

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

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

Absent: Chair Joan Foley

Staff: Library Director Frances Gordon

Acting Chair Shumway called the meeting to order at 6:05 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- July 2012

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

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Boardmember Rafter asked about the meeting that was being scheduled by the Foundation. Boardmember Graff stated that members of the Foundation would like to meet on September 6th with the various stakeholder groups (Library Board, Friends, Steering Committee) to discuss the Community Facilities Parcel Ad-Hoc Committee (CFPAC) process on September 6th. He stated these individuals would probably attend the ad-hoc meetings since they would be open to the public. Acting Chair Shumway stated he would attend the meeting unless Chair Foley plans to attend. Boardmember Graff stated he would also attend.

Boardmember Rafter stated she would not be at the September or October Library Board meetings.

LIBRARY DIRECTOR'S REPORT

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

Library Director Gordon discussed the modifications that were made to the library (circulation desk was moved, etc.) and noted the carpet would be repaired (patched) for free by Abbey Carpets. Acting Chair Shumway stated he really likes the new configuration. Library Director Gordon stated they have received many compliments. There is a more spacious feel to the main floor and better access to the over-sized collection.

Acting Chair Shumway referred to the July programs and stated they had good attendance. Library Director Gordon agreed and stated she recently booked three docent lectures- two for the fall and one for February of next year.

Library Director Gordon stated she would be meeting with Dena Vandevere, the graphic artist who does the Parks and Recreation Department brochure, about tweaking the Library Centennial logo.

Boardmember Rafter asked about the Labor Day Weekend hours. Library Director Gordon stated the library would be closed on Saturday. Library hours are posted on the City Website.

UNFINISHED BUSINESS ITEMS

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

Boardmember Rafter stated the work on the property was progressing. Boardmember Graff stated you could get a good view of the site from the east side of the Lucky's Supermarket.

Boardmember Rafter asked about the status of the ad hoc committee. Boardmember Graff stated the Council was working on the interview process of the at large representatives. Acting Chair Shumway stated the Council cancelled their upcoming meeting.

2. Library Centennial Planning

Library Director Gordon stated she has been very busy with reconfiguring the library and has not had time to work on planning for the centennial.

Boardmember Rafter displayed one of the centennial calendars. Steering Committee Chair Martin stated the Board should discuss how to sell the calendars. Boardmember

Rafter suggested they offer a calendar for a \$10 donation to the Friends. Patrons would receive a receipt thanking them for the donation. Boardmember Graff asked if each calendar would cost \$10. Boardmember Rafter suggested a minimum donation of \$10. Library Director Gordon asked if they have drafted the form/receipt. Boardmember Rafter stated "yes" and noted the receipt thanks the individual for the donation that would be used for the 2013 Library Centennial Celebration. The Friends are a 501 (c) (3) organization and donations are tax deductible. Steering Committee Chair Martin stated he would hand out copies of the blank receipts. A log should be kept of how many were sold and the amount. Boardmember Rafter stated they should keep track of how many calendars are "sold". She wondered if the calendars could be sold at any St. Patrick events and the Book Club meetings. Boardmember Graff suggested they advertise the calendars and the Centennial Celebration in the Independent Journal. Boardmember Rafter stated they could contact the IJ once the events are planned.

Boardmember Graff stated the Foundation would not be holding the Wine Auction Event next year. He asked if the Board was planning any adult events for the centennial celebration. Boardmember Rafter noted the Board had talked about a Family Trivia Night. Boardmember Graff asked if that could be held in conjunction with the Heritage Preservation Board. Boardmember Rafter stated that was a good idea and it could include a "Larkspur History" theme. She asked Library Director Gordon if she could contact the individual who did the Beatles Celebration to do something for the Centennial. Library Director Gordon stated "yes". Boardmember Rafter asked her if she could also contact the individual who does presentations on railroad history.

Acting Chair Shumway volunteered to be the keeper of the calendars and hand them out as necessary. Boardmember Rafter asked the Board to volunteer for specific dates to "sell" the calendars at the library. She volunteered to work the following dates, from 11:00 a.m. to 2:00 p.m.: Saturday, November 10th and Saturday, December 1st. Boardmember Kanter volunteered to work on November 3rd and December 8th. Boardmember Shumway volunteered to work on September 9th and October 13th. Boardmember Graff stated he needed to check his calendar.

The Board thanked Steering Committee Chair Martin and Boardmember Rafter for the work done on the calendars.

NEW BUSINESS ITEMS

1. Select a meeting date for a workshop with the Council to discuss specific issues and concerns

Library Director Gordon stated the Council would like to meet with all the Boards and Commission in a workshop setting. She asked the Board to think about a date to meet with the Council. Boardmember Graff asked if the workshop would include any topic pertaining to the library. Library Director Gordon stated "yes". Boardmember Graff asked if the workshop would be open to the public. Library Director Gordon stated "yes"

and added it would probably be the first item on the Council agenda. Council meetings start at 6:30 p.m. Library Director Gordon stated she would get more information from the City Manager. She also asked the Board to email any questions they would like answered or topics they want discussed at the workshop meeting. Boardmember Graff stated it might be a good idea to meet with the Council after the ad hoc committee gets up and running. Acting Chair Shumway stated that made sense.

2. Selection of a Boardmember and Alternate for Ad Hoc group

Acting Chair Shumway asked about the status of the application process for the Community Facilities Parcel Ad-Hoc Committee (CFPAC). Library Director Gordon stated the Library Board representative would be a non-voting member. Boardmember Graff stated that had not yet been decided by the Council. The committee would consist of about 25 members, 15 of which are not on a City Board of Commission (at large representatives). The Council plans to mail a post card to all residents. Boardmember Rafter stated the Planning Commission has already chosen its representative. Boardmember Graff stated the Council plans on having the first meeting at the end of September and finishing up in the end of March. They plan to identify the uses for the site in December. A library facility has already been decided by the Council. Boardmember Graff stated he would volunteer to serve on the committee but would need to drop off of the General Plan/Station Area Plan Citizens' Advisory Committee. Boardmember Kanter stated he was the alternate to the General Plan Committee and he would be willing to be the Library Board representative.

Boardmember Kanter expressed concern about a lack of information from a central source.

M/s, Graff-Rafter and approved 4-0 (Chair Foley absent) to appoint Boardmember Graff as the Library Board representative to the Community Facilities Parcel Ad-Hoc Committee (CFPAC) and to appoint Boardmember Rafter as the alternate.

Status Reports

1. Report from Friends of the Larkspur Library

Boardmember Rafter stated the Friends would be "selling" the Centennial Calendar at the Library. Boardmember Graff asked how many members were on the Friends Board of Directors. Library Director Gordon stated "three".

2. Report from Larkspur Library Endowment Fund & Foundation

There was no report.

3. Report from Steering Committee

There was no report.

FUTURE AGENDA ITEMS

Acting Chair Shumway 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

Acting Chair Shumway stated the next meeting would be held on Monday, September 10, 2012. The starting time would be 6:00 p.m.

ADJOURNMENT

Acting Chair Shumway adjourned the meeting at 7:11 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary