

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- April 9, 2018

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

Absent: Michelle Melka

Staff: Library Director Janice Akel

**ROLL CALL**

Chair Shumway 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, March 12, 2018

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

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

Boardmember Revell reported he attended the Pizza and Wine night which included representatives of multiple groups. The City's 501(c)(3) organization was discussed and people seem worried about the by-laws. He asked about the rules and restrictions stated in the by-laws and whether or not there was any "wiggle room" in terms of how the funds could be used. Library Director Akel stated it is set up as a "shell company" but there has not been any activity to date. Boardmember Revell asked about the structure of the organization. The Foundation has a history and has accumulated funds over the years through its 501(c)(3) organization. He asked if big donors would contribute to an organization that has no money in it. He thought they needed a brand new entity whose singular focus is receiving assets that can only be used towards the Library/Community Center construction. Chair Shumway stated he thought the Foundation had a separate Building Fund that has about \$50,000 in it. Library Director Akel asked if a 501(c)(3) organization needs to file yearly reports. Chair Shumway

stated “yes”. Boardmember Revell stated they should be able to put private funds for a project that has no public funds into a different entity. They need to lay out an Action Plan which would include a timeline. Library Director Akel stated a good first step would be to identify some high impact investors that live in the community. Chair Shumway stated there was a need for the Council to throw some money in for the Community Center portion of the project. They need a leader - someone to push the agenda. Chair Shumway added that he and Boardmember Revell should set up a meeting with the City Manager and the Finance Director to discuss the 501(c)(3) organization, the Zimmer Trust Account, and other issues. The Board was in agreement. Library Director Akel stated she would mention this to the City Manager at tomorrow’s staff meeting.

## **LIBRARY DIRECTOR’S ORAL REPORT**

Library Director Akel reported staff finished the weeding project downstairs and the sum total of books taken out of circulation was around 8,000 (about 10%-12% of the collection). Boardmember Gunderson noted he saw some of the books and staff made the right decision to remove them from the shelves. Library Director Akel stated the intent was to keep the collection current and provide better use of the space. They have removed some of the shelving and opened up some space for tutoring. Some new furniture is being delivered and should arrive before the Library Open House. Boardmember Giacomini asked where the books went. Library Director Akel stated they were sent to a second hand book dealer who gives the library a percentage of the sales. She reported staff was still working on the Fiscal Year 2018/19 Library Budget. It will be very similar to the current year budget. She also reported the City Manager had engaged RGS to perform a classification study of library positions and the final report will be completed soon. One of the full-time employees is retiring in May and the report will be recommending how to deal with his position. The money will not be going away but there will be some type of reconfiguration.

## **OLD BUSINESS ITEMS**

### **1. Update on Library Programming and Funding**

Library Director Akel presented a staff report. She discussed the need to figure out how to fund programs. The City Manager has said that if the Friends contributed \$10,000 for programming then the City would match that amount. The City will make \$20,000 available during the beginning of the fiscal year and the Friends will reimburse the City \$10,000 during the year. The Friends recently had a very successful membership drive and received more than enough to cover its share.

Chair Shumway asked Library Director Akel if she knew how much the Friends paid in the past in programming costs. Library Director Akel stated they make donations to other aspects of the library aside from programming. Last year they gave the library about \$8,000 to replace equipment (laptops, etc.) and helped with a lot of administrative

charges. The expenditures last year were around \$19,000- \$10,000 of that went to programming. She asked the Board for input on what the focus of programming should be (seniors, children, etc.). Children's programs are very popular but they have nothing for young adults. Chair Shumway stated there should be a balance.

Boardmember Revell asked Library Director Akel if she was seeking individuals who have expertise in programming for the underserved population (young professionals, seniors, etc.). Library Director Akel stated they never have to seek out performers and presenters since they come into the library all the time. Boardmember Revell stated posting a notice in Nextdoor would be a good way to find people. Library Director Akel agreed. The future of the library is in programming and technology.

Library Director Akel stated she was meeting with the Friends next week about programming, including some off-site events. Boardmember Revell stated the Larkspur Country Mart has a Farmers Market and the library might be able to put on some type of event there.

## **2. Update on 4<sup>th</sup> of July Parade**

Chair Shumway stated Boardmember Melka was working on this and trying to pull all three groups together. Library Director Akel stated the \$50 fee was waived. She was looking for a vehicle to use during the parade and someone to be Larky. Chair Shumway stated their participation last year was fabulous. His daughter would like to be Larky.

## **3. Update on the Activities of the Library Community Working Group**

Chair Shumway stated they are planning to meet on April 26<sup>th</sup> at the Central Marin Police Authority Community Room. Boardmember Revell stated he plans to attend one of the upcoming meetings. He has a prior commitment for April 26<sup>th</sup>.

## **NEW BUSINESS ITEMS**

### **1. External library activities, including involvement with boards and other related library groups**

Library Director Akel presented a staff report. She stated staff gets involved in a lot of external committees and groups that require a lot of time away from the library. The City Manager is clear that he does not want to pay for these outside activities unless it benefits the City. An example is "One Book, One Marin" which is sponsored by the County. There is a cost involved including staff time and a monetary contribution. Larkspur has contributed \$1,000 while the County has contributed close to \$20,000. She briefly discussed the program and stated the interest has dwindled (unless it is a very popular book). A lot of the money goes towards advertising the program and

paying the public relations person. She is inclined to no longer participate since the benefit is small to Larkspur.

She stated Larkspur pays about \$80,000 per year to belong to the MARINet consortium and they get a lot out of it. It would certainly cost more than \$80,000 to achieve the same results, if the City was to go it alone. Staff goes to a lot of MARINet meetings to help advise them on various issues (what database to use, etc.). Boardmember Revell asked if staff is required to attend a certain number of meetings. Library Director Akel stated there were four to five groups and some met once a month. In total 3 of the staff attend meetings amounting to 3 ½ weeks of library work. She could not afford to have staff away from the library all of this time. Boardmember Gunderson asked if staff enjoys going to the meetings. Library Director Akel stated “yes”. She was concerned about the number of meetings that need to be attended because she runs a very “lean” department. Boardmember Revell asked if other Library Directors feel the same way. Library Director Akel stated “perhaps, but they usually have a bigger staff”. Boardmember Gunderson stated the meetings should be held quarterly.

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

Library Director Akel reported the Friends of the Library will be holding an Open House on Saturday, April 28<sup>th</sup> from 2:00 p.m. to 5:00 p.m. Boardmember Revell stated the last Friends meeting was very productive.

### **FUTURE AGENDA ITEMS**

Chair Shumway stated there were several items that should be continued on an upcoming agenda.

### **NEXT MEETING DATE**

Chair Shumway stated the next meeting would be held on Monday, May 14, 2018.

### **ADJOURN MEETING**

Chair Shumway adjourned the meeting at 7:15 p.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.

Janice Akel, Library Director