

**LARKSPUR LIBRARY BOARD**  
**Minutes of Regular Meeting – January 14th, 2019**

**ROLL CALL:**

Chair Andy Revell, Jeannette Giacomini, Jeff Gunderson, Michelle Melka  
Staff: Library Director Janice Akel

**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, December 10th, 2018

M/s: Giacomini/Gunderson

**PUBLIC COMMENT:**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS:**

Chair, Andy Revell, reported on the memorial service held last week for Noel Shumway who passed away in October after a short illness. The Board said they missed Noel's extensive knowledge and calm presence.

**LIBRARY DIRECTOR'S ORAL REPORT:**

Library Director Akel reported that the library continues to thrive with increased activity on all fronts. FY 2018/2019 mid-year statistics are now in – programming is increasing faster than expected with over 155 programs for children and 50 programs for adults, with a combined attendance of close to 6,000, during this six- month period. Every indication is that last FY's terrific program attendance of 10,523 will be surpassed.

Children's services continue to grow. Saturday programs for children now include a regular feature with family storytimes and children's yoga/storytime. The Saturday Weekly Writer's Group has become a regular fixture. The Tamalpais Retirement Center, in addition to TED Talks and technical support classes, is starting a monthly book club run by Larkspur Library staff. Kanopy, a streaming

film service, is now publically available for both adults and children, and is paid for by the FOL.

Tech classes at the library (bi-weekly) continue on a steady growth path. Every indication is that patrons appreciate the one-on-one opportunity to improve their digital/electronic skills and consequently have greater access to all the services and resources the library offers.

More adult programs are in the works – e.g., HICAP Medicare counselling, Zentangles (focused memory) drawing classes, memoir writing.

Director Akel reported that her attention will now be more focused on getting a good program balance that supports the needs of the whole community.

The Friends of the Library continue to be a terrific support group. The group meets regularly with the library staff to identify needs and how they might best support the library. The FOL has agreed to purchase various devices – Kindles, Chromebooks, ipads – for teaching purposes.

The Director continues to assist the Task Force with their LLCC activities.

Copies of the January- March program brochure were distributed.

## **OLD BUSINESS ITEMS:**

### **1. Update on Zimmer Fund**

Library Director Akel stated that the Finance Director has reported two additional interest payments, bringing the Zimmer Trust Fund interest to approximately \$14,600 when added to the unspent balance in the account. The City Council will be asked to give its consent at the next meeting to spend this on carpet repairs and/or renovations in the Children's Room.

The Board asked where the Zimmer Fund was being invested and how is the Fund managed. Director Akel stated that the Finance Department handled this and she did not know. The Board said there should be more transparency and asked for more information and that this be made publically available.

### **2. Library Board of Trustees – Vacancy**

Library Director Akel reported that the City is taking applications for the Board's vacancy. Interviews will take place at the next Council Meeting and an appointment should be made in March. One candidate had applied thus far. She

would sit in on the interviews but would not take part or be involved in the appointment.

**3. Update on the 2050 Plan**

Board member Gunderson asked about the status of the 2050 Plan. The Board discussed this. They were concerned that nothing would happen or change for the library.

**NEW BUSINESS ITEMS:**

**1. Annual Letter to the Council.**

Chair Revell confirmed that he had signed and sent the Board's annual letter to the City Council.

**2. Mid-year budget review.**

Director Akel reported that at mid-year the library was close to budget target but she was concerned about two accounts - office supplies, and programming. She had asked for a \$2,000 increase for each of these accounts. The Office supply increase had been granted but the programming increase was declined. The FOL will pick up the additional programming charges for this FY and the program budget for next FY will need to be addressed in the upcoming months.

**3. Fines**

Director Akel stated that many public libraries across the country were abolishing fines. Items lost or damaged were still charged to patrons but that fines were no longer being enforced. Marin County libraries are well on the way to abolishing all fines, a number of local libraries are abolishing children's fines. The Board discussed and concluded that the Library Director and staff, who are directly involved with patrons, should make decisions about this.

**4. Saturday Staffing**

Director Akel informed the Board that with the number of programs now being held on Saturdays the library was busier. The question had come up as to whether non-FTE staff could be left to run the library on Saturdays and should a professional librarian always be present. The Board discussed the merits of this from both a service and liability point-of-view.

**5. Future Programming**

The Board discussed future programming and how to attract groups currently underserved – young adults, minority groups.

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

Joe Jennings, President of the LLCC, updated the Board on the status of the Task Force and outlined the plan of action going forward, in the months ahead. The Board congratulated him on the achievements his group had made so far.

### **FUTURE AGENDA ITEMS**

Update on the Zimmer fund – Director Akel  
Updates from FOL, Foundation and LLCC  
Update on budget issues

### **NEXT MEETING DATE**

Chair Revell set the next meeting date as February 11th, 2019.

### **ADJOURN MEETING**

Chair Revell adjourned the meeting at 7:45 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.

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Janice Akel, Library Director