

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- January 9, 2023
Via Zoom due to COVID-19

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

Staff: Interim Community Services Director Nick Stone
City Manager Dan Schwarz

ROLL CALL

Chair Shambroom called the meeting to order at 6:15 p.m.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no comments.

DIRECTOR'S ORAL REPORT

Interim Director Stone reported the Commons Foundation Art Contest was very successful and included a well-attended Awards Ceremony. Staff is planning to start up the Book Club meeting at the Tamalpais Retirement Center in February.

City Manager Schwarz stated the Governor's State of Emergency Order will be lifted on February 28th. The Board will need to make a decision on how to conduct its business starting in March. The options are an all-Zoom meeting with publishing and accessibility requirements or resume meeting in-person. The City Attorney will be sending out a memo explaining the new requirements.

BUSINESS ITEMS

1. Staffing Update

City Manager Schwarz presented a report. The Library is in a bit of transition with Recreation Supervisor Stone serving as the Interim Community Services Director. A part-time librarian has been brought in on a more regular basis. This is working well. He, along with Interim Director Stone, will be making operational assessments. He is excited to announce they are very close to hiring a Librarian to fill the third vacancy. The big issue is the vacancy in the management position. He will be bringing

stakeholders, including the Board, into the process. He does not yet have a timetable for recruitment but it will be a four to six month process in total. He, along with Interim Director Stone, answered questions regarding how the Library will be represented during the transition; the contact person with respect to the grant; the job description; how to keep the energy level going; status of the Strategic Plan; Library staffing levels.

Board member Futterman stated it would be helpful if the Council Liaison to the Library Board could attend more meetings. City Manager Schwarz stated the Council would be reviewing Council assignments at its next meeting.

Chair Shambroom stated the Board would be available for any help that the City staff might need.

2. The Commons Project Update

City Manager Schwarz presented a report. The City has retained a project management team and construction manager. The team has experience with Larkspur and designed the Central Marin Police Authority Building in Piper Park. They will help in the solicitation of architects and construction development teams. Staff plans to send out a Request for Qualifications (RFQ) in early February. The team will rank the submittals and select finalists who would submit development proposals. He anticipates receiving eight to ten based on past experience. The Council has decided on a “campus” with a Library and City offices. Meeting space and programming space will be a top demand. The development team would interview stakeholders. There will not be a huge public process for the design/plans since there is so much information already available. The grant also poses some time constraints. The Council and Commons Foundation are discussing how they would work together. Staff is also engaging the residents of Rose Lane and the Homeowner’s Association to work on concerns. He answered questions from the Board regarding plans on how to keep the community in the loop; posting on the Larkspur Library Website; the use of social media.

The Board thanked City Manager Schwarz for his report.

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

Ms. Barbara Friday, President of the Friends, stated it has been a pleasure to work with Interim Director Stone. December was a very busy month! There were 100 patrons in attendance at the Book Passage Tea on December 3rd. They also had a good turnout at the Solstice Coffee and Cookie Event and a successful Season of Giving which raised over \$13,000. There were several events in December honoring Mr. Joe Jennings, the President of the Commons Foundation. The most recent edition of Among Friends, the online newsletter, was recently released. They are planning on a membership drive around Valentine’s Day and Touch Trucks in May. The carpets in the Library are getting cleaned in January!

The Board thanked Ms. Friday and all of the Friends for all their efforts.

Interim Director Stone stated there was no one from the Commons Foundation in attendance.

FUTURE AGENDA ITEMS

Board member Futterman stated they need to decide on the meeting format for March. She stated it is important that representatives from the support groups attend all meetings as well as the Council liaison. She asked if the Library Board meeting days and times could be posted in the Library.

Board member Movafaghi asked if future meetings could start at 5:00 p.m. It was the consensus of the Board to meet at 6:00 p.m. instead of 6:15 p.m.

NEXT MEETING DATE

The Board will meet on Monday, February 13, 2023.at 6:00 p.m. in the Council Chambers.

ADJOURN MEETING

Chair Shambroom adjourned the meeting at 7:25 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

Nick Stone, Interim Community Services Director