

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Meeting- April 9, 2012

Roll Call: Present: Chair Joan Foley, Don Graff, Dave Kanter (arrived 6:06),
Marianne Rafter, Noel Shumway

Staff: Library Director Frances Gordon

Chair Foley called the meeting to order at 6:03 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

Acknowledgment of Warrants/Library- January

Approval of Minutes as Submitted: Regular Meeting March 12, 2012

M/s, Shumway-Graff and approved 4-0 (Kanter absent) to approve the Consent Calendar with a correction to the March 12, 2012 minutes.

PUBLIC COMMENT

Chair Foley welcomed Mr. Perman and his son, Jacob from Boy Scout Troop #43, who is working on his communication badge.

Boardmember Kanter arrived at the meeting.

BOARDMEMBERS REPORTS AND COMMENTS

There were no reports.

LIBRARY DIRECTOR'S REPORT

Library Director Gordon reported on the following: 1) Library and City Hall Facility; 2) April Programs; 3) MARINet Library Consortium Update; 4) Miscellaneous; 5) Centennial Planning.

Library Director Gordon referred to an article in the newspaper about the County library system reducing fines across the board from \$1 to \$.25 per day. Boardmember Graff stated the late fine maximum was also going down from \$9 to \$6. Chair Foley asked

when this would go into effect. Library Director Gordon responded July 1st.

Chair Foley had questions about the “New In-Demand” titles and asked if they would be in the queue line. Library Director Gordon stated “no”. She stated staff recently weeded and shifted the entire biography section and moved the large-type books downstairs. She will obtain the cost to purchase at least 20 of the popular titles and then get location codes in the system. Chair Foley asked if it would be “first come, first served”. Library Director Gordon stated “yes”. Staff is thinking about a two-week check out period with no renewals. In addition, the library could not require that books be returned to Larkspur. Chair Foley asked Library Director Gordon how often she would make purchases. Library Director Gordon stated she would keep an eye on it and not buy duplicates. Boardmember Kanter asked how many items there would be. Library Director Gordon stated there would be about thirty. Boardmember Graff asked where the large sized books were relocated. Library Director Gordon stated they were all downstairs.

Library Director Gordon stated the Foundation was working on a flyer for the Technology Petting Zoo. Staff is working on the instructional handouts and also marketing for the Nook and Kindle eReaders that could be checked out. Chair Foley asked if there would be a queue for those. Library Director Gordon stated “probably” but they would be available to Larkspur patrons only. She is planning to start the program by the end of May. Chair Foley asked about the length of the checkout for the Nook or Kindle. Library Director Gordon stated staff was thinking about a two-week checkout period. Boardmember Rafter asked how many books would be on the device. Library Director Gordon stated there would be about 20 books. Chair Foley asked if this would include kids books. Library Director Gordon stated she was not sure and would ask the other libraries. Boardmember Kanter asked if there was a demand for these devices. Library Director Gordon stated “not really”, and there is a demand for assistance on how to download ebooks to various devices. Boardmember Kanter wondered if the library should allow patrons to check out this type of expensive device. Library Director Gordon stated that was a very good question. Most of the other libraries are providing this service. Chair Foley stated she was in favor of allowing patrons to check out the device. Library Director Gordon stated Boardmember Kanter’s point was a good one. Mr. Jacob Perman asked if the Library would be renting Nooks. Library Director Gordon stated there would be one Nook available to rent. Boardmember Rafter asked if there would still be devices to use in the Library. Library Director Gordon stated “yes” if nobody has checked it out. She briefly discussed some of the security issues surrounding these devices.

UNFINISHED BUSINESS ITEMS

1. Continued Discussion of Rose Garden Project in relation to a New Community Facility

Chair Foley thanked Boardmember Graff for drafting the letter to the City Council dated May 8th. She noted she made a few revisions and distributed them to the Board.

Boardmember Shumway stated he thought the community facility parcel was larger than 1.59 acres. Boardmember Graff stated the entire parcel is 2.30 acres but some of it is dedicated to park space that could be part of the library site. There are 1.59 acres dedicated for community use.

Boardmember Graff stated the letter should go in the packet for the May 16th Council meeting. Boardmember Rafter stated she would print the letter on the Board letterhead.

Mr. Peter Martin, Chair of the Steering Committee, asked if the committee should also send a letter. Chair Foley stated “yes” and added the more letters, the better.

Boardmember Kanter asked if there was anybody else in the community that the City Council would like to hear from regarding the project. He asked if they were confident that they represented “a big enough voice”. Boardmember Graff stated there would be a good number of people attending the meeting. Boardmember Kanter asked if the Board feels that they have done enough on their end. Chair Foley stated they really do not know if the issue is controversial. Boardmember Kanter stated someone needs to be the advocate for a new library and “champion the cause”. Boardmember Graff stated that Chair Foley should make the first presentation during the public comment period. Boardmember Rafter stated it would be helpful if one of the Boardmembers asked for a show of hands from the audience in support of a new library on this site. Chair Foley stated her presentation, along with the letter, would present a strong case. Boardmember Graff stated this was the easy part of the process and the next step, deciding how to move forward with the project, would be more challenging. He stated there were three options open to the Council: 1) move forward with a new library on the site; 2) retrofit the City Hall and the existing library as a single project; 3) let somebody else develop a new library and donate it to the City. Chair Foley stated they have done all that they could do at this point in time. Boardmember Graff asked each Boardmember to contact a Councilmember and talk to them about the need for a new library.

