses as not consistent with any of the planning documents. The discussion would include topics regarding size, layout, and balance between two dominant uses- a community center and a library. Both uses have open definition. Boardmember Shumway asked if the Council has regular meetings planned for the summer. City Manager Schwartz stated the Council usually does not meet on the first regular meeting date in August. City business is currently fairly light.

Mr. Phil Terry, Diane Lane, stated it was the responsibility of the Library Board to provide guidance and advice to the City Council on anything that has to do with the library. He hoped that the Board would be well represented on the ad hoc committee. He noted there have been no recent plans or discussions about a community center on the community facility parcel except for a few speakers at the Council meetings. City Manager Schwartz disagreed and stated the Larkspur 2050 Committee talks about the Niven property as a possible site for a community center. Mr. Terry stated any discussions about a community center should be opened up to the public.

Boardmember Rafter stated the Board could submit some documents to the ad hoc committee that could be used as a starting point.

Boardmember Graff referred to the committee's timeline and stated it would be a good idea to have the work completed before the property is turned over to the City. The developer should have a good idea about what is going to happen to that property. City Manager Schwartz stated he was not sure that could happen unless they "fast-tracked" the process. The developer would turn over the property when they finish the Final Map.

Chair Foley stated Boardmember Kanter submitted two questions: 1) Would the Library Board and Library Steering Committee have a role in these proceedings?; 2) The City Planners Library budget estimate exceeds many of the other available budget estimates- how were these estimates derived and what would be done to reconcile all the sets of numbers that are floating around? She noted question #1 has been answered. City Manager Schwartz stated the City Planner has not done any estimates- he prepared those numbers. He felt the numbers were solid and he estimates that building costs would be around \$800 to \$900 per square foot. This is a very reasonable number. He noted that staff is not just looking at the building but also the entire property- all 2.53 acres. He estimates \$12 to \$16 million to develop the entire property.

Boardmember Graff asked about the building size. City Manager Schwartz stated he ran the numbers based on a 10,000 square foot building. The numbers are too low if they start talking about a two-story complex. He reminded the Board that he was doing estimates without a plan. The Development Agreement cuts a lot of costs out and saves the City around \$1 million. Staff has been spending a lot of time on the parking issue and trying to find places where they might squeeze extra parking. They are planning to approach the shopping center for nighttime or overflow parking.

Chair Foley asked if the anonymous donor was still in the picture. City Manager Schwartz stated “yes”.

Boardmember Shumway asked if the property would be turned over in the late fall. City Manager Schwartz reiterated this was triggered by the completion of the Final Map.

Boardmember Rafter asked if there was any way to make use of the developer’s expertise to help them along with this process. City Manager Schwartz stated “yes”. He noted the City has asked them to maximize the flexibility in terms of stubbing out the utilities, etc.

## **PUBLIC COMMENT**

Mr. Phil Terry, Diane Lane, stated he was outraged at a recent letter in the Marin Voice from Mr. Ron Arlas.

## **BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Shumway agreed with Mr. Terry and stated he was also very disturbed by the letter from Mr. Arlas. He noted there was no counterpoint to it. Boardmember Rafter stated the Library Board should be an advocate for the library and improvements to the library. Boardmember Graff stated Mr. Arlas, a former Mayor and Councilmember, has always been very supportive of the library and would probably not be opposed to a library on the community facility site. He stated they should start referring to the need for a new library/community facility on the site since it would not be wise to build a library without a community facility aspect to it. Steering Committee Chair Martin stated a rebuttal to Mr. Arlas’ letter might be counterproductive.

Boardmember Rafter congratulated Library Director Gordon on being named “Citizen of the Year” by the City Council.

## **LIBRARY DIRECTOR’S REPORT**

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

Boardmember Rafter referred to the new study area upstairs and asked if this was done in response to patrons’ requests. Library Director Gordon stated it was recommended by the library consultant. They needed to provide more seating for the after-school hours. The shelving downstairs could not be removed since it is structural.

Chair Foley referred to the new Link+ Interlibrary Loan System and asked what was being borrowed. Library Director Gordon stated it was scholarly and not really popular materials. Chair Foley asked if the Link+ could be requested on-line. Library Director Gordon stated “yes”. She stated patrons love this new Inter-Library Loan (ILL) service - it has been well received. Chair Foley asked if she has noticed a big increase in books

coming in. Library Director Gordon stated it has just started. The library hold shelf for MARINet patron requests is overflowing. She will submit some statistics at an upcoming meeting.

Chair Foley had questions about the new language database called "Mango". Library Director Gordon stated they are currently in the test mode. Boardmember Kanter asked how many languages were available. Library Director Gordon stated she was not sure but certainly the most popular.

