

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting - June 11th, 2018

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

ROLL CALL

Vice Chair Revell called the meeting to order at 7:00p.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, May 14th, 2018

M/s, Gunderson- Giacomini

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

Vice-Chair Revell reported on a conference call with Christine Dorhmann, a fundraising professional. The call was arranged by Larry Lanctot of the Library Foundation. Revell said he would also be attending the Library Foundation meeting on June 13th.

LIBRARY DIRECTOR'S ORAL REPORT

Library Director Akel reported that the library continues to be busy. FY 2017/2018 is in the closing stage and the library should come in on or close to budget. There are some items and expenditures that the library cannot control, mostly to do with benefits, city-wide shared administrative costs, etc., which made staying on budget difficult. The FY 2018/2019 budget was approved by the Council on June 6th. The library will have a \$60,000 increase which reflects a staff retirement adjustment and the addition of a new professional librarian.

The Library has 2 positions open and currently being advertised: Circulation Supervisor and a new FTE Librarian – Electronic Resources. It is anticipated that both will be filled in the next two months. However, as a result of some part-time staff departures,

coupled with 2 of the FTE having left, the library is short-staffed at this time and stretched to provide basic services.

Director Akel reported that the library has received a \$5,000 grant from the California State Library for the purchase of bilingual books for K-6 grade children. This is the second year in a row Larkspur has received this grant. This year's grant will be used to purchase more Spanish books as well as some Chinese. There has been an increase in Chinese speaking families coming to the library.

OLD BUSINESS ITEMS

1. Update on Library programming, including Summer Reading Program

Library Director Akel reported that the Summer Reading Program has begun and a good number of children are signing up already as well as some adults. The program is off to a good start. Teresa's visits to the local schools to talk about reading has paid off.

The increased attendance at all of the programs continues to put pressure on the staff and points out the inability of the current facilities to accommodate the demand. The number of Children's storytimes will be doubled as from July 1st. Children's performance events are attracting up to 90 per show. There is no doubt that more children are coming to the library for a range of activities.

Beginning this month there will be new programs, including TED Talks, family movie nights, and Science Saturdays.

The June/July program brochure is out – patrons like this recently added public service notification.

2. Planning for 4th of July Parade

Vice-Chair Revell confirmed that he will provide candy for the parade. The Board members discussed costumes. Boardmember Gunderson stated that his daughter may not be available to be "Larky" and a back-up person should be found. Michelle Melka will be the parade coordination person. The FOL members will be joining with the group and a couple of the Foundation members may also be there as well.

3. Update on the community working group.

Vice-Chair Revell reported on the conference call organized by Larry Lanctot which he said was informative for those who participated in the call. His big take-away was Dorhmann's advice that the 501©3 should be broader than existing, interested parties and be extended to key players in the community – such as real estate folk, developers, deep-pocket residents; those who could be in a position to make the project real. She also stated that there has to be some urgency to mover the project forward – why did

the City need a new library/learning center right now. In order for a capital campaign kick-off to take place next year, the group needed to act now. Vice-Chair Revell will attend the June 13th Library Foundation/Working Group meeting and update the Library Board at their next meeting.

NEW BUSINESS ITEMS

(1) Library hours, including reduced summer hours.

Library Director Akel stated that the library will be closed the week of July 4th and was also thinking of closing Saturdays from July 1st – August 22nd, resuming full Saturday services on September 2nd. The library was struggling to cover the current open hours as they are short-staffed with 2 professional vacancies and the part-time pool depleted. Part-time staff were leaving for a variety of reasons – ill health, pregnancy, graduations, retirement – plus, existing staff wanted to take family vacations. Filling vacant positions is difficult throughout the county at this time, the high cost of living makes it hard to attract people to work here, plus Larkspur salaries are low. She was confident that vacant positions will get filled but the process will take at least a couple of months. Cutting public hours was supported by Dan Schwarz, City Manager, as a good temporary solution. Director Akel wanted the Board's input.

The Board was opposed to a complete Saturday closure, even temporarily. People who worked and came to the library on Saturdays would be impacted and go elsewhere, such as Corte Madera, and they would not return. They also felt this was a “slippery slope”. Would this become permanent or lead to other cuts in the library funding and/or services? Director Akel assured them that this temporary and there had been no discussion or indication that this would be a repeated or permanent position. After a discussion the Board and Director Akel agreed that given the circumstances the library should be open for some Saturday hours (morning or afternoon) which would give patrons who cannot come on weekdays an opportunity to use the library. The Board said that perhaps volunteers can help staff the Saturday hours.

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

None

FUTURE AGENDA ITEMS

Vice-Chair Revell to report on June 13th Library Foundation community group meeting Report/ debriefing on the 4th July Parade
Report from the FOL on their activities

NEXT MEETING DATE

Vice Chair Revell set the next meeting date as July 9th,2018.

ADJOURN MEETING

Vice Chair Revell adjourned the meeting at 8:00 p.m

Respectfully submitted, Janice Akel
Library Director

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

Janice Akel, Library Director