

LARKSPUR LIBRARY BOARD  
Minutes of Special Meeting- February 4, 2013

Roll Call: Present: Chair Noel Shumway, Joan Foley,  
Don Graff, Marianne Rafter

Staff: Library Director Frances Gordon

Chair Shumway called the meeting to order at 6:04 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: Special Meeting January 7, 2013

M/s, Foley-Rafter and approved 3-0 (Graff abstained) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Graff noted the City Website refers to the Library Board as the Larkspur Library *Advisory* Board of Trustees and he asked when the term “advisory” was added to the Board’s title. Library Director Gordon stated she would ask the City Manager and report back to the Board. Boardmember Graff noted none of the other Boards or Commissions use the term “advisory” in its title. Boardmember Foley stated if the change was not made officially then she would like the term “advisory” deleted from the City Website. The other Boardmembers agreed.

**LIBRARY DIRECTOR’S REPORT**

Library Director Gordon reported on the following: 1) Library and City Hall Facility; 2) Library Programs; 3) MARINet Library Consortium Update; 4) Miscellaneous.

Library Director Gordon reported that the Council would be interviewing the following two applicants for the one vacancy on the Library Board- Mr. Daniel Kunstler and Mr. Roger Rose. The Council would make the appointment at its meeting on Wednesday night.

Library Director Gordon reported that the City is reorganizing its staff offices. Starting February 11<sup>th</sup> all scheduled Library events would be moving to another venue. The Council Chambers would be used as temporary offices. Boardmember Foley asked if the St. Patrick's meeting room could be used for a Library event.

Library Director Gordon stated she attended an event at the Mill Valley Community Center that had almost 300 people in attendance. The logistics for setting up and cleaning up for the event were very impressive.

## **UNFINISHED BUSINESS ITEMS**

1. Continued Discussion of the Rose Garden Project, including updates on Ad Hoc Committee activities, in relation to Planning process for the New Community/ Library Facility

Boardmember Graff stated the ad hoc committee (LARC) has finished two-thirds of the planned meetings and plans to complete the process by the end of March. The consultants, Group Four Architects, will prepare a Master Plan which would contain a statement of the need, vision, general program, site options, parking strategy, design values, cost planning, and entitlements (CEQA). The steps beyond the Master Plan would include funding, programming concepts, design, and construction. This process would take about 36 months to complete. Library Director Gordon stated the ad hoc committee took two tours in the month of January to different library/community facilities in the South Bay and the East Bay. The tours were very informative. Boardmember Graff agreed and added all the facilities toured by the group were much larger than what is being anticipated on the Rose Garden site.

Boardmember Graff stated it is clear that a library is the key component of the proposed project and Group Four has adhered to the idea of a 12,000 square foot library. However, there have been questions as to whether or not a library of that size is necessary in this digital age. He distributed a plan depicting the following: 1) a one building facility rather than two buildings; 2) a one-story building. There would be a shared space in the middle of the building connecting the library and the community facility. He noted a single building would be cheaper to build and operate. He discussed the two proposed locations. The ad hoc committee seems to be split in terms of a preferred location. Boardmember Foley asked if Group Four has a preference in terms of the location. Boardmember Graff stated both options have positive and negative aspects. He reiterated that the project would probably end up as a 20,000 square foot, single-story building. Construction would probably not be phased and the facility would be built at one time. The cost would be approximately \$17 million. He

noted the City is talking about raising \$20 million for the City Hall retrofit, the library/community facility on the Rose Garden property, and street repairs. He stated one of the keys would be how the Greenbrae community, 45% of the population, would vote on a ballot measure (a one-cent sales tax, etc.).

Chair Shumway noted the ad hoc committee would have four more meetings to complete its charge.

