

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- January 12, 2015

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

Absent: Joan Foley

Staff: Library Director Frances Gordon  
Public Works Director Marygrace Houlihan

Chair Melka called the meeting to order at 6:20 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, December 8, 2014

M/s, Shumway-Gunderson and approved 4-0 (Foley absent) to approve the Consent Calendar as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBERS REPORTS AND COMMENTS**

Boardmember Gunderson stated he attended the recent meeting of the Library/Community Facility Committee. LMS, the architectural firm recently hired by the City, answered a lot of questions from staff, Commissioners, and Boardmembers. They made it very clear that they do not plan to “re-start” the process and plan to move forward working off the Master Plan. They plan to do a community survey very soon. They are planning a “site walk” in March and would like to wrap up the process in June.

**UNFINISHED BUSINESS ITEMS**

1. Approve Board Representative for Advisory Committee to the Larkspur Community/ Library Facility Parcel Planning Process

Public Works Director Houlihan gave a Powerpoint presentation regarding the Library/Community Facility Planning process that included the following: 1) The Location; 2) Master Plan Objectives; 3) Process and Players- Advisory Committee, Technical Advisory Committee, the Larkspur Community; 4) Schedule; 5) Project Goals; 6) Design Values; 7) Public Outreach; 8) Questions.

She stated she plans to keep all the Boards and Commissions updated during this six-month process. She stated they do not plan to revisit the Master Plan and are moving forward into the next phase. There will be a lot of opportunities for community input during the process. The goal is to honor the past while embracing the future by creating a facility that has the “feel” of Larkspur and the ability to grow.

Boardmember Shumway stated the Foundation and the Friends of the Library were an integral part of the Library and he asked why they were not a part of the Advisory Committee. Public Works Director Houlihan stated they are volunteer organizations and they would certainly be an important part of the process. Boardmember Gunderson stated the Foundation and the Friends would be playing a vital role in fundraising and they need to be included in the process.

Public Works Director Houlihan stated she was working on a mailer that would go out to every household in Larkspur, Greenbrae, and Ross. The webpage would be up by the end of the week along with a Survey Monkey. The first public outreach meeting is scheduled for Thursday, January 29<sup>th</sup> at 6:30 p.m. at the Central Marin Police Authority (CMPA) facility. This will include a presentation and an opportunity to provide input. Schematic designs would be presented to the Planning Commission and City Council in May.

Public Works Director Houlihan discussed the project goals included in the Master Plan: 1) Moving forward to create an integrated facility; 2) To enrich, engage, adapt, and sustain; 3) Site presence; 4) Design with a human scale; 5) Create a strong identity and celebrate the civic role in the community; 6) Build character while being warm and engaging; 7) Compliment the small-town character of Larkspur; 8) Maximize flexibility and adaptability to change; 9) Site connectivity; 10) Integration of indoor and outdoor space.

Library Director Gordon stated Ms. Linda Demmers was the library consultant working on the project. She was very impressed with Ms. Demmer’s knowledge of what works in a library, etc.

Boardmember Gunderson stated concern was expressed at the meeting about how groups would use the facility and how to accommodate all those different entities. Library Director Gordon stated they need to be flexible and look at the community’s needs.

Boardmember Gunderson noted that a library is a “community facility” but a community facility is not a library. He stated there were aspects of special collections and the “print world” that will never be supplanted by digital resources. The community center will bring those ideas and people together.

Chair Melka left the meeting at 7:00 p.m.

Boardmember Giacomini had questions about the size of the facility. Public Works Director Houlihan stated the facility would be 20,000 to 24,000 square feet in size. It is a two-acre parcel.

Library Director Gordon asked the Board to appoint a representative to the Library/Community Center Facility Advisory Committee.

M/s, Shumway-Giacomini and approved 3-0 (Foley and Chair Melka absent) to appoint Boardmember Gunderson to serve on the Library/Community Facility Advisory Committee.

## 2. Begin Reviewing Current Year’s Goals in Preparation of Board’s Letter to Council

Acting Chair Gunderson stated this item would be continued to the next meeting.

### **LIBRARY DIRECTOR’S ORAL 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 stated the Larkspur Library Community Center (LLCC) will be planning a fundraising campaign for the facility in the near future.

Library Director Gordon stated Boardmember Foley told her she was willing to host a Board dinner to welcome Boardmember Giacomini and thank former Boardmember Kunstler. She would email possible dates to the Board.

### **NEW BUSINESS ITEMS**

#### 1. Library Board Election of Officers- Chair and Vice Chair

M/s, Shumway-Gunderson and approved 3-0 (Foley and Chair Melka absent) to elect Boardmember Gunderson as Chair.

M/s, Shumway-Giacomini and approved 3-0 (Foley and Chair Melka absent) to elect Boardmember Foley as Vice Chair.

## **Status Reports:**

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

There were no reports.

## **FUTURE AGENDA ITEMS**

Acting Chair Gunderson stated the following items would be on the next agenda: 1) Update and Presentation by Public Works Director on Library/Community Facility Process; 2) Review of Board's Annual Letter to the Council.

Boardmember Shumway asked Library Director Gordon to invite the Friends and representatives of the Foundation to the next meeting to hear the Public Works Director's presentation.

## **NEXT MEETING DATE**

Acting Chair Gunderson stated the next meeting would be held on Monday, February 9, 2015.

## **ADJOURNMENT**

Acting Chair Gunderson adjourned the meeting at 6:47 p.m.

Respectfully submitted

Toni DeFrancis  
Recording Secretary