

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- November 13, 2017

Roll Call: Present: Chair Jeannette Giacomini, Jeff Gunderson,  
Andy Revell, Noel Shumway  
Absent Michelle Melka  
Staff: Library Director Janice Akel  
Council Liaison Catherine Way

**ROLL CALL**

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: Regular Meeting, June 12, 2017 and September 11, 2017

M/s, Shumway-Gunderson, and approved 5-0 to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

There were no comments.

**LIBRARY DIRECTOR'S ORAL REPORT**

Library Director Akel reported the library remains busy and vibrant. Staff is focusing on programs and public relations. The Communications Manager has been working on redoing the Webpage, branding, etc. She distributed a flyer. Boardmember Shumway stated he was very impressed with the number of activities being offered at the library. Boardmember Revell stated the Calendar of Events was very effective in conveying that the library was very busy. Library Director Akel stated the programs were well-attended. Staff would like to be more selective in programming going forward with a focus on local talent and more learning-based programs for children. They put on 204 programs last year with an attendance of over 6,300. Reading to "Ben the dog" and the

Tamalpais programs are going very well. Staff is also looking for some collaborative projects. She thanked the Friends for paying for all of this wonderful programming. Staff is also working on an extensive public relations campaign- beefing up the Webpage, more extensive use of the notice board, publishing more articles, etc. The Friends has a new Board and President and they are working well with the Foundation. The two groups have been meeting frequently to further define roles and the creation of a Vision Plan for the Community Facility. She continues to look for grants and donations- the Larkspur Community Foundation donated \$1,500 towards furniture and the Tamalpais donated \$1,000. The Friends will be asking the City Council for some funds for programming. She is hoping to get some work done on the Children's Room in the next few months. They continue to work with other libraries.

Boardmember Shumway noted Booksizzle did not seem to be consistent. Library Director Akel stated 90% of it was canned and she has little control over it. Although staff gets a lot of positive feedback it does seem to "miss a beat". She noted the Foundation pays for the subscription. She discussed "Linkplus"

## **OLD BUSINESS ITEMS**

### **1. Draft of 2050 Plan Section for Community Services Infrastructure Needs**

Library Director Akel presented a staff report. She noted City Manager Schwarz would be at the next Board meeting.

Boardmember Shumway stated Mayor Haroff had indicated that they would be moving more quickly on the process once the election was over. He had concerns with the "space needs" section and the issue of parking. He asked if the stated footprint of 20,000 square feet included the parking. Boardmember Gunderson stated "no"- that was just the building. Boardmember Shumway had questions about the .22 acres referred to in the Master Plan. Council Liaison Way stated that was the small sliver of land on the other side of Rose Lane (next to the shopping center). This area could be used for staff parking, storage units, or a bioswale.

Chair Giacomini stated the second and third paragraphs of the first page of City Manager Schwarz's memo spoke to their needs. She would like more detail.

Library Director Akel stated the reference to City Hall being an important part of the downtown and a "new vision process" was an interesting one. Chair Giacomini stated she interpreted that to mean the relocation of the library would open up space in City Hall. Boardmember Shumway agreed. He hoped it did not mean that they plan to start the process all over again. Council Liaison Way stated it could be a comment on how important it is to make sure all City assets were fully utilized.

Boardmember Revell stated he keeps hearing that nobody was on the same page during the previous lengthy process. He stated they need a common vision in order to raise money. He read the memo from the City Manager with some skepticism. Boardmember Gunderson stated the memo does address the issues that have been talked about for the last few years. The highlighted sections, however, could be viewed with some skepticism. Chair Giacomini stated some of what is said in the report sounds like the Council is “hedging their bets”.

Library Director Akel asked if the Board was satisfied with this section of the document. Boardmember Shumway stated he did not think so. Boardmember Gunderson stated it was historically accurate. Boardmember Revell noted it does say that the current library space was inadequate.

Boardmember Gunderson stated the memo was more positive and pro-active about moving forward with a new library than the plan itself. Boardmember Revell agreed it was very positive.

