

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- February 12th, 2018

Roll Call: Present: Chair Noel Shumway Jeannette Giacomini, Jeff Gunderson,
Michelle Melka

Absent: Andy Revell

Staff: Library Director Janice Akel

Guests: Friends of the Library Board: Barbara Friday, Catherine Pyke

ROLL CALL

Chair Shumway called the meeting to order at 7:15 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, January 8, 2018
M/s Gunderson, Giacomini

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

Chair Shumway welcomes invited guests from the Friends of the Library.
There were no other comments

LIBRARY DIRECTOR'S ORAL REPORT

Library Director Akel reported that the 2018/2019 budget preparation cycle was beginning and her preliminary budget was due March 9th. The City Manager has indicated to staff that the budget should be "flat-lined" and reflect no increases. Although the City was financially sound it was not in a position to increase expenditures. Library

Director Akel stated that since the library already operates on a no-frills budget and has not seen any increases in most line items for years it will be difficult to retain the current budget. Office supplies, for example, are constantly increasing in price. The cost of e-books, the library's biggest growth area, are much more expensive than hard copy materials, but the collections budget had not increased in five years. She would bring the budget to the Board in due course for their consideration and it was her hope that no cuts would be made. Boardmembers Gunderson and Melka both expressed concern that the library did not get ignored in the budget and in the allocation of funds from the General Fund.

Chair Shumway asked if staffing would be affected and if any further staff reductions would be made. The Director said that one staff member is retiring in May and this position would be re-evaluated, but as yet she has no details on what would happen. The City is waiting on an independent classification study by RGS and this will form the basis of any discussions on library staffing going forward. The Board asked to be kept informed.

The Library Director reported that the library continues to be busy. There will be 23 programs in 28 days in February. Library events are all well attended and the library regularly receives calls from people who wish to present programs – there is no shortage of local talent to engage. The monthly statistics reflect growth in all areas, which is commendable given that there are no extra staff, funds or facilities available to cope with the increased demands.

Planning for the summer program is in progress. There will be both children's and adult programs again this year. Boardmember Melka said that she thought the Library should also participate in the 4th July Parade and the Wine Stroll again this year. The Board agreed and Boardmember Melka will register the library in both events.

OLD BUSINESS ITEMS

1. Board to Review and Approve the Annual Letter from the Board to the City Council.

Chair Shumway stated that he and Boardmember Giacomini had met with the Library Director and drawn up a draft for the board to review. Boardmember Giacomini circulated copies to the Board. A couple of minor edits were agreed upon and the letter was now ready to go. Chair Shumway asked if the Board had any preferred way of delivery – by mail, read at the City Council meeting, and if so, by whom. After a discussion it was agreed that the Library Director would ask Catherine Way, the Council liaison, how to handle this and that they would follow her direction. Member Giacomini will make the physical edits to the letter and sign it on behalf of the Board.

2. Update on Review of 2050 Plan

City Manager Schwarz was unable to attend and asked the Library Director to express his regrets. He will come to update the Board at another time.

NEW BUSINESS ITEMS

1. Report on Library Support Groups

Chair Shumway introduced the Friends of the Library guests – co-Presidents Barbara Friday and Catherine Pyke - and asked that they update the Board on their activities and status.

Co-President Friday outlined the changes to the Friends of the Library (FOL) and their new Board. She said the group held a successful Book Tea Talk at Book Passage in December and this event had increased the amount of money raised from previous years. The FOL had also cleaned up their mailing list and were now involved in a vigorous membership drive to coincide with Valentine's Day. They had engaged a professional mail-out company and a solicitation/invitation to join the FOL would be mailed to every household in 94939 area code as well as in parts of Ross, Kentfield and Greenbrae this week. The group had also met with the Library Foundation and they agreed on general areas each group would focus on. The FOL sees themselves as a membership driven organization whereas the Foundation was donor driven. The FOL also met with the Mill Valley Friend's group and learned a lot from them. The FOL plans to have their next event, an appreciation afternoon, at the library in April. They plan to raise \$20,000 this year and make much of this available to support library programming,

Boardmember Melka said she was pleased to see such positive energy with this new group and that she would like to see them build on this to support the library as many ways as possible. Boardmember Gunderson agreed and said it was fantastic to learn that they had achieved a great deal in a short period of time.

