

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- April 10th, 2017

Roll Call: Present: Chair Jeannette Giacomini, Joan Foley,
Jeff Gunderson, Noel Shumway
Absent: Michelle Melka
Staff: Library Director Janice Akel

Chair Giacomini called the meeting to order at 6:15 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

Approval of Minutes as Submitted: April 3rd, Special Meeting
M/s: Foley/Gunderson and approved 4-0

PUBLIC COMMENT

No public comments

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

LIBRARY DIRECTOR'S ORAL REPORT

Director Akel stated that the library will be closed on April 20th - 23rd for renovation work in the staff workroom. The room will feature 4 work stations for the professional staff. All technical processing will be relocated to the technical services room. These renovations will allow a more focused workflow. Closure notices have been posted. Patrons will not be fined or penalized for items due to be picked up or returned on these days. The staff are excited to have this project move forward – it has taken a couple of years to get this done.

A second exterior drop/return will be added on April 14th. This will be for DVD and AV materials only. It should relieve congestion and overflow issues, particularly on weekends, when patrons leave returning items on the ground when the existing drop becomes full.

Library programming is going well. Averaging 21 programs per month. Children and Baby Storytimes now 3 mornings per week and are well attended. This past week Jay

Asher, author of “13 Reasons Why”, now screening as a NETFLIX series, partially filmed in Larkspur, presented a program focused on YA audience. It did not have a big audience but the Marin Independent Journal ran a lengthy front page piece which was good PR for the library and the City of Larkspur.

Plans for the Summer Reading Program (SRP) are moving ahead – performers are booked. Events include 6 weekly sessions of Reading to Dogs” (courtesy of Marin Humane Society)

This week the library will celebrate National Library week with coffee and cookies available in the mornings. Sign-ups for volunteers, FOL, etc., will be on hand.

The Library will also feature a display for National Autism Month.

Larky, the library’s mascot has been given a “makeover”. He is now a little tubby and more kid- friendly. He will be featured more prominently moving forward.

Work on weeding the collection is moving forward. A used-book dealer is taking discarded items and the library will receive a small portion of any items sold. With more shelf-space coming available, the staff have been able to move and rationalize collections and allow for a better flow of the library’s holdings. It is hoped that one set of shelves upstairs will be removed and a larger table and chairs for group functions or study purposes put in its place.

OLD BUSINESS ITEMS

1. Update on developments affecting the LLCC following on from the April 5th, 2017 meeting.

Chair Giacomini stated that she had read the Joint Letter of the Library Board of Trustees and the Parks and Recreation Commission during Public Comments at the Council Meeting. She left shortly thereafter.

Member Gunderson said he stayed until the end of the meeting at which time he spoke with 4 young fathers who lived in the area who are interested in becoming involved with library and the LLCC project. He felt buoyed by their response and enthusiasm and hoped that they could be brought in to process. Maybe one of them could stand for the Board following member Foley’s departure.

A general discussion took place in which the frustrations expressed at the Special Meeting on April 3rd were revisited. This included the 2050 Plan and what implications this would have for the Board.

Member Foley suggested that the Board review what their responsibilities and duties were. It would be helpful in formulating their role going forward. She thought that they needed to reaffirm their mission statement. Director Akel said she has copies of the

relevant City Ordinance, as well as other documentation and an opinion from the City Attorney, which she can make available. She also said that she has copies of critical documents affecting the LLCC and Rose Lane property and will also make these available to Board members who might like to review them. Noel Shumway will look at these.

Member Foley suggested that a sign-up be made available in the library for patrons who are interested and wish to stay informed of any LLCC developments.

The Board members agreed that there needed to be a concerted public awareness drive. They also agreed that fund-raising needed to be addressed in a planned way. Director Akel stated that other groups, such as the Foundation, FOL, and other interested parties should be included.

