

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Meeting- September 10, 2012

Roll Call: Present: Chair Joan Foley, Don Graff, Noel Shumway  
Absent: David Kanter, Marianne Rafter  
Staff: Library Director Frances Gordon

Chair Foley 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- August

Approval of Minutes as Submitted: Regular Meeting August 13, 2012

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

**PUBLIC COMMENT**

Chair Foley welcomed Mr. Andrew Staley to the meeting.

**BOARDMEMBERS REPORTS AND COMMENTS**

There were no reports.

**LIBRARY DIRECTOR'S REPORT**

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

Chair Foley asked about the status of the logo for the Library Centennial Celebration. Library Director Gordon stated she met with the graphic artist who was able to tweak the logo through Photoshop. She is using the same colors as the City's Centennial posters. Chair Foley asked if the same typeface would be used. Library Director Gordon stated the artist thinks the lettering on the original banners was hand painted

but she is trying to match the lettering (font).

## **UNFINISHED BUSINESS ITEMS**

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

Boardmember Shumway stated he, along with Boardmember Graff and Library Director Gordon, attended the recent focus group meeting held by the Foundation. Representatives of the Friends, the Steering Committee, the Larkspur School District, the Tamalpais Union High School District, Larkspur City Manager Schwartz, Library Director Gordon and staff, and Planning Director Toft also attended. Boardmember Graff stated Library Planning Consultant Kathy Paige and an architectural/planning consulting firm (Group Four) was also there. The Needs Assessment report prepared in 2010 by Ms. Paige described a 12,400 square foot library. It included all the adult, children's, and teen areas, meeting rooms, staff areas, and computer rooms. The meeting was intended to bring everyone up to date on the report and to see if there have been any changes over the past few years. Ms. Paige recently met with Library Director Gordon to get statistical updates. She is still of the opinion that the size of the library should be about 12,400 square feet. Boardmember Graff noted the actual library use space is only about 75% of the total square footage- the rest is space for utilities, bathrooms, entryways, etc. The group talked about the size of the parking area and noted that parking requirements for community meeting rooms are much higher than parking for just a library facility. The dilemma is: How do you balance the need for community facility meeting room space, parking, and open space on a 2.25 acre parcel.

Chair Foley referred to the master plan scenario diagrams presented at the focus group meeting and noted they include a "recreation center". Boardmember Graff stated that was a given. Chair Foley asked if the recreation center would be in addition to the library since the diagrams show the library as not losing any space. Boardmember Graff stated "yes" and added that the three scenarios were simply showing the possible locations given views, light, etc. One of the scenarios shows the two buildings combined and a second story. Chair Foley noted two of the scenarios show the recreation center next to the library building. She asked if the thought was that the library would be smaller due to the need for a recreation center. Boardmember Graff stated "no". Boardmember Shumway stated financing the project was an issue and the Foundation does not want to pay for a recreation center. He noted it would probably be a phased project.

Chair Foley had questions about the ad hoc committee. Boardmember Graff stated the dilemma for the committee would not pertain to the library but rather the scale of the community facility portion of the project. It is possible that the proposed 1,200 square foot meeting room in the library could be part of the public facility. But the library would still have to have a 500 square foot meeting room that could accommodate 50 to 60 people. The Parks and Recreation Department, along with the Library, would need to

determine the use of these meeting rooms. He noted visibility from Doherty Drive was part of the discussion and the group did not want the buildings to be located too close to the residential area.

Boardmember Shumway stated there was a lot of discussion about parking; how much, where it should be located, etc. Chair Foley stated there were several large parking lots close by- Hall Middle School, Redwood High School, Piper Park, etc. Boardmember Graff stated they could not really depend on the school or park parking for events held at the library or recreation center. The consultants have come to the conclusion that a library, with a 1,200 square foot meeting room, would require 40 to 60 parking spaces. A 4,000 square foot community meeting room would need about 100 parking spaces. The size of the community facility is the major issue that needs to be determined.

Chair Foley asked if the focus group would be meeting again. Boardmember Shumway stated they did not set another meeting date. He was pleased with the comments made by the City Manager who stated that the matter is time sensitive and the Council would like to move forward.

Boardmember Graff stated a general preliminary program for the library portion of the project has already been defined by a professional consultant but the community facility portion of the project has not yet been defined. Chair Foley stated she hoped the library portion would not get held up. Boardmember Graff stated the City Manager has said that if the ad hoc committee has not reach a conclusion by the end of the year then he would bring the matter to the City Council.

