

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- February 13th, 2017

Roll Call: Present: Chair Jeannette Giacomini, Joan Foley,
Jeff Gunderson, Michele Melka, Noel Shumway

Staff: Library Director Akel
Council Liaison Catherine Way

Chair Giacomini called the meeting to order at 6:19 p.m.

APPROVAL OF CONSENT CALENDAR

The Library Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code

Approval of Minutes as Submitted: Regular Meeting, January 9, 2017

M/s, Shumway-Foley, and approved 5-0 to approve the Consent Calendar as submitted.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

LIBRARY DIRECTORS' ORAL REPORT

Library Director Akel reported on the mid-year financials and noted the department was at 48%- they were pretty much on track. Apart from staffing costs, the largest expenditures are for MARINet and Marin IT. MARINet costs will go up 1% next fiscal year. The department also received \$10,000 from the Library Foundation and \$16,500 from the Friends of the Library. There were challenges with respect to staffing and one of her goals is to maintain an appropriate staffing level. Last week the Friends donated \$2,276 and she purchased an Ipad, a laptop, a printer, a Kindle, a Nook, and a TV monitor. This equipment will help the library staff do a lot more teaching and instructional work. She asked for suggestions on where to place the TV monitor- it can be used for advertising programming and other programs which are going on in the library. The City Council also gave the library an additional \$11,200 for deferred maintenance items, including a second book drop. Boardmember Foley asked where the book drop would be located. Library Director Akel stated it would be placed next to the existing one. She stated they are also installing a baby changing station in the rest

room. Marie was very happy to hear that! Akel plans to review the Children's Library staffing levels and the services that are provided. They added a program last Friday called "Baby Story Time" and 20 people attended. Staffing the Adult Programs is also a bit of a struggle. Staff needs to do an assessment of the expectations of the community in terms of programming and how these will be funded. Staff went to the Tamalpais Retirement Center and spent some time with their book club. It was a very good meeting- they are a wonderful part of the community. Staff plans to hold some presentations and some instructional classes at the Tamalpais. The author of 13 Reasons Why will be at the Hall Middle School Gymnasium on April 5th starting at 2:30 p.m. to discuss his book. This year is the 50th Anniversary of the "Summer of Love" and they plan to book a number of fun events. She would like to partner with the Lark Theater and show some movies. She reported on a recent incident with an unruly patron- she has a trespass notice against him and is talking to the City Manager about filing for a restraining order. She reported the MARINet system was down for five days and went back on-line just hours ago. She was concerned that they had no back-up plan. Chair Gunderson asked if the problem was through MARINet or Innovative. Library Director Akel stated the problem was with MARINet. Boardmember Foley asked if they have figured out what happened. Library Director Akel stated "not yet". She reported the donation from the Zimmer Trust has been deposited into an account.

Boardmember Foley asked about the plans for community outreach and staffing for additional programs. Library Director Akel stated the new programs for The Tamalpais would not require staffing- they could download a talk on a USB and take it up there for them to run. In addition, none of those talks last more than a half-hour. A staff member is making a delivery of books on a monthly basis and they could incorporate some type of program with this activity. To provide anything more extensive would require additional funding from the City. Boardmember Gunderson stated it was very wise to have a presence at the Tamalpais- it could benefit future fundraising efforts.

OLD BUSINESS ITEMS

1. Update on Joint Special Meeting with Library Board of Trustees, Recreation Commission, Library Foundation and Friends of the Library, Director of Parks and Recreation, and the Library Director to be held on March 7, 2017 at the CMPA.

Chair Giacomini stated the new date for this meeting is March 7th and the new location would be the Council Chambers.

2. Discussion on agenda for the Joint Special Meeting on March 7th

Boardmember Foley stated it was very important for these groups to come up with some common ground, such as the footprint of the building, programming, etc. They need to emphasize these agreed upon issues and not backtrack as was done in the past.

Boardmember Gunderson stated they also need to discuss the issues of contention in the community that need to get resolved. This was lacking in the last series of discussions. They also need to talk about funding, construction, maintenance, and on-going operations.

Library Director Akel asked if the Board was open to discussing alternatives. Boardmember Foley stated she wanted to continue with the concept of a new library on the Rose Garden property. The idea of moving into the Fire Station, which has been brought up, is not realistic. The Board agreed.

Boardmember Shumway stated he looked forward to meeting with the Parks and Recreation Commission but the new facility will be, for the most part, a library with community rooms that will be shared with the Recreation Department. The Library Board needs to take the lead. Boardmember Foley agreed but they need to get everyone on board and get as much support as they can. They also need to have a strong consensus.

Boardmember Foley asked if they want to get into the specifics of the plan, such as logistics, the size of the parking lot, the footprint, etc. Boardmember Shumway and Gunderson stated “no, not yet”.

Council Liaison Way stated the Recreation Department and Commission are very supportive of the new facility and understand that it will not be used for active but rather passive “recreational” uses. The plan is to do cross programming and share those common spaces. She agreed that it is much more of a library building with community spaces. The Library Board and the Parks and Recreation Commission, both appointed by the City Council, should be driving the discussion. They do have allies in the Friends and the Foundation. The Board has come up with points of agreement including: 1) This will be a hybrid building- library/community use; 2) The Rose Garden property is the appropriate site; 3) They do recognize the past work that has been done by the former Library Director and the Recreation Director; 4) They have creative programmatic expansion ideas that can be implemented with an expanded space; 5) The current library cannot service the disabled.

Library Director Akel stated she met with the Marin County Library Director and discussed how to work together, compliment each other, etc. She stated they need to be mindful of other resources and realize they are not in a vacuum. Council Liaison Way noted the library’s service area includes the entire lower Ross Valley.

NEW BUSINESS ITEMS

1. Presentation of Library Board’s 2016 Annual Letter to the City Council

Boardmember Foley stated the letter should be read at one of the March Council meetings. Boardmember Shumway stated he would read the letter at the March 1st

meeting.

2. Discussion on the status of the LLCC project as outlined at the City Council meeting on January 18, 2017

Boardmember Foley stated she attended the January 18th meeting and was optimistic about the Council's discussion. The Council wants this to be a reenergized process and plans to keep the matter on the agenda.

Council Liaison Way stated the intent of the Council is to get everyone up to speed since the process stalled out a year ago. She reported Mayor Haroff and Councilmember Morrison are the Council representatives to the LLCC Committee.

STATUS REPORTS:

1. Reports from the Library's Support Groups (Friends, Foundation)

Mr. Jim Sheller, President of the Friends, stated they had their annual meeting last Saturday. They plan to include the upcoming "Summer of Love" festivities in the Newsletter. The Newsletter will also include a summary of what is going on, how donations were used, and what to look forward to. They are looking for more members. He stated their philosophy is to support what is going on, enhance anything new, and keep a high profile. Library Director Akel stated it was a very good meeting and they talked about other ways to raise money.

FUTURE AGENDA ITEMS

Chair Giacomini stated the following items would be on the next agenda: 1) Discussion of Library/Community Center process; 2) Recruitment of library volunteers and how they would be used.

NEXT MEETING DATE

Chair Giacomini stated the next meeting would be held on Monday, March 13, 2017.

ADJOURNMENT

Chair Giacomini adjourned the meeting at 7:32 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.

Janice Akel, Library Director