2. Discussion on the Library Mission Statement currently being worked on by the Working Group.

Chairperson Shumway reported on the recently formed ad hoc community working group who were looking for ways to revitalize the drive to build a new library/community center at Rose Lane. The group had no official name as yet and were still in a formative stage but there was much enthusiasm across the community to make the proposed new library a priority for the City Council. There was a core group of about 8 who were driving the process and a bigger group of about 20 who regularly met to strategize. They plan to expand to a bigger community group as they sort themselves out. At this time they have not approached the City Council as they wanted to have a well-thought out statement and strategy to take to them.

3. Discussion regarding the City's risk management policies and how they affect library operations and programs.

Library Director Akel briefed the Board on the current status of risk management as it applies to library operations, including programming. The library does not check references of performers, ask for proof of liability insurance, or carry out background checks such as LIVESCAN. The Library also does not carry out any checks on its volunteers and part-time staff. The FOL were concerned at their liability as they write checks for performers.

Akel had met with the City Manager who was looking into the risk management requirements across the City and he hopes to have a draft policy for consideration by the end of the month.

The Board agreed that anyone working with children must have a thorough background check. Chair Shumway stated that he worked with various school boards and that background checks were mandatory for all who worked with or near children. Boardmember Melka stated that this was imperative.

The Board supported LIVESCAN and other background checks.

4. Discussion on library programming and funding

Library Director Akel reported on the current status of library funding and programming. With the newly reformed Friends of the Library looking at their available funds and in formulating a policy for programming support going forward, the Summer Reading Programs being planned, and the City's budget cycle gearing up, the question of funding for library programming for the next FY was timely and under discussion.

Currently the FOL is the major funder of library programs but with an uncertain financial future the group is cautious on what they can commit. The Library Foundation pays about \$200-300 per year for Art Docent talks. The City provides no designated programming funds to the library, although they pay staff time for some programming activities.

Recently the FOL applied for a \$10,000 grant from the City's Community Art Grant for programming (TOT funds) but the outcome of this application is uncertain.

The City Manager has proposed making some city funds available for programming as "matching" funds for the money raised and provided by the FOL. The FOL will need to

meet with the City Manager to discuss his proposal but they are unsure what this will mean for them. As a 501© 3 they do not want to compromise their independence.

Director Akel reported an overall 29% increase in program attendance in the first half of the current FY. There was a demand for programs and she had no doubt that attendance would continue to rise. However, one of the major obstacle facing future programs was funding. She asked if the Board had any opinions or recommendations on how programming should be funded.

The Board discussed the issues raised and expressed their concern that library programming be given full support as they see it as an essential and important function of the library. They asked for a follow-up at the next meeting and after any meeting s and decisions had been made by the City Manager and the Friends of the Library.

5. Larkspur Community Foundation – Volunteer Recognition Event

Chair Shumway announced the volunteer recognition event will be held on February 15th at 5:30pm in the Legionnaire’s Hall. He will be attending, as will Director Akel, and he encouraged others on the Board to also be there.

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

None

FUTURE AGENDA ITEMS

Chair Shumway stated the following items would be on an upcoming agenda: 1) Status of Annual Letter to the Council; 2) Review of Update of 2050 Plan; 3) Update on Library Programs and Funding

NEXT MEETING DATE

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

ADJOURN MEETING

Chair Shumway adjourned the meeting at 8:45 pm.

Respectfully submitted,
Janice Akel
Recording Party

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

Janice Akel, Library Director