Library Director Gordon stated the next step would be a strategic plan that puts in place objectives and goals. Boardmember Graff stated these goals and objectives are in Ms. Page's report. He stated there needs to be more community input. Ms. Page's report also talks about the operating costs for a new library. A determination would need to be made regarding where that money will come from. Chair Foley asked if the consultant would come up with this estimate. Boardmember Graff stated that would be a different consultant. Library Director Gordon stated Ms. Page would not do the building program analysis but rather the strategic operation aspects of the new building- what uses, services go into the new library. Boardmember Graff stated Ms. Page has already established 35 different uses for the new facility. Chair Foley stated prior to any operational costs they need to get an idea of the programming, etc. She asked if the ad hoc committee would be making programming suggestions for the library and the community facility. Boardmember Graff stated their final product would be a preliminary program for both the library and the community facility. The ad hoc committee should determine this by the beginning of December for the library only since the agreement between the Foundation and the donor runs until December. Chair Foley asked when the ad hoc committee members would be chosen. Boardmember Graff stated the Council was shooting for the end of September or first of October. The committee would probably be meeting on a weekly basis. Some residents were proposing to split the library (keep half in City Hall and half at the new site) but the consultant felt this was

not a good idea. The next decision to be made was what would happen to the space in City Hall.

Boardmember Shumway stated he was very impressed with Group Four and Ms. Page.

## 2. Library Centennial Planning

Boardmember Graff asked if the Centennial letter requesting donations was sent out. Chair Foley stated she sent the letter to each Boardmember for edits/suggestions. She will send it out as soon as the comments are received. Boardmember Graff asked who would receive the letter. Library Director Gordon stated they do not have a mailing list. Boardmember Graff asked how it would get distributed. Chair Foley stated she would ask former Councilmember Kathy Hartzell for the mailing list she used for the City's Centennial. She stated the letter could be sent to the library's top 50 patrons. Boardmember Graff stated perhaps the Foundation would send the letter out. Library Director Gordon stated one of the Boardmembers should ask the Foundation.

Boardmember Graff asked if the sale of the calendars should be mentioned in the letter. Chair Foley stated she felt a fundraising letter should be short and they did not need to mention the calendar. Boardmember Graff asked how many calendars were printed. Library Director Gordon stated they printed 250 calendars.

Boardmember Shumway stated he was at the library last Saturday trying to sell calendars but did not have a lot of success. It could be too early in the year to buy a calendar. Chair Foley stated they should try to sell them at places where people are expecting to spend money such as a Crafts Faire, etc.

Boardmember Graff asked if they would be receiving any money from the City for the celebration. Library Director Gordon stated she has asked for \$1,000 and would speak to the City Manager tomorrow.

## 3. 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 each Commission and Board in a workshop setting. The meeting would start at 6:30 p.m. and the workshop would last about one hour. Boardmember Graff stated he would like to meet with the Council after the ad hoc committee commences. He suggested they request a workshop with the Council on November 7<sup>th</sup>.

## **NEW BUSINESS ITEMS**

### 1. Discussion on American Library Association (ALA) Code of Ethics

Library Director Gordon stated a library patron has submitted a letter to all the MARINet

libraries asking that they officially adopt the American Library Association (ALA) Code of Ethics. She distributed a copy of the code to the Board.

Boardmember Graff asked if this request has gone to all the libraries in Marin. Library Director Gordon stated "yes".

Chair Foley stated the Code of Ethics seems to be a broad, general statement. Library Director Gordon agreed and stated the Code of Ethics provides a framework of guidelines and does not dictate conduct to cover local library operations. She stated she has specific library policies to support effective library operations and services.

Boardmember Graff stated the Board should support the ALA Code of Ethics. Chair Foley agreed.

M/s, Shumway-Graff and approved 3-0 (Kanter and Rafter absent) to support the American Library Association (ALA) Code of Ethics.

### **Status Reports:**

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

Library Director Gordon reported that Friends President Tassy Menudier attended the focus group held by the Foundation.

#### 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; 3) Status Report on Community Facility Parcel Ad Hoc Committee (CFPAHC) Meeting.

### **NEXT MEETING DATE**

Chair Foley stated the next meeting would be held on Monday, October 8, 2012. The starting time would be 6:00 p.m.

## **ADJOURNMENT**

Chair Foley adjourned the meeting at 7:05 p.m.  
Respectfully submitted  
Toni DeFrancis