Mr. Phil Terry, representing the Library Foundation, stated he is a member of a group that is in the process of putting together a campaign for a new library on the Rose Garden site. He distributed a flyer, some buttons, and a petition. He stated they need to make a strong statement at the upcoming City Council meeting about the need for a new library. He asked the Board to participate in the group’s campaign.

Boardmember Kanter stated there were a lot of younger families who live in Larkspur and he felt the Board could take a bigger role in informing the citizens about the issues. Boardmember Graff stated they should wait until after the Council makes a decision. Steering Committee Chair Martin stated the developer could also do more to inform the residents about the project as a whole. Mr. Terry stated the local schoolchildren, along

with their parents, should be asked what they would like to see in a new library. The Board should also think about contacting the Tamalpais High School District and the Larkspur/Corte Madera School District for support. Boardmember Graff suggested someone submit an editorial piece to the Independent Journal and the Twin Cities Times. Chair Foley stated she would work on an article. Library Director Gordon mentioned the Larkspur/Corte Madera Patch.

The Board thanked Mr. Terry for his efforts.

2. Library Centennial Planning

Chair Foley stated the balloon arch would cost between \$150 to \$200. Library Director Gordon stated she should also check the party department at the Big 4 Rents.

Library Director Gordon stated Boardmember Kanter did not have high-resolution artwork. She contacted the company that did the Centennial Banners but the logo modifications did not look good. She is meeting with Ms. Mary Clyde who was in charge of the artwork for the City Centennial. Boardmember Kanter asked if he should go to this meeting. Library Director Gordon stated "yes" and the meeting was schedule for Wednesday at 1:00 p.m. in the library. Boardmember Kanter asked Library Director Gordon if she has spoken to the original Centennial artist. Library Director Gordon stated "no". Boardmember Kanter noted the City owns the artwork. He stated they need to move forward with the logo as soon as possible.

Chair Foley stated she would find out if Suzy Cupcakes would donate some cupcakes for the event. She would also find out if the Fire Station could be used if it rains. Library Director Gordon stated Chief Sinnott has already given his approval. Boardmember Rafter stated the Hall Middle School Jazz band consists of 10 musicians. She wants to use the Fire Station only in the event of rain since this is a library event, not a Fire Department, event.

Library Director Gordon passed out the coloring book from the City Centennial. She would ask one of her employees, who is an artist, to work on creating a new book. She would get a price on printing up new coloring books. Chair Foley stated the book could probably be done in-house. She mentioned the idea of a tote bag (cloth or bio-bags).

Chair Foley discussed the possibility of holding a raffle and asked Boardmember Kanter to look into this since his wife has helped with raffles in the past.

Boardmember Graff asked if the City would be contributing any money for the Library Centennial. Library Director Gordon stated she was not sure.

Steering Committee Chair Martin displayed a Heritage Board calendar and stated this would be a nice addition to the Centennial celebration. They cost about \$4.00 to produce and could be sold for about \$20. Boardmember Rafter stated they could use

the same printer that they plan to use for the bookmarks. She stated this could serve as a fund-raiser for the event. Steering Committee Chair Martin stated they might get some donations from local merchants or banks. Chair Foley stated this was a wonderful idea and builds support for the library. Steering Committee Chair Martin stated he would work on the content with Boardmember Rafter.

Boardmember Kanter discussed an educational component to the Centennial celebration and stated it was easy to make a map of Larkspur using Google-fusion. They could put on a "phone-call" walking tour of Larkspur. Steering Committee Chair Martin stated he should contact Mr. Dick Cunningham who is on the Heritage Preservation Board. Boardmember Kanter stated they could charge a \$.50 fee to take this "Larkspur Walking Tour" via a Smartphone. Chair Foley stated she loved the idea and was looking for clever, inexpensive ideas to promote the library.

Chair Foley asked Boardmember Shumway if there were any school conflicts with the April 27th date. Boardmember Shumway stated "no".

Chair Rafter stated they would need about \$3,000 to \$4,000 to hold the celebration and they should start thinking about going out for donations. Any surplus of money could be used towards Children's Programs.

NEW BUSINESS ITEMS

1. Library Budget FY 2012-13

Library Director Gordon stated next years budget would most likely be a zero-based budget but she was open to any recommendations from the Board. She noted she was compiling costs for technology and some furniture including OPAC stations. She is also going to look at the cost of a self checkout system (Express Link) similar to what is being used at the San Anselmo Library. Boardmember Graff asked if she had spoken to the Foundation for funds. Library Director Gordon stated she would like to get all costs first before asking for funding. She stated the OPAC stations were her priority.

Status Reports:

1. Report from Friends of the Larkspur Library

Boardmember Graff asked who was currently running the Friends. Library Director Gordon stated Ms. Tassy Menudier has taken over temporarily. Staff are actively selling used books on behalf of the Friends on a daily basis.

2. Report from Larkspur Library Endowment Fund & Foundation

Library Director Gordon stated the Foundation has mentioned that they might participate in the Food and Flower Festival.

3. Report from Steering Committee

There was no report.

FUTURE AGENDA ITEMS

Chair Foley stated the following items would be on the next agenda: 1) Library Centennial Planning; 2) Continued Discussion of the Rose Garden in relation to a New Community Facility; 3) Preliminary Library Budget.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on Monday, May 14, 2012. The starting time would be 6:00 p.m.

ADJOURNMENT

Chair Foley adjourned the meeting at 7:55 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary