

**LARKSPUR LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
MINUTES
October 24, 2012
City Council Chambers, City Hall
400 Magnolia Ave.
7:00 – 8:00 PM**

Library Board

Joan Foley, Chair
Noel Schumway, V.Chair
Dave Kanter
Donald Graff

Guests:

Frances Gordon	Larkspur Library Director
Teresa Capasso	Library Staff
Dawn Merkes	Group 4 Architecture Research + Planning
David Schnee	Group 4 Architecture Research + Planning

Absent: Marianne Rafter

PUBLIC COMMENT: The Board will hear public comments only on matters over which they have jurisdiction. There will be no Board discussion. The Board Chair will allot no more than five minutes to any individual. Unless the Board determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes.

BUSINESS ITEMS

1. Presentation and discussion by Group 4 Architects on the Rose Garden Community Facility.

Project Schedule & Overview

David provided handouts on the Community Facilities Parcel Master Plan and reviewed the Rose Garden Master Plan project schedule and work plan with the Library Board. David highlighted 6 key tasks were discussed:

- Task #1: Project initiation, Public Outreach, & Meeting Schedule
- Task#2A: Site Analysis and Documentation
- Task#2B: Larkspur Library & Recreation Needs Assessment
- Task#3: Community Facility Site & City Hall Layout Alternatives
- Task#4: Preferred Alternative & Development of Design Standards

- Task#5: Draft Larkspur Community Facility Parcel Master Plan
- Task#6 Adoption of Master Plan

Library Needs Assessment

David Reviewed the Page & Morris 2010 “Space Needs Assessment” and the 2012 updates with the Board: Library Consultant Kathy Page recommended the following updates:

- Decrease the recommended number of PCs and replace with laptops that patrons can checkout;
- Consider adding a digital lab that allows patrons to engage in creative projects;
- Add shared programming and/or technology space.
- Consider outdoor seating/program space

Needs & Existing Facility Analysis

The Library Board asked about the needs of the Heritage & Preservation Board on the new community parcel (i.e. dedicated storage & display space).

Dave Kantor made the suggestion that the presentations to the community reiterate the need for a new library facility.

Library Advisory Board Recommendations to CFP Ad Hoc Committee

The Library Board unanimously passed the following motions/recommendations:

- Reaffirm the “Space Needs Assessment” completed by Page & Morris in 2010, including 2012 updates;
- They support a community facility on the CFP with the Library, and opportunities for joint use;
- The LB strongly supports a single library facility at the Rose Garden CFP site

Next Steps

- Joint meeting with the Park & Recreation Commission to explore/identify joint use opportunities.
- Gather community input into the building program.
- Prepare a plan of service to demonstrate sustainable operations.

The meeting adjourned at 8:20 pm.