

LARKSPUR LIBRARY BOARD
Minutes of Special Meeting- October 24, 2016

Roll Call: Present: Chair Joan Foley, Jeanette Giacomini (arrived 6:18),
Jeff Gunderson, Noel Shumway

Absent: Michele Melka

Staff: Library Director Janice Akel
Interim Library Director Dick Whitley
Interim Library Director Brenda Brown
City Council Liaison Catherine Way

Chair Foley called the meeting to order at 6:17 p.m.

APPROVAL OF CONSENT CALENDAR

The Interim 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, September 12, 2016

M/s, Shumway-Gunderson and approved 3-0-2 (Melka, Giacomini absent) to approve the Consent Calendar as submitted.

PUBLIC COMMENT

Mr. Jim Scheller, member of the Friends of the Library, encouraged everyone to attend the annual "Book Talk and Tea" at Book Passage on Saturday, November 5th, from 2:00 p.m. to 4:00 p.m. It is a fundraising event for the Larkspur Library. The \$20 donation could be paid in advance or at the door. Mr. Scheller distributed a flyer. Boardmember Gunderson stated this is a well-attended event. Library Director Akel stated patrons are signing up for the event in the Library.

Boardmember Giacomini arrived at the meeting.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

INTERIM LIBRARY DIRECTORS' ORAL REPORT

Interim Director Whitley reported the plaque dedication for former Library Director

Frances Gordon was a wonderful event and very well attended. Mr. Mark Archer was very moved by the number of people in attendance- a testament to how much Ms. Gordon was loved by the community.

OLD BUSINESS ITEMS

1. New Library Director Introduction

Interim Library Director Whitley introduced newly hired Library Director Akel. The Board welcomed Library Director Akel. Library Director Akel stated she loves working with the public and looked forward to working with the Board.

2. Patron Conduct Policy Update

Interim Library Director Brown stated the Patron Policy was approved by the City Manager and the Town Attorney. The policy will be posted to the Library Website. Library Director Akel stated she has posted the policy in several discrete locations in the library. She stated she attended a MARINet meeting last week and noted they were trying to make these types of policies uniform throughout Marin. She presented a copy of Larkspur's Patron Conduct Policy at the MARINet meeting and it was well received. Chair Foley asked if other librarians had brought up concerns that Larkspur Library employees had not thought of. Library Director Akel stated "yes". She noted most of the libraries share the same patrons and similar problems. Chair Foley stated it was probably a matter of scale in terms of the problems or issues. Library Director Akel agreed and stated issues include computer use, unruly behavior, etc. She stated she would start bringing these policies to the Board to review.

3. Discussion of Library Front Door opener

Library Director Akel reported this project is on track but progress is slow. She received approval from the Friends and the Foundation who would be making donations totaling \$3,830. There will be two bars- one inside the library and one outside the library, both on flat walls. They will be unobtrusive and staff would control the timing (one minute, etc.) to allow for strollers, patrons with canes, etc. She is hoping it would be installed next week. She gave the contractor strict instructions to not touch the beautiful door or glass windows- no boring holes, etc. Interim Library Director Brown noted the controls were wireless.

Chair Foley asked how long the installation would take. Library Director Akel stated they plan to start at 6:00 a.m. and finish at around 10:00 a.m. when the library opens.

NEW BUSINESS ITEMS

1. Discussion/edit of Boardmember Gunderson's Larkspur Library/Community Center Draft Letter

Chair Foley asked for comments on the letter drafted by Boardmember Gunderson.

Boardmember Shumway and Interim Library Director Whitley suggested several minor edits. Boardmember Gunderson stated he would incorporate the changes.

Chair Foley stated the Foundation, the Friends, and the Recreation Commission should receive a copy of the letter. Council Liaison Way asked the Board to also send a copy of the letter to the City Manager. Interim Library Director Whitley asked Boardmember Gunderson to send him the final copy and he will distribute it to the various groups as a hard copy and an email.

Chair Foley reiterated the need to meet soon with the Foundation. Interim Library Director Whitley stated he received an email from Boardmember Melka who indicated she was going to meet with Mr. Larry Lanctot, President of the Foundation. Boardmember Shumway stated he spoke at length with President Lanctot several days ago. He is not sure about the date of the next Foundation meeting. Library Director Akel stated she thought the next meeting was scheduled for December 14th.

2. Zimmer Trust- Discussion of suggested parameters of use

Chair Foley asked about the amount of the first check that was received and the anticipated amount of the second check yet to be received. Library Director Akel stated the first check was in the amount of \$661,419 and the second amount should be around \$100,000.

Library Director Akel stated the Marin Independent Journal plans to write an article about the donation. The City of Mill Valley has designated their donation for a special project and Corte Madera plans to put the funds into a trust and use the interest for the time being- similar to what Larkspur plans to do.

Chair Foley asked about the amount of interest that would be received. Interim Library Director Whitley stated the City Manager's letter stated the City plans to "invest but not risk the principal"- it will probably not be a high interest rate. The City Manager and Finance Director are in discussions about which vehicle to use.

Library Director Akel noted once the new library is constructed it has to be operated and the expenses will be greater than the expenses for the current facility. She noted it might be possible to leverage these funds and get matching funds, etc.

STATUS REPORTS:

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

There were no reports.

FUTURE AGENDA ITEMS

Chair Foley stated the following items would be on the next agenda: 1) Update on Library/Community Center Project.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on Monday, November 14, 2016.

ADJOURNMENT

Chair Foley adjourned the meeting at 6:55 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 Board.

Janice Akel, Library Director