LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- July 11, 2016

Roll Call: Present: Chair Joan Foley, Jeanette Giacomini, Jeff Gunderson, Michele Melka, Noel Shumway

Staff: Interim Library Director Dick Whitley
Interim Library Director Brenda Brown

Chair Foley called the meeting to order at 6:20 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: Special Meeting, April 18, 2016 and Regular Meeting, May 9, 2016

M/s, Giacomini-Shumway and approved 5-0 to approve the Consent Calendar with corrections to the April 18, 2016 minutes.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

ACTING LIBRARY DIRECTOR'S ORAL REPORT

Interim Library Director Whitley reported the joint Library Board/City Council meeting was scheduled for July 20th, from 5:30 p.m. to 6:30 p.m. in the City Council chambers.

Interim Library Director Whitley introduced Interim Library Director Brown to the Board. Interim Library Director Brown distributed a worksheet regarding statistics for 2015 and 2016. She reported on the following: a Makers Lab/Fair scheduled for tomorrow; the always successful Summer Reading Program; tomorrow night's Marin Master Gardner "Fun with Succulents" lecture; an art docent on July 27th discussing the exhibit at the De Young Museum. Boardmember Giacomini referred to the circulation statistics and asked how they compare to other similarly sized libraries in Marin. Interim Director Brown stated she would report back with that information. Chair Foley asked how

circulation impacts funding, etc. Interim Director Brown stated MARINet has a formula and when books were really "hot" then additional books are bought. MARINet also supports that surge and demand. Boardmember Shumway stated he is a big fan of "Book Sizzle".

Interim Library Director Brown reported that "Bibliocommons" will be the new catalogue as of August 3rd- MARINet is working on some glitches. It has some fabulous features! She reported the Larkspur Library has received a grant (broad-band) to improve connectivity. They are looking at implementation by the end of the summer. She reported she has spent some time with the Library staff- they are fabulous and they work very well together. She passed out a recent article in the New York Times about the resurgence of libraries.

BUSINESS ITEMS

1. Introduction of Interim Library Director

Interim Library Director Brown stated it was an honor to serve in an interim capacity for the City of Larkspur and she thanked the Board for their service. She briefly discussed her background and experience and her role as the interim director. She has worked closely with the staff over the last three weeks. She compared the Library Website to other Websites and discovered they are not as transparent in terms of communication library policies.

2. Larkspur Library Conduct Policy Draft Discussion

Interim Library Director Brown presented a staff report and briefly discussed the proposed Patron/Behavior Policy. She discussed several instances where there was a problem or conflict between a patron and staff. The proposed policy talks about the mission of the library and general rules. It then leads into patron behavior in a diplomatic way. She noted the intent is to maintain a safe environment.

Chair Foley asked how it differed from the existing policy. Interim Library Director Brown stated she found a similar policy that was crafted in 2010 but she could not find when it was adopted. In 2014, former Library Director Gordon asked staff to come up with a policy that was a bid broader. She did not know if this policy was adopted. The proposed policy is a conglomeration from other agencies. She recommended that the City Attorney review the policy.

Boardmember Shumway noted a Conduct and Behavior policy was a great idea. The Library did experience some problems during the economic downturn- transients spending all day in the library, etc. He discussed the idea of a "fragrance-free environment". Interim Library Director Brown stated that could certainly be added.

Chair Foley stated the policy should certainly not "target" anyone and the library should be a place where everyone could feel welcome as long as they followed the rules. Interim Library Director Brown noted there was an appeal process.

Boardmember Shumway suggested a change in the language with respect to required "footwear".

It was the consensus of the Board to approve the Conduct/Behavior Policy as amended.

3. Brown Act Review

Interim Library Director Whitley presented a staff report.

Chair Foley had some questions about the definition of a "serial meeting" and how the Board could communicate with one another via emails. Boardmember Shumway referred to the concept of "safe harbor" and stated there should not be a problem with direct general inquiries or discussions about social matters among individual Boardmembers.

4. Zimmer Family Trust Update

Interim Library Director Whitley presented a staff report. He noted over $600,000 was recently donated to the Larkspur Library. It would not be deposited into the General Fund.

Chair Foley asked who would make the decision about how this money would be spent. Interim Library Director Whitley stated the money would be deposited in an interest bearing account. The interest would be available for "projects" while keeping the principal in place to generate more interest. Boardmember Gunderson asked if this was a stipulation of the endowment. Interim Library Director Whitley stated "no". Boardmember Melka noted interest rates were very low.

Boardmember Shumway stated the Trust document was public and he would like to get a copy. Interim Library Director Whitley stated he would email this to the Board.

Boardmember Gunderson stated he did not want to see this money being used to off-set what normally would have been allocated to the library. He would like to see it used for enhancements. Building funds are very similar to this type of endowment. He looks forward to these discussions.

5. Review of the City Council Minutes

Interim Library Director Whitley presented a staff report and discussed the Council agenda items for the last several months. He noted there has not been a lot of discussion pertaining to the Library/Community Facility. Chair Foley asked Interim

Library Director Whitley to keep the Board aware of any upcoming items that would be of interest to the Board.

Boardmember Gunderson asked if the Council adopted the Fiscal Year 2016/17 Budget. Interim Library Director Whitley stated "yes". Boardmember Shumway asked for a copy.

Boardmember Shumway asked about the purpose of the upcoming joint meeting with the Council. Chair Foley stated she had talked with Mayor Way about the need for clarification regarding the following three items: 1) Recruitment for a new Library Director; 2) Status of the Library/Community Facility process and; 3) How could the Board help in this process? She wants to keep the momentum for a new library going strong.

STATUS REPORTS:

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

Chair Foley stated she would like to meet with the Friends and the Foundation as soon as possible.

FUTURE AGENDA ITEMS

Chair Foley stated the following items would be on an upcoming agenda: 1) Status of Library/Community Facility process; 2) Update on recruitment for new Library Director.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on Monday, August 8, 2016.

ADJOURNMENT

Chair Foley adjourned the meeting at 7:36 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, Interim Library Director