LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- August 8, 2016

Roll Call:	Present:	Acting Chair Jeanette Giacomini, Jeff Gunderson, Michele Melka (arrived 6:20), Noel Shumway
	Absent:	Chair Joan Foley
	Staff:	Interim Library Director Dick Whitley Interim Library Director Brenda Brown

Acting Chair Giacomini called the meeting to order at 6:16 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: Regular Meeting, July 11, 2016

M/s, Shumway-Gunderson and approved 3-0-2 (Melka, Chair Foley absent) to approve the Consent Calendar as submitted.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

INTERIM LIBRARY DIRECTORS' ORAL REPORT

There were no reports.

OLD BUSINESS ITEMS

1. Larkspur Circulation Statistics compared to other Marin independent libraries

Interim Library Director Brown presented a brief staff report. She noted that Larkspur statistics are comparable to other libraries in Marin. She discussed the worksheet that was included in the packet and noted that circulation was greater last year.

2. Purchasing Guidelines for Backup to Bestsellers

Interim Library Director Brown presented a brief staff report. She stated the guidelines are part of the Larkspur Library Collection Development Policy. According to the MARINet consortium agreement, the Library is required to purchase an additional print book for every five Larkspur holds. "In Demand" print books are books that are placed on hold throughout the MARINet system. When a popular book reaches 100 holds, then the Librarian decides whether or not to purchase additional copies. The Library budget has allocated funds for e-book and audio book purchases but the librarian has discretion on the budget. She noted audio books are declining in popularity.

3. New Library Director Candidate Interviews

Interim Library Director Whitley reported there were seven qualified candidates for the position but only four candidates will be interviewed on August 17th. There will be two interview panels- the first will be the community panel comprised of Acting Chair Giacomini, Larkspur/Corte Madera School District Superintendent Valerie Pitts, Mayor Catherine Way, and himself. The second panel will include librarians that will be asking more technical questions. Acting Chair Giacomini asked if the panel would be given the questions. Interim Library Director Whitley stated "yes"- the questions were prepared by the Human Resources contractor. The questions that were submitted by the Board members were given to the Human Resources contractor. Acting Chair Giacomini asked if the interviews would take all day. Interim Library Director Whitley stated "no"- there would be a rating and panel discussion starting at 2:30 p.m. and they hope to finish up by 3:30 p.m.

Interim Library Director Whitley stated the Joint Library Board/City Council meeting was scheduled for August 17th from 5:30 p.m. to 6:30 p.m.

4. Bibliocommons Rollout

Interim Library Director Brown stated the Bibliocommons program was recently launched. The Website includes the "classic catalogue" for those patrons who would rather use the former catalogue.

5. Update on Patron Conduct Policy

Interim Library Director Brown presented a brief staff report. The policy that was recommended by the Board several months ago was sent to the City Manager and City Attorney for review. Interim Library Director Whitley stated the Board would review the draft policy before sending it to the City Council for its approval.

NEW BUSINESS ITEMS

1. Summer Program Update

Interim Library Director Brown presented a brief staff report. There were over 400 kids enrolled in the Book Club. She discussed the worksheet titled "Library Programs, 2016" which includes summer programs starting July 1st and ending on August 6th.

2. Friends' Contribution to the Library

Interim Library Director Brown presented a brief staff report and discussed the programs and supplies funded by the Friends' of the Library for Fiscal Year 2015/16. This included the following adult programs: Book Passage Tea Talk, Laura Ackley Presentation, and Christmas in Wales. She stated the Friends contribution to the Larkspur Library through their fundraising efforts is substantial.

3. Patron Use of Evening Hours

Interim Library Director Brown made a brief staff report. The Board had discussed evening hours in the past so she asked staff to keep a tally of the number of evening patrons. She noted the number of evening patrons was not insignificant. She asked staff if they would recommend any changes and they suggested a closing time of 8:00 p.m. Monday through Thursday. She noted this would result in the same number of hours per week. She referred to Appendix I which summarizes the number of patrons per evening and the tasks performed by staff during these evening hours including: shelving, emptying book drops, checking in items answering patron questions, working on projects, etc.

Boardmember Shumway asked about the use of the Library in the early evening by students. Interim Library Director Brown stated students from St. Patrick's and Redwood High School seem to like the evening hours. The high school students might come in after dinner to work on a project. Boardmember Melka stated tutors use the Library in the evening in the study area.

4. Outreach to Spanish Language Speakers

Interim Library Director Brown presented a brief staff report. She noted she would like to present a more "welcoming" environment to the Spanish speaking members of the community and she discussed a sign she would like to post in the Library.

Acting Chair Giacomini asked if there were many books in Spanish in the Library. Interim Library Director Brown stated "not really". Acting Chair Giacomini stated there were a lot of children's books being written in Spanish.

5. Discussion of Library Front Door opener/ Assessment of need/cost

Interim Library Director Brown presented a staff report. She was told by staff that a lot of elderly patrons have a difficult time getting into the library- the glass doors are hard to open. The side door has an automatic manual opener. She discussed two bids she received ($3,600 and $3,181) and noted one of the contractors was more knowledgeable. She discussed several of the ADA requirements including a push button "panel". Interim Library Director Whitley asked her to get a cost for the panels as opposed to the buttons.

Interim Library Director Whitley stated Mr. Mark Archer, husband of former Library Director Frances Gordon, has requested the placement of a plaque in honor of Library Director Gordon. He noted this type of plaque is usually about 8" X 20" and could include some wording in memory of Ms. Gordon along with the dates that she worked for the City. The Board supported the idea.

STATUS REPORTS:

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

There were no reports.

Boardmember Melka had questions about the status of the Library/Community Center Facility. Interim Library Director Whitley stated there is no movement at this time. Several months ago Councilmember Hillmer had volunteered to come up with some different ideas and present them at a future date. This information should be presented to the Council sometime soon. Boardmember Melka expressed concern about the lack of progress and shifting of the momentum that they had gained in the past. She discussed the need to start a fundraising campaign.

FUTURE AGENDA ITEMS

Acting Chair Giacomini stated the following items would be on the next agenda: 1) Review of Joint Meeting with City Council. 2) Update on Library/Community Center Project.

NEXT MEETING DATE

Acting Chair Giacomini stated the next meeting would be held on Monday, September 12, 2016.

ADJOURNMENT

Acting Chair Giacomini adjourned the meeting at 6:50 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