

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- January 10, 2022  
Via Zoom due to COVID-19

Roll Call: Present: Chair Jeff Gunderson, Amir Movafaghi,  
Andy Revell, Jonathan Shambroom,  
Absent: Armelle Futterman  
Staff: Community Services Director Franklin Escobedo

**ROLL CALL**

Chair Gunderson called the meeting to order at 6:20 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, December 13, 2021.

M/s, Revell/Shambroom, and approved 3-0-2 (Futterman, Movafaghi absent) to approve the Consent Calendar as submitted.

Board member Movagahi arrived at the meeting.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

There were no reports or comments.

**LIBRARY DIRECTOR'S ORAL REPORT**

Community Services Director Escobedo reported the Library was down one full-time staff member leaving the Library with three. A Library staff member was recently diagnosed with COVID and the Library shut down for several hours so staff could get tested. Everyone tested negative. He was concerned that the Library might need to close down if someone else got sick- they are very short-staffed. He is thinking about cancelling the February Chinese New Year's Event. The Town Council continues to utilize zoom meetings and does not plan to do in-person meetings for several months.

Recruitment for a Circulation Supervisor and a Community Services Assistant continues. He is asking the Council to change the Circulation Supervisor position to a Librarian so they can have three on board. He is trying to re-shape the Library staff to make it more nimble. In addition, MARINet requires that a Librarian be in-house at all times. He is working on the budget and he will be asking for an increase in staffing. Staff is working on the locker and looking forward to activating it.

## **OLD BUSINESS ITEMS**

### **1. Update on Library Activities and Programs**

- **December Statistics and January Programming**

Community Services Director Escobedo gave a staff report. He has a call in to MARINet to get help with the December statistics. He will present this information next month. Light programming is occurring with the resumption of Story Time. Garden Talks sponsored by the Master Gardeners will start next month.

Board member Shambroom asked where the Web Telescope event could be viewed. Community Services Director Escobedo stated it was on the City YouTube Channel.

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

Mr. Joe Jennings, President of the Commons Foundation, gave a status report. The Marin Independent Journal sponsored an advertisement announcing the matching grant programs. Several significant donations were recently made including \$100,000 from the Larkspur Library Foundation. They are trying to maximize capital for the February grant. They ended the year at \$2.48 million of cash and pledges.

Chair Gunderson asked if there is a deadline and total amount needed for the February California State Grant. Community Services Director Escobedo stated he is having trouble getting information on a date. Mr. Jennings stated their goal is to break through the \$3 million ceiling with cash and pledges in the \$3 to \$4 million range.

Board member Revell asked if matches would be made on multi-year pledges. Mr. Jennings stated "yes".

Community Services Director Escobedo stated there was no report from the Friends or the Library Foundation.

### **2. Digital Services Strategy Update**

- **Wishlist**

Community Services Director Escobedo stated there was no report.

### **3. Annual Letter from Chair to Council**

Chair Gunderson asked for input.

Board member Shambroom suggested adding some of the matching grant information. Community Services Director Escobedo noted the letter applied to last year's activities.

Community Services Director Escobedo stated he would send this off to the Town Council.

### **NEW BUSINESS ITEMS**

#### **1. Election of Library Board Officers**

M/s, Gunderson/Revell, and approved 4-0-1 (Futterman absent) to elect Board member Shambroom as Chair.

M/s, Shambroom/Gunderson, and approved 4-0-1 (Futterman absent) to elect Board member Movafaghi as Vice Chair.

### **FUTURE AGENDA ITEMS**

Chair Gunderson would like the following on an upcoming agenda: 1) Planning for Spring Programs; 2) Presentation/Report from the Library Foundation.

### **ADJOURN MEETING**

Chair Gunderson adjourned the meeting at 6:50 p.m. The next meeting will be held on February 28, 2022.

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.

*Franklin Escobedo*

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Franklin Escobedo, Community Services Director