

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- February 13, 2023  
Via Zoom due to COVID-19

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

Absent: Armelle Futterman

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

## **ROLL CALL**

Chair Shambroom called the meeting to order at 6:00 p.m.

## **APPROVAL OF CONSENT CALENDAR**

Approve minutes of October 10, 2022 and January 9, 2023

M/s, Revell/Movafaghi, and approved 4-0 (Futterman absent) to approve the minutes of October 10, 2022 and January 9, 2023 as submitted.

## **PUBLIC COMMENT**

There were no comments.

## **BOARDMEMBER REPORTS AND COMMENTS**

There were no comments.

## **DIRECTOR'S ORAL REPORT**

Interim Director Stone reported Ms. Ann Soler started last week as a full-time Librarian- she is a great fit! This new hire will be a great help in terms of coverage in the Library. Staff had a programming meeting and is planning for the summer. They are looking forward to offering in-person programs. He acknowledged that the new Library Director will want to give some input on programming.

## **BUSINESS ITEMS**

1. Library Director Recruitment Update
- 2.

City Manager Schwarz presented a report. He stated he would be asking the City to turn the Community Services Department back into two departments- the Library Department and the Parks and Recreation Department. The formation of one department allowed staff to capture a lot of internal efficiencies but external relationships were challenging. An entry-level Community Services Assistant will be hired and cross-trained to work in both departments. Recruitment will begin soon and it will be from four to six months from launch to hire. He noted the promise of a new Library/Community Center will certainly elicit a lot of interest. The new Director will be asked to prepare a Three to Five Year Plan along with a staffing model. He answered questions from the Board regarding the upcoming budget; the increase in staffing costs due to the new facility; current and future staffing levels; a job description for the Library Director position.

Chair Shambroom opened the meeting to public comments.

Ms. Barbara Friday had a question about the process for looking for a new Library Director.

Chair Shambroom closed the meeting to public comments.

## 2. Library and Community Center Update

City Manager Schwarz presented a report. On March 1<sup>st</sup> the Council will be discussing whether or not they want to build a campus that includes the Library and City Offices or just a Library. Staff will then go out to the development community with a request for a development plan. Building one complex, including City offices, has been approved by the State Library. Engineers and architects on the project team are excited about the idea of one building which would allow for more square footage in the public spaces. He is in favor of increasing the number and amount of programming spaces. Flexibility will be the key. The other item on the Council agenda is a study of the City offices. The State Grant requires separate accounting from day one. Working with the State Library Office with respect to the Grant has been quite easy. He reported the City hired a company to delineate the utility lines with chalk/paint at the Rose Lane site. The Board will ultimately interface with the development team. There will be a presentation from three architectural firms on a Saturday in July. No decision will be made that day. The public is encouraged to attend.

Chair Shambroom opened the meeting to public comments.

There were no comments.

Chair Shambroom closed the meeting to public comments.

Board member Gunderson stated he is very encouraged by the update.

The Board thanked City Manager Schwarz for his reports.

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

Ms. Barbara Friday, President of the Friends, mentioned that Ms. Diane Pike, Vice-President was also in attendance. She reported the Library has new tables and chair and it looks great! She stated they are planning several upcoming events including "Touch Trucks" on Sunday, May 7<sup>th</sup>. She asked for volunteers to help plan the event and to assist on the day of the event. They have kick off the Annual Membership Drive for 2023. She sent a "Thank You" letter to those who contributed during the Season of Giving". They are well positioned to hold some terrific events this year. Ms. Pike stated they are always looking for volunteers for their events.

There was no report from the Commons Foundation or the Library Foundation.

### **FUTURE AGENDA ITEMS**

Board member Movafaghi stated they need to start preparing the Annual Letter to the City Council.

Board member Revell stated he loved the "Touch Trucks" event and offered to volunteer. He noted they Board has been trying to figure out a way to reach all the age groups in Larkspur, in particular teens. City Manager Schwarz noted they should be targeting the "tweens" (12 to 14 years old) since they are the bigger audience. He discussed the synergy between senior and tweens/teens.

### **NEXT MEETING DATE**

The Board will meet on Monday, March 13, 2023 at 6:00 p.m.

### **ADJOURN MEETING**

Chair Shambroom adjourned the meeting at 6:58 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*

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Nick Stone, Interim Community Services Director