



**Minutes**  
**LARKSPUR LIBRARY BOARD**  
**June 14, 2021**



**ROLL CALL:**

**Roll Call:** Chair: Jeff Gunderson; Andy Revell; Michelle Melka; Jonathan Shambroom;

**Absent:** Armelle Futterman

**Staff:** Franklin Escobedo, Community Services Director

**Guest:** Jeanne Friedel, The Commons Foundation, Barbara Friday, The Friends of the Library.

*Meeting was called to order at 6:15 p.m. on Monday, June 14, 2021.*

**APPROVAL OF CONSENT CALENDAR**

*Trustee Revell made motion to approve the consent calendar. M. Melka seconded. Motion passed.*

**PUBLIC COMMENT:**

*No public comment.*

**BOARD MEMBERS REPORTS AND COMMENTS:**

*No comments.*

**LIBRARY DIRECTOR'S ORAL REPORT:**

**OLD BUSINESS ITEMS:**

1. Update on library activities and programs – Community Services Director, Franklin Escobedo
  - Library reopened in May.
  - Circulation is up 6%
  - Only locked to the door twice due to capacity limit.
  - The Friends of the Library received book donations from the Copperfield's that will be given away as part of Summer Reading Prizes.
2. Digital Services Strategy Update – Community Services Director, Franklin Escobedo
  - Wishlist

3. Library Reopening Update – Community Services Director, Franklin Escobedo

- In the process of onboarding a new staff member.
- In person programming is still on hold until everyone can be vaccinated.
- Still public confusion about open and curbside hours.

**NEW BUSINESS ITEMS:**

1. Library Behavior Policy Update – Community Services Director, Franklin Escobedo
  - Updated policy to plug holes in the policy.
  - Defining services animals.
  - Including language and examples of unacceptable behavior.
  - Included procedures for dealing with unattended children left at the library after hours.

*J. Gunderson made a motion to approve the changes. J. Shambroom seconded. Motion passed.*

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

- J. Friedel reported that the new sign has been installed at the Rose Lane site, a thermometer with fundraising, 1.3 million has been raised so far. The Commons have been having small group meeting with potential donors and they have been going well. They will be meeting the Rose Lane HOAs at the end of the month.
- B. Friday will be on summer hiatus. The Friends had their first face to face meeting at DJs. The little free library's at the local laundry mats are doing very well.
- F. Escobedo gave an update from the Larkspur Library Foundation is working on updating their website and awaiting the arrival of the locker system.

**FUTURE AGENDA ITEMS:**

- Updates from Library Support Groups.
- User Agreement for the Laptops.

**NEXT MEETING DATE:**

Monday, July 12, 2021.

**ADJOURN MEETING**

*M. Melka made a motion to adjourn. A. Revell seconded. Motion passed.*

Meeting was adjourned at 7:18 p.m. on Monday, June 14, 2021.

Respectfully submitted,  
Franklin Escobedo,  
Community Services Director

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

*Franklin Escobedo*

Franklin Escobedo, Community Services Director