



LARKSPUR LIBRARY BOARD
Minutes of Regular
Board Meeting
October 20, 2020



ROLL CALL:

Present: Michelle Melka; Jeff Gunderson; Jonathan Shambroom; Armelle Futterman

Absent: Andy Revell

City Staff: Franklin Escobedo, Community Services Director

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

Meeting Called to Order at 6:18 am October 20, 2020

APPROVAL OF CONSENT CALENDAR

A.Futterman moved to approve the consent calendar. M. Melka seconded. Motion passed.

PUBLIC COMMENT: No public comment.

BOARD MEMBERS REPORTS AND COMMENTS:

LIBRARY DIRECTOR'S ORAL REPORT:

OLD BUSINESS ITEMS:

1. Update on library activities and programs – Community Services Director, Franklin Escobedo
 - Reported circulation was done but new material has begun to be added.
 - Usage of the new databases is being collected.
 - City approved the purchase HoldIT Locker and the process for this is moving forward.
 - The Larkspur Library is still not ready to reopen to the public and the library was still waiting for safety

2. Digital Services Strategy Update – Community Services Director, Franklin Escobedo

J. Shambroom moved that Status Reports from Library Support Groups be moved up in the Agenda. A. Futterman seconded. Motion Passed.

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

- J. Jennings reporting from the Commons Foundation shared the success of the capital campaign and the grants given to the library. The City and the Commons will be signing and letter of intent to help with the fundraising for a new building. Mr. Jennings also announced that he would be leaving the Commons and moving to Seattle.
- B. Friday the Friends of the Library sent out postcards advertising Curbside Services went out to Friends members. Working with the Commons Foundation the Friends are sending a joint donation letter for the second year of the Season of Giving.
- F. Escobedo reported for the Larkspur Library Foundation also sent out donation letters and reported on getting a good return on the letters.

NEW BUSINESS ITEMS:

1. Mid-Year Budget Review - Community Services Director, Franklin Escobedo
 - The City finances are holding steady.
 - Reviewed the current spending in the Library's budget.
2. Laptop & Hotspot Policy Review – Community Services Director, Franklin Escobedo
 - Reviewed the draft policies and discussed ways to adjust and market the items.
3. Library Board of Trustees Meeting Schedule – Community Services Director, Franklin Escobedo

J. Shambroom moved to adopt the new Library Board of Trustees Meeting schedule.

A. Futterman seconded. Motion passed.

FUTURE AGENDA ITEMS:

Board will recommend future agenda items and establish next meeting date

NEXT MEETING DATE:

Next board meeting will be on Wednesday, December 9, 2020 at 6:15 p.m.

ADJOURN MEETING

Meeting Adjourned at 7:45 p.m. on October 20, 2020.

Respectfully submitted,
Franklin Escobedo, Community
Services Director

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