

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- September 8, 2014

Roll Call: Present: Chair Michelle Melka (arrived 6:30), Joan Foley,
Jeff Gunderson, Noel Shumway

Staff: Librarian Teresa Capasso

Acting Chair Gunderson 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, June 9, 2014

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Boardmember Gunderson asked about the vacancy created by the resignation of former Boardmember Kunstler. Boardmember Foley stated she is spreading the word about the vacancy.

UNFINISHED BUSINESS ITEMS

1. Report on May 30th Meeting regarding next steps with a fundraising campaign for the Community Facility Parcel

Boardmember Foley distributed the report prepared by Chair Melka.

Acting Chair Gunderson stated he was not surprised about the timeline and that efforts to hire a fundraising consultant would start the beginning of next year.

Boardmember Foley noted the Request for Qualifications (RFQ) was released to

architectural firms and the timeline for the project qualification process would end in November. Acting Chair Gunderson stated the interviews would occur on Saturday, September 27th. Boardmember Foley asked if the Board would be involved in choosing the architect. She wondered how much involvement the Board and staff would have in the process. Boardmember Shumway noted second page of the Library Director's report included a timeline of the process.

Chair Melka arrived at the meeting. She stated the City was trying to get the planning organized and the fundraising piece will come into play once this is accomplished. It will not necessarily be a simultaneous process. She noted they were in the process of filing for the 501(c)(3) status. Boardmember Gunderson stated they could not do any fundraising if they did not have something to fundraise for- something to show to potential donors. Chair Melka stated the planning piece would start next year.

Boardmember Foley asked Chair Melka who would be involved in choosing the architect. Chair Melka stated the City Council would choose the architect and it would be important for the Board to attend that Council meeting. She thought that all the qualified firms would be making a presentation on the 27th. Boardmember Foley asked if the City was reaching out to firms that emphasize in libraries or civic buildings. Chair Melka stated there was no particular outreach to a particular group. However, there were certain firms that were capable of handling this type of building.

Chair Melka stated things were moving in a positive direction and they were making headway. It is clear that this is a priority. She noted it made sense to create a new not-for-profit organization. Boardmember Gunderson asked if the Library Foundation was on board with the new organization. Chair Melka stated she thought so and they realize it is a joint process.

Librarian Capasso distributed some information from the Burlingame Library and Foundation Website and stated they were in the process of renovating their library. She passed out a page from Burlingame's Foundation Website and noted the options for donations. She stated it might be helpful to use as an example for Larkspur's Website.

Chair Melka stated Councilmember Catherine Way was very prepared and motivated and a wonderful advocate for the library. She is looking at other libraries and wants to do more tours. Boardmember Gunderson stated he would love to accompany the group on some tours.

Boardmember Shumway stated the Larkspur Library and Community Center Project Planning Group would meet again on Friday September 19th.

Chair Melka asked the Board about how they could improve upon capturing the people using the library today for future campaign/volunteer efforts. Collecting emails seems to be a slow process. Librarian Capasso stated the "notify me" module could be set up to provide a separate list for the new library. Chair Melka stated they should do something

with the new Website that would be used specifically for the Larkspur Library and Community Center Project (LLCC).

Librarian Capasso stated patrons are constantly asking for updates on the new library. She stated they need to think about users and non-users alike. Boardmember Gunderson agreed- there are a lot of people who support libraries, but do not necessarily actively use them.

LIBRARY DIRECTOR'S ORAL REPORT

Librarian Capasso reported on the following: 1) Library and City Hall Facility; 2) Library Programs; 3) MARINet Library Consortium Update; 4) Miscellaneous.

Librarian Capasso noted they had over 520 kids participating in the Summer Reading Program. They still do it the old-fashioned way- kids come into the library to sign up but they might consider on-line sign-ups in the future. The Board thanked Librarian Capasso for a wonderful program. Librarian Capasso stated the Book Club would start up on Wednesday, September 10th. They usually get around 15 participants which is a manageable number. Library Director Gordon is working on the schedule for the art docents.

Boardmember Shumway had questions about the Travel Event about Cuba.

Boardmember Gunderson noted the College of Marin is now an active partner in the MARINet Consortium and he asked if they had materials not found in other libraries. Librarian Capasso stated "yes", because it is an academic library.

NEW BUSINESS ITEMS

None

STATUS REPORTS:

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

There were no comments.

FUTURE AGENDA ITEMS

Chair Melka stated the following items would be on the next agenda: 1) Discussion regarding planning for the Community Facility Parcel.

NEXT MEETING DATE

Chair Melka stated the next meeting would be held on Monday, October 13, 2014. The meeting would start at 6:15 p.m.

ADJOURNMENT

Chair Melka adjourned the meeting at 6:50 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary