

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- February 28, 2022
Via Zoom due to COVID-19

Roll Call: Present: Vice Chair, Amir Movafaghi, Armelle Futterman,
Jeff Gunderson, and Andy Revell

Absent: Chair, Jonathan Shambroom

Staff: Community Services Director Franklin Escobedo
Assistant Community Services Director, Nick Stone

Guests: Barbara Friday, President of the Friends of the Larkspur
Library, Joe Jennings, President of the Commons
Foundation.

ROLL CALL

Vice Chair Movafaghi called the meeting to order at 6:19 p.m.

APPROVAL OF CONSENT CALENDAR

The Community Services Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code

Approval of Minutes: Regular Meeting, January 10, 2022.

A. Revell moved to approve. A. Futterman, seconded. Motion passed.

PUBLIC COMMENT

There were no public comments.

BOARDMEMBER REPORTS AND COMMENTS

J. Gunderson expressed his positive feelings for the Foundations work with the development of the new brochure for the fundraising.

LIBRARY DIRECTOR'S ORAL REPORT

- Community Services Department has been restructured.
- Nick Stone has been promoted Assistant Community Services Director.
- Circulation Supervisor and been changed to Access Services Librarian, Jessica Brandi has been promoted to the Access Services Librarian.
- Recruitment for the vacant Librarian I position set to be posted.

- Vacant Library Assistant position converted to a Community Services Assistant to work in both divisions, onboarding of a the new staff member is in process.
- A new library aide has been recruited and will start next week.
- Director Escobedo is working with the Public Works Director Julian Skinner on the state grant for the new library.
- RFID Project update, MARINet has sent the workers from Back Stage to come and help with the conversion. However, they may not complete converting the full collection and once their target is they would be leaving. The remainder of collection not converted would be left to Larkspur staff to finish.
- RFID Equipment is still delayed, no word on when shipment is arriving.
- The HoldIT Locker is up and running correctly and we have people have begun using it.
- Working with MARINet to find total number of patrons issued library cards from Larkspur Library.
- Staff has been sharing The Commons Foundations flyer for the fundraising campaign.
- Director Escobedo will be attending Management Academy which is a six-month program.

OLD BUSINESS ITEMS

1. Update on Library Activities and Programs

- **February Statistics and Programming**
 - Programming stats for January were not recorded correctly
 - E-book collection is still really popular but there is the question of sustainability of the MARINet Collection.
 - MARINet. NorthNet.and Pacific Library Partnership is working to share e-book collections.

2. Digital Services Strategy Update

- Director Escobedo reported the wishlist needs to be updated and will open the discussion up at the next meeting.

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

- B. Friday, reported that the Friends of the Library was working on their annual membership campaign. The Touch a Truck event is finally going to happen.
- J. Jennings reported for The Commons Foundation will be helping with marketing and advertising for the Touch a Truck event. The 3800 households received

direct mailing from The Commons but some parts of the community are not receiving communications.

- No report was sent by the Larkspur Library Foundation.

NEW BUSINESS ITEMS

None.

FUTURE AGENDA ITEMS

Priority of Stats and goals
Update of the Digital Wish List

ADJOURN MEETING

The next meeting will be held on March 14, 2022.

Vice Chair Movafaghi adjourned the meeting at 7:27 p.m. on Monday, February 28, 2022.

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

Franklin Escobedo

Franklin Escobedo, Community Services Director