

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

Roll Call: Present: Chair Jonathan Shambroom, Armelle Futterman,
Amir Movafaghi, Andy Revell

Absent: Jeff Gunderson

Staff: Community Services Director Franklin Escobedo

ROLL CALL

Chair Shambroom called the meeting to order at 6:15 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, August 8, 2022

M/s, Revell/Futterman, and approved 4-0 (Gunderson absent) to approve the Consent Calendar as submitted.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no comments.

LIBRARY DIRECTOR'S ORAL REPORT

Community Services Director Escobedo reported the City received the \$5.2 million grant from the State. He is waiting for the written guidelines from the State that will delineate how the money can and cannot be used and the deadline to spend the money. This is a design/build process with the Request for Qualifications (RFQ) and Request for Proposals (RFP) going out soon. Many of the prior studies, including the traffic study, will be utilized and will not need to be repeated. One of the Librarians took a position with the Bel/Tib Library so the department is short staffed. He is reaching out to prior candidates. The locker is working very well. The very successful "Read to a Dog" Program has started up and staff is working on starting up the in-door programs.

OLD BUSINESS ITEMS

1. Update on Library Activities and Program

Community Services Director Escobedo reported on the following: 1) Magic Show in the Park; 2) Story Telling; 3) Fire Smart Garden Talk; 4) Book Clubs; 5) Teen Advisory Board; 6) State Reports; 7) Open Five Days a Week! He answered a question about the teen recruitment.

2. Digital Services Strategy Update

- Wish list

Community Services Director Escobedo reported there is nothing new to report but he continues to work on this issue. He needs to review some statistics.

NEW BUSINESS ITEMS

1. The Commons Foundation Art Contest and Update

Mr. Joe Jennings, President of the Commons Foundation, reported the recent Council meeting was very positive and the “stars have aligned” for getting a new Library. The Council seems to be on board and there is increasing community support. The Commons Foundation has under \$300,000 left to raise of the \$5 million target. They are on track to do that. They have launched a community program called “Why I Love Libraries” that would serve as a vehicle into schools and children’s art programs. He gave a PowerPoint presentation and discussed the contest.

Chair Shambroom asked if any artwork has been submitted for the contest. Community Services Director Escobedo stated he would find out.

Mr. Jennings reported on the RFP and design/build process for the 6,845 square foot new Library. The Council will be taking actions in the next several months to move the project along. The goal of the Foundation is to maximize the cash and pledges on hand so it could be included in the totals for the RFP.

Board member Revell stated there is a lot of information on the City Website. Mr. Jennings agreed and stated they have increased their social media presence.

The Board thanked Mr. Jennings and the Commons Foundation for its incredible work.

2. Community Services Department Strategic Plan Workshop II

Community Services Director Escobedo gave a staff report. He reported staff plans to create a Mission Statement for the Community Services Department with the help of the

Board. He noted the Mission Statement sent to him by Board member Movafaghi is a great starting point. He recommended more discussion on this and the formation of some focus groups. He wants to start work on the Needs Assessment.

Board member Movafaghi stated part of the discussion needs to be how they want to serve in the community and priorities. The new building is a gift and a unique opportunity to unite the Library and Recreation Departments into one body.

Board member Futterman stated a Mission Statement should discuss what it is they want to achieve for the community and what place they want to hold in the community. She suggested looking at other Mission Statements from other libraries.

Board member Futterman asked who would participate in the focus groups. Community Services Director Escobedo stated it would consist of community members. Board member Futterman asked about surveying door-to-door since people do not return surveys.

Board member Revell suggested setting up a table on the sidewalk to talk to people and get feedback. He read the Mission Statements from the Bel/Tib Library and the San Rafael Library.

Ms. Barbara Friday, President of the Friends, supported the idea of a focus group that is led by an independent person who asks a broad range of questions.

Chair Shambroom supported the idea of a focus group and a more informal survey.

Chair Shambroom stated the Board should send comments to Community Services Director Escobedo.

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

Ms. Barbara Friday, President of the Friends, reported former Library Board member Michelle Melka says "Hello". The Friends are getting back to normal and had a meeting last week that included cake! They published the quarterly newsletter titled "Among Friends". Scheduled fall projects include the "Season of Giving" and the "Holiday Tea" at Book Passage on Saturday, December 3rd at noon. There are several new members of the Friends of the Library.

Community Services Director Escobedo stated there is no report from the Library Foundation but they did meet in September.

FUTURE AGENDA ITEMS

Board member Futterman asked if the Council Liaison to the Library Board could attend an upcoming meeting.

Board member Movafaghi asked if the Board could discuss the possibility of volunteer positions in the Library given the staffing situation.

NEXT MEETING DATE

The Board will meet on Monday, December 12, 2022.

ADJOURN MEETING

Chair Shambroom adjourned the meeting at 7:30 p.m.

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.

Nick Stone

Franklin Escobedo, Community Services Director