Boardmember Shumway asked about the Council’s timeline for reviewing the 2050 Plan. Library Director Akel stated she was not sure about the timeline. Boardmember Shumway stated the Board and the Friends should go through the plan and get some consensus.

Chair Giacomini stated the synopsis written by Boardmember Gunderson was very good and should be included. It should be more specific with respect to the needs and the change in demographics.

Boardmember Gunderson stated part of the burden falls on the Library Director and the Recreation Director to continue to assess facilities needs, programming needs, space needs, etc. This is not reflected in the document. Boardmember Shumway stated the Library Board, and not the Parks and Recreation Commission, should be the driving force.

## **2. Update on Zimmer Trust Funds**

Library Director Akel presented a staff report. The City Council will approve the recommendation for use of the funds at its next meeting. She recommended using the funds (interest only) on furniture for the library. Larkspur should receive approximately \$96,000 sometime in December. The total amount due to Larkspur is about \$661,000.

Boardmember Shumway expressed concern with the amount of interest (½ percent) earned on the funds. Library Director Akel stated the City’s Investment Policy maintains a conservative perspective and tries to avoid risk.

Boardmember Gunderson stated an “endowment” that generates such a small rate of return was troubling- it might be wiser to invest it in a long-term capital endowment.

M/s, Giacomini-Shumway, and approved 5-0 to support the Library Director's recommendation and recommend that the Council approve the use of the interest gained on the Zimmer Trust for furniture for the library.

### **3. Presentation on FY 2016/17 library statistics and financials**

Library Director Akel presented a staff report.

Boardmember Shumway noted the Library Budget was down about 4% from the previous years- that is unheard of.

Boardmember Revell noted preschool attendance figures have jumped significantly. Library Director Akel noted the library could run pre-school programs every day of the week. However, she does not have the staff, space, or funding to do this. She remains very reliant on the Friends.

Library Director Akel noted the figures for "reference questions" was down partly due to the lack of staff. It also is due to the library staff educating patrons. The figure for "electronic books" check-out has increased.

Boardmember Gunderson noted the figure for "registered users" was high given the total population. Library Director Akel agreed.

### **4. Update on Community Facility parcel**

Library Director Akel stated this item has been discussed in conjunction with item #1.

## **NEW BUSINESS ITEMS**

### **1. Replacement of sign on Rose Lane LLC Site**

Library Director Akel presented a staff report. She noted staff got a lot of phone calls about the sign being removed.

A representative of the Friends stated they are sending the Council a letter requesting replacement of the sign. The new sign should say something like: "Future site of the Larkspur Library" and it should be permanent. She asked if the Board would like to sign the letter. It was the consensus of the Board to sign the letter.

Boardmember Shumway stated the original sign announced the workshops that occurred throughout the process. He agreed that a new sign should be installed. He read the Resolution adopted by the Council that established that the Rose Garden parcel, dedicated by the developers, shall be for a library and multi-purpose community rooms.

## **STATUS REPORTS- REPORTS FROM THE LIBRARY'S SUPPORT GROUPS (Friends and Foundation)**

### **1. Status changes to the Friends of the Library and the Library Foundation**

Library Director Akel stated there have been some changes to the make-up of the Foundation and the Friends. The Friends will be meeting this Friday. The Foundation will be meeting on December 13<sup>th</sup>. She was excited about the new energy coming from both groups.

Boardmember Revell stated he would be attending the Foundation meetings and help with any fundraising activities.

### **FUTURE AGENDA ITEMS**

Chair Giacomini stated the following items would be on an upcoming agenda: 1) Discussion regarding 2050 Plan; 2) End of the Year letter to the Council.

### **ADJOURN MEETING**

Chair Giacomini adjourned the meeting at 7:20 p.m. She stated the next meeting would be held on December 11, 2017

Respectfully submitted,  
Toni DeFrancis  
Recording Secretary

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

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Janice Akel, Library Director