

LARKSPUR LIBRARY BOARD - LARKSPUR PUBLIC LIBRARY
Minutes of Meeting- October 8, 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 6:20 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- September 2012

Approval of Minutes as Submitted: Regular Meeting September 10, 2012

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Boardmember Shumway asked about the sale of the calendars. Library Director Gordon stated she has sold quite a few. Sales would increase as the holidays get closer.

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.

Boardmember Graff asked about a credit and subsequent charge that showed up on the list of warrants.

Library Director Gordon stated staff was busy with training for the new software/interface (“Sierra”). Chair Foley asked if it would look completely different. Library Director Gordon stated “yes” but the headings on the tabs are the same.

UNFINISHED BUSINESS ITEMS

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

Boardmember Graff stated the Community Facility Parcel Ad-Hoc Committee (CFPAC) met last Friday for an informal meeting. The consultants, Group Four, made a brief presentation about what they hoped to achieve in the 6-month period (Phase I and Phase II). Phase I would conclude at the end of December. Meetings were scheduled the second and fourth Mondays at 7:00 p.m. during the months of November through March. Every third meeting would be an open community meeting. He noted there could be a scheduling conflict for the Library Board meeting. Boardmember Graff distributed the list of committee members. Chair Foley asked how many people applied. Boardmember Graff stated 50 people applied and the Council tried to appoint people with different interests, ages, etc.

Boardmember Graff stated the Council has already designated a library for the site so the committee has to provide input on exactly what that library would contain. Library Planning Consultant Kathy Paige would be involved in the process. The committee has to define the “community facility” portion of the project in terms of its use and scale. The committee, the Foundation, and the donor, would have to come to an agreement on the “program” for the library by the end of the year.

Boardmember Graff stated parking was going to be a limiting factor for both facilities. Chair Foley stated a 1,200 square foot meeting room would require 30 parking spaces.

Boardmember Shumway asked who would be facilitating the committee meeting. Boardmember Graff stated probably someone from Group Four would lead the meetings along with the Council representative and the City Manager. Boardmember Shumway stated he hoped the facilitator would keep the group on point and not allow them to “spin their wheels”.

Boardmember Graff encouraged the Board to stay active in this process. He asked the Board to think about the possible conflict in the meeting times and whether or not the Board should move its meeting to another day or time. Chair Foley stated the Board could perhaps meet on the third Monday of the month. She stated they should remain flexible.

2. Library Centennial Planning

Chair Foley stated she contacted former Councilmember Hartzell about a possible donor list. Ms. Hartzell suggested the Board contact other Boardmembers and Commissioners about possible donations. She also suggested they contact local bookstores and library patrons. Chair Foley stated she would write the letter.

Boardmember Graff asked if the City would be making any contribution to the celebration. Library Director Gordon stated the City Manager asked her to come up with a Centennial budget. Boardmember Graff noted this would not be an elaborate celebration and the budget would not be substantial. Chair Foley stated they were still coming up with costs for Larky's Birthday party (balloons, cupcakes, punch, etc.). The Trivia Night (adult event) would cost about \$300.

NEW BUSINESS ITEMS

1. Updates on the Ad Hoc Committee (CFPAC)

Chair Foley stated this item has been discussed.

2. Begin Reviewing Current Year's Goals and Objectives in Preparation of Board's Annual Report

Library Director Gordon distributed a copy of last year's report. She noted the Board should go through the report and note any changes. Boardmember Graff suggested they wait until Boardmember Rafter returns from vacation to discuss the report. He asked if all Boards and Commissions prepared an Annual Report. Library Director stated "no". Boardmember Shumway stated the report should include the calendar of Library events/programs for the years.

Chair Foley stated this item would be continued to the next meeting.

Status Reports:

1. Report from Friends of the Larkspur Library

Library Director Gordon reported the Friends continue to sell books to support Library programs.

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 (CFPAC) Meeting; 4) Begin Reviewing Current Year's Goals and Objectives in Preparation of Board's Annual Report.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on Monday, November 12, 2012. The starting time would be 6:00 p.m.

ADJOURNMENT

Chair Foley adjourned the meeting at 7:15 p.m.

.
Respectfully submitted
Toni DeFrancis