After further discussion the Board agreed that Dan Schwarz and Ann Morrison be invited to the next meeting for Q&A. Director Akel indicated that she had already spoken with City Manager Schwarz and he had told her he would come and present assignments for the Board to complete as part of the 2050 Review and would also answer the Board's questions. This will be an item on the next Board Meeting agenda (May 8th). Member Shumway said it would be good if Member Gunderson could have some/all of the young father's group attend. (Member Gunderson has their contact information)

2. Discussion on Dick Spotswood's letter and the Board's Response.

Member Gunderson stated that he had been at the Council meeting when Spotswood's letter was discussed. After a general discussion Chair Giacomini suggested that the Board not get involved or write a response letter and they all agreed. The letter was not addressed to them and it was not part of their duties to either comment publically or take a position.

NEW BUSINESS ITEMS

1. Consideration and discussion of FY 2017-2018 Budget

Director Akel presented a Staff Report outlining the FY 2017-2018 budget for the library. She said that the proposed budget was for only \$1,500 more in this new financial year. With this budget, there were no frills and little "wobble room". There were no contingency funds to cover unexpected events.

The library was very grateful and dependent upon the Friends of the Library and the Library Foundation for additional support. The FOL contributed \$16,500+ this current year which covered programming support as well as equipment purchases such as laptop, iPad, printer, smart TV, and more. Such financial support had a very big impact on the services the library could provide. The Library Foundation gave \$10,000 each

year to support the children's collection, 2 docent art talks, and a couple of small database subscriptions.

Director Akel said that the general rule for public libraries was that outside funding, such as that provided by the FOL and the Foundation, should be equivalent to at least 3% of the total library budget. Larkspur's outside funding was on the low side but the Library was very grateful for their assistance. It was important to support the fund-raising efforts of these groups.

Member Shumway asked for an explanation as to why some line items were reduced or increased from last year (and previous years). Director Akel explained that the staff costs and their associated contractual service obligations were unpredictable from year to year.

Director Akel also pointed out that some line items involved unknowable and unavoidable increases in costs. MARINet was a good example of this. Last year MARINet charges were \$66,600, yet in the FY 2017-2018 budget these charges will be \$76,795.20. Larkspur's share of CENIC broadband and the purchase of a new server account for most of this increase. It is unfortunate that this increase has to be absorbed within the "flat" Library General Fund rather than added to the next FY library's budget.

Member Foley asked what would happen if the budget did not cover unknown increases, or if staffing costs became an issue. Director Akel said that there is a mid-year budget review and she hoped that any variations/issues would be addressed at this time.

Chair Giacomini said she felt the library funding was the best investment the City could make for its citizens. The Board agreed.

Chair Giacomini called for vote of budget approval.
M/S: Foley/ Gunderson

3. Recognition of Board Member Foley's 6 year term:

The Board unanimously agreed that Member Foley had been a positive and resourceful member of the team. She would be missed and they hoped that she would stay involved. Member Foley said she was a great supporter of the library but after 6 years it was time to give someone else a turn. She intended to stay involved as a resident of Larkspur.

4. Consideration and discussion of 4th July Parade.

Chair Giacomini suggested that this item be carried over to the next meeting, particularly as Member Melka was not present. Member Melka was the driving influence on this topic and it would be beneficial to have her present. The Board agreed.

STATUS REPORTS:

None

FUTURE AGENDA ITEMS

After discussion Chair Giacomini stated the following items would be on the next agenda: Consideration of attending the 4th July parade to promote and engage volunteers for the library and LLCC; Presentation of 2050 assignments for the Board (City Manager Schwarz); Q&A with City Manager Schwarz

NEXT MEETING DATE

Chair Giacomini stated the next meeting would be held on Monday, May 8th, 2017.

ADJOURNMENT

M/S: Shumway/Foley

Chair Giacomini adjourned the meeting at 7:45 p.m.

Respectfully submitted,
Janice Akel

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Library.

Janice Akel, Library Director