

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- May 9, 2016

Roll Call: Present: Chair Joan Foley (arrived 6:35), Jeff Gunderson,
Jeanette Giacomini, Noel Shumway

Absent: Michele Melka

Staff: Acting Library Director Dick Whitley
City Manager Dan Schwarz

Acting Chair Giacomini called the meeting to order at 6:15 p.m.

APPROVAL OF CONSENT CALENDAR

The Acting 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, March 14, 2016 and April 18, 2016

M/s, Shumway-Gunderson and approved 3-0 (Chair Foley and Melka absent) to approve the Consent Calendar as submitted and to continue the April 18, 2016 Special Meeting minutes.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

Boardmember Gunderson stated he attended the recent City Council meeting. At a Councilmember Hillmer had volunteered to re-evaluate the Library/Community Center Facility process but those discussions did not happen at this meeting. City Manager Schwarz stated discussions regarding the Larkspur Fire Department sharing services with the Corte Madera Fire Department were taking place- this would possibly free up the building that currently houses the Larkspur Fire Department. Boardmember Gunderson stated he was frustrated that the process for a new library might be stalling. Much of the work done by the former Library Director and the Recreation Director regarding the programming, footprint, etc. for the facility was well received by everyone. Some members of the public took issue with the height and character of the proposed building as shown in some schematics. City Manager Schwarz stated the staff report for the Council meeting discussed six or seven variables that had come up at the Town Hall meetings. Boardmember Gunderson stated he understood the need for community

consensus since there would be a fund-raising effort.

Boardmember Gunderson stated the Board was concerned about the replacement of the former Library Director and the need for leadership in the library.

ACTING LIBRARY DIRECTOR'S ORAL REPORT

Acting Director Whitley stated he met with the library employees to get a sense of what they do and their role in the library. As the Acting Director he plans to visit the library every day and is working with the Finance Director on the Library budget.

Acting Chair Giacomini asked if this was a temporary position. Acting Director Whitley stated "yes".

BUSINESS ITEMS

1. Introduction to Acting Library Director

City Manager Schwarz stated Acting Director Whitley has worked for the City of Larkspur in the Recreation Department for over 21 years. Senior Librarian Capasso will focus on the operational aspects of the library. Acting Director Whitley will work on the Director level responsibilities- budget, personnel, etc. Staff has collected the names of qualified retirees that might be willing to help out until an interim director is hired or a permanent solution is put in place. Boardmember Shumway asked who would be interacting with the other librarians. City Manager Schwarz stated it would depend on the nature of the interaction. He met with the Head County Librarian today who has offered to be a resource.

Boardmember Gunderson stated he worked on the Library/Community Center Facility Committee and was very impressed with the work done by Acting Director Whitley and former Library Director Gordon.

Acting Chair Giacomini asked about the number of full-time library employees. City Manager Schwarz stated it depends on the definition of "full-time" (30 hours per week, 32 hours per week, etc.)- the department is very convoluted. Boardmember Gunderson stated there are currently two librarians in the department with the Director position vacant.

Boardmember Foley arrived at the meeting.

Boardmember Shumway asked if there were six regular employees in the past and now five with the vacant Director position. City Manager Schwarz stated the former Director elected not to fill a position that was funded until she came up with ideas about the best use of that allocation of money. She had been wrestling with whether or not to fill the position that she had or come up with an alternative position. The highest staffing level

would be seven (including the Director). Boardmember Foley asked if there had been any thought to not filling the Library Director's position. City Manager Schwarz stated when positions were vacant he looks at the department's operational efficiency and whether or not it made sense to eliminate an already filled position during difficult financial times. Boardmember Foley stated the Director position is the most important one in an organization. Not filling this position does not seem pragmatic or efficient. City Manager Schwarz stated there were a lot of cities in the State who have a Community Services model- a combined Recreation/Library Director. The individual can come out of either discipline. Boardmember Foley asked City Manager Schwarz to send the Board a list of cities that use this model. Boardmember Shumway stated he was concerned about the idea of not replacing the Library Director position particularly during a time when they need a strong advocate for a new library. City Manager Schwarz stated this was just one of the ideas included in a list of ideas. The Library Director position is included in the Fiscal Year 2016/17 Budget.

Boardmember Gunderson stated he has been a librarian for over 40 years and managing a library and pursuing a new library would be very difficult without a Library Director.

Boardmember Foley asked for better communication between the Board and staff. She asked who would be working with MARINet and reporting on the day-to-day activities. City Manager Schwarz stated that would be done by either Acting Library Director Whitley or Senior Librarian Capasso. Boardmember Foley asked if a decision regarding the Library Director position would be made by the June Council meeting. City Manager Schwarz stated the Council would discuss the budget at the June meeting.

Boardmember Shumway noted the former Library Director went "above and beyond the call of duty" with respect to the workload, setting up for lectures, etc. City Manager Schwarz stated the library staff was coming up with some solutions. Boardmember Shumway asked if this personnel decision would be made by the Council in Closed Session. City Manager Schwarz stated he, as the City Manager, is responsible for personnel matters since the City of Larkspur is under a City Manager/City Council form of government. He has not mapped out the recruitment process yet. He would like to get someone in as soon as possible to provide professional guidance to the staff.

City Manager Schwarz stated one of the tasks he has assigned Acting Library Director Whitley is to make sure programming takes advantage of all available facilities.

Boardmember Shumway noted the Board would like to have the Council Liaison to the Board attend more meetings. City Manager Schwarz stated Councilmember Haroff was the liaison and he would ask him, or another Councilmember, to attend Board meetings. He noted the Board could also ask for a joint meeting with the Council.

2. Preliminary Fiscal Year 2016/17 Library Budget

City Manager Schwarz presented a brief report. He discussed the recent endowment/donation from a Marin County resident to the Larkspur Library in the amount of approximately \$900,000. He noted this money would not be built into the structural budget.

Boardmember Shumway had questions about how the Public Employees Retirement System (PERS) contributions are showing up in the budget. City Manager Schwarz explained how the PERS methodology has changed (applying it to payroll vs. a lump sum payment. Boardmember Shumway had questions about the Post-Retirement Benefits line item and the Retiree Health Savings (RHS) line item.

City Manager Schwarz discussed the Information Technology (IT) line item and stated the library uses the IT contractor frequently and the department is installing some routing equipment for its own Internet connection.

It was the consensus of the Board to recommend approval of the Fiscal Year 2016/17 Library Budget with a fully funded Library Director position.

3. Questions and Answers with Larkspur City Manager

Acting Chair Giacomini noted this item had already been discussed.

STATUS REPORTS:

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

There were no reports.

FUTURE AGENDA ITEMS

Acting Chair Giacomini stated the following items would be on the next agenda: 1) Review of the City Council meetings.

NEXT MEETING DATE

Acting Chair Giacomini stated the next meeting would be held on Monday, June 13, 2016.

ADJOURNMENT

Acting Chair Giacomini adjourned the meeting at 7:55 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.



Dick Whitley, Acting Library Director