## **UNFINISHED BUSINESS ITEMS**

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

Chair Foley thanked Boardmember Rafter for the donation letter and stated she would send her the editing suggestions. Boardmember Rafter stated this letter focused on donations for the calendar. Chair Foley stated she would draft the letter for overall donations. Chair Foley asked if the two letters would be sent to different people. Boardmember Rafter stated "yes". Boardmember Graff asked Library Director Gordon if she could ask the Friends for \$1,000 to support the creation of the calendars since all the proceeds would go back to the Friends. Library Director Gordon stated "yes" and she asked Boardmember Rafter to write a letter to the Friends. Steering Committee Chair Martin stated it would cost \$4 to produce each calendar and they could be sold for \$20. Library Director Gordon stated she is asking the City for \$1,000 for the Library Centennial event. Chair Foley asked how quickly the calendars could be printed. Steering Committee Chair Martin stated it could be printed in a couple of weeks. Boardmember Rafter stated they are almost ready to go to print. Library Director Gordon asked if the only place the calendar would be sold was the library. Boardmember Rafter stated they could be sold at any library function. Chair Foley stated they could also look into selling them at craft fairs. Library Director Gordon stated that was a good idea and she asked them to come up with some other ideas on places to sell the calendars.

Chair Foley stated someone had gotten in touch with the Children's Librarian about an individual who does "Trivia Night" that could be tailored towards an organization or event. She wondered if this could be a part of the Birthday Party or a separate event. Library Director Gordon asked if it would be geared towards families or adults. Chair Foley stated the individual could do either. The event is 1 to 1 1/2 hour long and costs around \$275. She thought they could wait until the donations start coming in. Library Director Gordon stated that was a good price since most of the Children's Events cost about \$300. Boardmember Kanter asked if people would be playing for prizes. Chair Foley stated that was a good idea. Boardmember Kanter asked if the event would be free. Chair Foley stated they could talk about whether or not to charge a fee. Library Director Gordon stated the event could be separate from the Birthday Party. Boardmember Rafter stated it could be held in connection with the Heritage Preservation Board. Boardmember Graff stated that was a good idea and added that

the Heritage Preservation Board could sell copies of Larkspur, Past and Present. Chair Foley asked Boardmember Rafter to talk to the Heritage Preservation Board. She noted they could revisit this idea in the fall.

Boardmember Graff brought up the idea of combining an event with the Foundation Wine Auction. Library Director Gordon stated they do not plan to do a Wine Auction this year. Chair Foley stated the Wine Auction was a full event and she was not sure how the Library Centennial would fit in. Perhaps they could put up a sign. Library Director Gordon suggested Boardmember Graff speak to the Foundation and try to come up with some ideas. Boardmember Rafter stated the Centennial could have some sort of limited participation.

Boardmember Kanter asked about the in-house artist's new logo image. Library Director Gordon stated staff would get it digitized for printing up signs and products. She distributed an image of the artwork and noted the image would go on bookmarks, posters, etc. Chair Foley stated she liked it very much. Boardmember Rafter asked if it would be four-color. Library Director Gordon stated she was not sure yet and would ask about printing costs.

### 3. Library Budget Fiscal Year 2012-13

Library Director Gordon stated the Fiscal Year 2012-13 Budget was adopted by the Council at its last meeting. Boardmember Graff asked if there were any changes compared to what they saw last month. Library Director Gordon stated "no". She did note the costs associated with MARINet were now reflected in the Library Budget. Boardmember Rafter asked if they still have to pay North Bay for delivery services. Library Director Gordon stated there is a new delivery service that has replaced NorthBay and this fiscal year's cost is \$11,625.

Boardmember Graff had questions about the number of full-time and part-time personnel. Library Director Gordon stated she has about 14 to 15 employees. There are seven full-time equivalent (FTE) employees and the rest are part-time. The library has three distinct shifts (morning, afternoon, and evening) that need to be staffed. Activity in the library is booming and staff is frequently engaged in trouble-shooting and problem-solving.

### **New Business**

There were no New Business items.

## **Status Reports:**

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

Library Director Gordon stated Ms. Tassy Menudier continues to serve as the President of the Friends.

### 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) Continued Discussion of the Rose Garden in relation to a New Community Facility; 2) Library Centennial Planning.

## **NEXT MEETING DATE**

Chair Foley stated the next meeting would be held on August 13, 2012. She noted she would not be at the meeting.

## **ADJOURNMENT**

Chair Foley adjourned the meeting at 7:25.

Respectfully submitted

Toni DeFrancis  
Recording Secretary