Boardmember Graff stated he made a list of some of the things that the library/community facilities that were toured by the ad hoc committee included: 1) café; 2) reading rooms; 3) community meeting space; 4) seating and relaxation space; 5) administrative staff area; 6) technology learning center; 7) children's area; 8) adult reading room; 9) Friend's bookstore; 10) automatic check-in and out; 11) group study spaces; 12) public copy center; 13) individual tutoring areas; 14) material collection (book, CD's, etc.); 15) special collection area; 16) classrooms; 17) game rooms; 18) cooking area; 19) early childhood recreation area; 20) dance studio; 21) art studio; 22) health and fitness area; 23) music room; 24) active senior/adult area. He stated they need to be careful not to create a community center that would compete with the Lark Theatre. He wanted to make sure the Lark Theatre was somehow tied into the project. The City does not need two "auditoriums". Boardmember Foley agreed and stated tying the two together would make them stronger.

Chair Shumway asked if a representative from the Foundation has been attending the ad hoc committee meetings. Boardmember Graff stated the committee includes a representative from the Foundation. Boardmember Rafter asked how many of the committee members were voting members. Boardmember Graff stated thirteen.

Chair Shumway asked Boardmember Graff if the issue of the library has been somewhat "watered down" since the donors decided to withdraw their donation. Boardmember Graff stated "no" and added that the City Council has already voted on this issue. There are questions about how the digital age would impact libraries. Library Director Gordon stated flexibility is the key.

## 2. Continued Discussion of Library Centennial Planning for 2013

Library Director Gordon stated she was working on the getting the signs ready that will say: "Larkspur Library Celebrating 100 Years of Service". Boardmember Rafter asked where the sign would be located. Library Director Gordon stated it would be placed on the "Larkspur Library" sign in front of City Hall. Boardmember Rafter asked if they should also have an "Open House" sign. Library Director Gordon asked Boardmember Rafter to drop off the signs and staff would think about where they could be used. Staff was fine-tuning the plans for the morning performance and figuring out when the Hall Middle School Band should show up. Boardmember Rafter asked if there would be anything for the adults in the afternoon. Boardmember Foley stated they had talked

about a speaker from the Heritage Preservation Board. Library Director Gordon stated she would ask the Children's Librarian what she has planned for the afternoon.

Boardmember Foley asked how many Hall Middle School student/volunteers they would need for the day. Boardmember Rafter stated they would need about six- maybe three in the morning and three in the afternoon.

Boardmember Foley volunteered to get the cupcakes.

Chair Shumway volunteered to get the balloons, juice, and other party favors.

Boardmember Rafter asked if they were planning on giving away any gifts or holding a raffle. Library Director Gordon stated they could give away calendars and book bags. She did not budget for the purchase of gift certificates. Chair Shumway suggested they put a calendar in a book bag and sell it for \$5.00.

### 3. Review Draft of Board's Annual Letter to the Council

Chair Shumway thanked Boardmember Foley for writing the draft letter.

Boardmember Foley referred to the third paragraph and asked what other devices, aside from Kindles, are a part of the Library's "Petting Zoo" program. Library Director Gordon stated the Friends have sponsored a lending program where patrons can check out a Nook or a Kindle.

Chair Shumway had a few minor editing suggestions.

Boardmember Graff referred to the fifth paragraph and stated it was not needed and should be deleted. He suggested the letter include a summary of the Library services/events/circulation statistics for 2012 and a "Thank You" from the Board to the Library staff.

#### Status Reports:

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

Boardmember Graff reported he attended the recent meeting regarding the Station Area Plan that addresses the type of development the City would like to see in relation to the SMART system. There is a lot of pressure from the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC) to increase the development density in the Larkspur Landing area. This would require a change in the Zoning Ordinance and perhaps the General Plan. The majority of people on the committee are opposed to more development. There is support for the idea of a transportation "hub" which would include locating the train and the Marin Airporter

closer to the Ferry Terminal. He noted the Transportation Authority of Marin's (TAM) Highway 101/Greenbrae Corridor Project should be looked at in conjunction with this plan.

### **FUTURE AGENDA ITEMS**

Chair Shumway stated the following items would be on the next agenda: 1) Continued Discussion of the Rose Garden Project, including updates on Ad Hoc Committee activities, in relation to the planning process for the New Community/Library Facility; 2) Continued Discussion of Library Centennial Planning for 2013.

### **NEXT MEETING DATE**

Chair Shumway stated the next meeting would be held on Monday, March 4, 2013.

### **ADJOURNMENT**

Chair Shumway adjourned the meeting at 7:23 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary