

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- January 8, 2018

Roll Call: Present: Chair Jeannette Giacomini, Jeff Gunderson,  
Andy Revell, Noel Shumway

Absent: Michelle Melka

Staff: Library Director Janice Akel  
City Manager Dan Schwarz

**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, November 13th, 2017

M/s, Shumway-Gunderson, and approved 4-0-1 (Melka absent) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

**1. Chair to give Board members a refresher on attendance and other City procedural requirements for sitting on City appointed Board**

Chair Giacomini read the attendance requirements from the handbook and noted if a Boardmember absents his or herself from one-third or more of the regularly scheduled meetings during a six-month period, without specific permission from the City Council, his or her office shall become vacant.

Boardmember Shumway stated part of the difficulty has the need to cancel meetings due to the lack of a quorum. Library Director Akel stated the beginning of the year was a good time to remind everyone about the importance of obtaining a quorum.

## **LIBRARY DIRECTOR'S ORAL REPORT**

- 1. Library Director to present mid-year budget review**
- 2. Library Director to report on priorities and issues for the 2018 calendar year**

Library Director Akel reported on how the department looks at the mid-year point of the fiscal year. She noted the department budget for Fiscal Year 2017/18 was \$811,920 and they have spent \$413,828 (end of December). There were some increases in costs that she had no control over including, MARINet, supplies, and e-books. There were also some unbudgeted items including the on-line catalogue for the Library of Congress. She spoke to the Friends and the Foundation who agreed to make the department "whole" at the end of the year if need be. The budget process for Fiscal Year 2018/19 will begin soon and she stated they will need to look at these items. The biggest thing to review, looking forward, is what they do about programming and where the money will come from. MARINet costs continue to rise but the services provided could never be duplicated if the City left the network and took over providing these functions.

Boardmember Shumway noted the Larkspur Community Foundation and the Friends have given funds to the department for the purchase of furniture. Library Director Akel stated the Larkspur Community Foundation donated \$1,500. Boardmember Shumway asked if the interest on the Zimmer Trust funds could be redirected away from furniture replacement to programs. City Manager Schwarz stated that the Zimmer Trust interest could only be used for 1 time items outside the scope of normally budgeted expenditures, such as furniture replacement. Boardmember Shumway stated he was concerned about programming since it is a big part of the library. Library Director Akel stated the Friends are holding a one day retreat with the Mill Valley Friends and the Bel-Tib Friends to discuss their very successful operations. The Friends "re-grouped" at the end of last year and are determined to be more active in fundraising, etc.

Chair Giacomini asked if the Friends from other libraries cover the entire cost of programming. Library Director Akel stated the Mill Valley Library gets about \$55,000 per year but their facility is quite a bit larger. The Friends at Bel-Tib is also pretty aggressive, however they charge for some of their functions.

## **OLD BUSINESS ITEMS**

### **1. Update on Review of 2050 Plan**

City Manager Schwarz stated the review of the 2050 Plan is a priority for staff and the Council for the upcoming year. He met with the Public Works Director today to refine some of the numbers in the plan so they can start to come up with some cost estimates. He recently met with the Parks and Recreation Commission and got some very good feedback. The Commission thought the narrative related to the Parks and Recreation Department and fundraising needed to be "beefed up". He briefly discussed the 501(c)(3) organization that was formed and re-formatting of the document. There have been questions about what would happen to the City Hall building when the library

leaves in terms of the potential loss of foot-traffic to the downtown area. The library generates a lot of foot traffic.

Boardmember Shumway asked if there was a new timeline. City Manager Schwarz stated this would be discussed by the Council next week. They would like to conclude the process by May so staff can start on some infrastructure planning. It will probably be tied to the Measure "B" Pavement/Roadway Program. Boardmember Shumway asked what was needed from the Library Board. City Manager Schwarz stated he would email the next draft of the plan for the Board's comments.

Boardmember Gunderson asked if there has been an increase in Property Tax Revenue. City Manager Schwarz stated "yes". Boardmember Shumway asked about the percentage increase. City Manager Schwarz stated the current year's increase is about 5 1/2% according to the Assessor's Office. Boardmember Gunderson stated this does not provide any "wobble-room" in the cost of the new facility but it could help with the on-going expenses of the new facility.

