

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- May 14, 2018

Roll Call: Present: Chair Noel Shumway, Jeannette Giacomini,  
Jeff Gunderson, Michele Melka (arrived at 6:18),  
Andy Revell

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, April 9th, 2018

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

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

There were no reports.

**LIBRARY DIRECTOR'S ORAL REPORT**

Library Director Akel reported a member of the Library staff recently retired. Regional Government Services (RGS) was hired eight months ago to do a review of staffing and they submitted the report. She was glad to report that they would get another full-time professional librarian position. This individual would be someone who provides forward-thinking electronic services including taking control of social media, etc. Recruitment for this position would start soon. The staffing model would soon change- the department will have a handful of qualified professional positions supported by a pool of part-timers. She gave an update on the downstairs weeding project- staff finished the first round which included about 1,000+ books. The tables and chairs that were then placed in that area have filled up quickly. She received several hundred dollars from the vendor who took the weeded books and expects additional money as he sells them. New bean bag

chairs were purchased for the Children's Library. The Library is busy and crowded most of the time! She noted 500 more e-books were circulated this year in April.

## **OLD BUSINESS ITEMS**

### **1. Update on Library programming, including Summer Reading Program**

Library Director Akel reported programming attendance is up. The morning children's programs average 60 to 70 participants. Boardmember Melka noted she was told that some people no longer come since it is a bit crowded. Library Director Akel stated they could offer the program five days a week but it would probably still be crowded.

Boardmember Melka stated a potential solution would be to give out "number cards" and cap the attendance at thirty. Anyone without a card would be invited to attend the next session. Director Akel said this was a good recommendation and she would look into implementing this. Library Director Akel stated the programs at The Tamalpais are also doing quite well with around sixty to seventy people per session. The Central Marin Police Authority would be coming to the Library parking lot, in their vehicles, in June or July to talk to the children. They also plan to show some children's movies in the early evening with free popcorn and other refreshments. Saturday afternoon Silver Screenings (for seniors) are also planned. They did a program last Saturday with Marin Villages that was well attended. Staff passed out a survey at this event. Boardmember Melka suggested staff get email addresses from everyone who attends a program/event.

Library Director Akel reported the Summer Reading Program is going well and the Friends are assisting with the gifts. "Reading to a Dog", a very popular program, will continue through the summer. She noted they could do more programming in the Council Chambers but people like to be in the library.

Boardmember Melka stated people were always looking for activities to do during the day when they have pre-school aged children.

Boardmember Gunderson stated it was about proportion and balance- they need more space for people and for the collection. Library Director Akel agreed and stated the recent statistics show an increase in the use of e-books. Chair Shumway stated he uses Book Sizzle a lot- he is a big fan! Library Director Akel stated it was about access- a library does not need thousands of books on site anymore.

### **2. Planning for 4<sup>th</sup> of July Parade**

Library Director Akel introduced Ms. Barbara Friday, Ms. Catherine Pyke, and Mr. Joe Jennings, representing the Friends of the Library. She reported she submitted the application to the Parade Committee.

Chair Shumway asked if they could get the Library Foundation to participate in the Parade. Library Director Akel stated she would find out. Chair Shumway stated he would get bags of candy. Library Director Akel asked if they wanted to come as book characters this year. Boardmember Melka stated “yes, people could do whatever they want”. Boardmember Gunderson stated he had a volunteer to be Larky. Boardmember Melka stated it would be nice to be in the front of the parade.

### **3. Update on Chair Shumway and Vice-Chair Revell meeting with City Manager regarding Zimmer Trust and the 501(c)(3) set up by the City**

Chair Shumway reported he and Boardmember Revell met with City Manager Schwarz and Councilmember Morrison last Friday. It was a very healthy and open discussion. Boardmember Revell stated they discussed the structure of the 501(c)(3), how it would work moving forward, where the donations would go, etc. The only thing the funds could be used for is a Library/Community Center. The 501(c)(3) Board currently consists of City Manager Schwarz and Councilmembers Morrison and Way. They do not want to be involved and want to turn it over to a member of the Library Board, Friends, and Foundation. The new Board could give it a new title and take it away from having any affiliation with the City. Chair Shumway stated the by-laws were very comprehensive. The City is talking about donating some seed money. Boardmember Revell stated City Manager Schwarz stated the City offered to “fill in the gaps” through a bond measure or some other financing mechanism.

Library Director Akel stated Friends representatives Friday, Pyke, and Jennings have volunteered to do the project management for fundraising. Mr. Jennings state they have prepared a draft Request for Proposal (RFP) and identified fundraising consulting firms with local public library capital campaign fundraising experience. They already have relationships through the library network. They could begin the selection process in September and the planning process in the fourth quarter.

Library Director Akel asked if the discussion with the City Manager included the possibility of donating some of the Zimmer Trust funds into the 501(c)(3). Chair Shumway stated they talked about the Zimmer Trust but only in terms of an investment.

Chair Shumway asked if they need to come up with a design before embarking on fundraising. Ms. Friday stated “no”- people will get behind a vision rather than a physical picture.

Boardmember Gunderson noted the Library/Community Center facility was part of the 2050 Plan and it was in the best interests of the Council to do something soon. He can see why they would be eager to switch gears.

Chair Shumway stated he was very encouraged by the discussion and came away from the meeting feeling good about the 501(c)(3).

## **NEW BUSINESS ITEMS**

### **1. Library Budget FY 2018/19**

Library Director Akel presented a staff report. She noted there was an increase in the budget of approximately \$60,000. This includes a new full-time professional position and an increase in \$10,000 for programming. The Friends will match this with another \$10,000. The materials line item would remain static. The expense for MARINet has increased by \$8,000. The budget also includes money to do some upgrades to the Children's Room. She noted she would become the Chair of MARINet Board in June. She discussed the reasons for the yearly increases in MARINet and stated the library could not provide the same services for less money.

M/s, Gunderson-Revell, and approved 5-0 to approve the Library Budget for Fiscal Year 2018/19.

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

Library Director Akel reported the Friends had their Open House on Saturday, April 28<sup>th</sup>. Chair Shumway stated there were some great books for sale. Library Director Akel stated the Friends were doing quite well and the membership campaign was successful.

## **FUTURE AGENDA ITEMS**

There was no discussion.

## **NEXT MEETING DATE**

Boardmember Gunderson stated he would not be at the June 11<sup>th</sup> meeting.

## **ADJOURN MEETING**

Chair Shumway adjourned the meeting at 7:35 p.m. He stated the next meeting would be held on June 11, 2018.

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