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

Library Director Akel reported the final payment will be \$90,288 which will be added to the existing \$661,419. The total amount is \$751,707. Interest received last year was \$2,767 which is available for a one-time expenditure out of the ordinary library budget. City Manager Schwarz stated the Council has decided to trade liquidity for higher interest rates.

Library Director Akel asked City Manager Schwarz if the City would ever consider using the money for something other than a permanent endowment. City Manager Schwarz stated that is a decision that would be made by the Council. Library Director Akel stated question about legacies and endowments came up at a Business Women's Association meeting. Boardmember Gunderson stated he would be leery of keeping the money in an account that generates very little money. A building is like an endowment- it is a long-term capital asset that reaps benefits.

## **NEW BUSINESS ITEMS**

### **1. Library Board Election of Officers- Chair and Vice-Chair**

M/s, Giacomini-Gunderson, and approved 4-0-1 (Melka absent) to elect Boardmember Shumway as the Chair.

M/s, Gunderson-Shumway, and approved 4-0-1 (Melka absent) to elect Boardmember Revell as the Vice Chair.

## **2. Discussion on preparation of the Annual Board Letter to the City Council**

Chair Giacomini stated she reviewed the letters from the last two years and noted things have not changed a lot- the biggest challenge is still the inadequate building.

Boardmember Shumway stated the letter should discuss the number of programs, the need to make progress on a new facility, and the inadequacies of the existing building. Library Director Akel stated the first “Read to a Dog” program for this FY was held today and it was a huge success. The children’s programs are very successful- they could put one on every day of the week.

Boardmember Revell had questions about the letter and what could be included. He noted the vision for the new library should include a focus on technology and bridging the generations.

Boardmember Gunderson stated the wonderful programs at the Tamalpais should be included in the letter. Library Director Akel noted the Tamalpais will be doing some work in the auditorium so “Ted Talks” will be on hold for a few weeks. The library will continue to have a presence during the renovations, holding technical training sessions

Chair Giacomini asked if the letter should focus more on accomplishments than needs. Boardmember Shumway stated challenges were important and should be kept on the “front burner”. Boardmember Revell stated they need to balance the highlights and challenges.

Boardmember Shumway and Library Director Akel stated they would assist Chair Giacomini in writing the letter. The draft could be reviewed by the Board at the next meeting.

## **3. Discussion on items for the Board to focus on in the months ahead, including setting a position on library fines, collection development policy, review of mission statement, programming focus**

Library Director Akel stated the issue of fines was a big issue with public libraries. The thought is that fines act as a deterrent to library use, especially with children. Many big libraries are doing away with fines altogether. The library received about \$8,000 in revenue from fines last year. She asked the Board if they wanted to review this issue.

Library Director Akel stated she has been talking to staff about the collection policy (types of materials to purchase) but she also would like some input from the Board.

Library Director Akel asked the Board if they wanted to review their Mission Statement and programming focus. It would probably be a good idea to review these things periodically.

Boardmember Shumway supported the review of these items and asked for the supporting documents.

Boardmember Revell stated he would like to discuss community outreach and coordination between the Board, the Friends, and the Foundation. They should come up with a plan on how to raise awareness. This can be done a number of ways including participation in the 4<sup>th</sup> of July Parade. Boardmember Shumway stated they should discuss whether or not they want to participate in the Wine Stroll. Boardmember Revell stated they could have a booth at the weekend Marin Country Mart Farmer's Market. Chair Giacomini stated that was a good idea.

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

Library Director Akel stated the Foundation meeting was tomorrow night at the Central Marin Police Authority Community Room. Chair Giacomini stated she would attend this meeting.

### **FUTURE AGENDA ITEMS**

Chair Giacomini stated the following items would be on an upcoming agenda: 1) Review of the Draft Annual Letter to the Council; 2) Review of Update of 2050 Plan.

### **NEXT MEETING DATE**

Chair Giacomini stated the next Board meeting would be held on Monday, February 12, 2018.

### **ADJOURN MEETING**

Chair Giacomini adjourned the meeting at 7:20 m.

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