

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- September 12, 2016

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

Absent: Jeanette Giacomini

Staff: Interim Library Director Dick Whitley
Interim Library Director Brenda Brown
Mayor Catherine Way
Councilmember Kevin Haroff

Chair Foley called the meeting to order at 6:17 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, August 8, 2016

M/s, Melka-Shumway, and approved 4-0-1 (Giacomini absent) to approve the Consent Calendar as submitted.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

Ms. Deb Gallo, President of the Friends of the Larkspur Library, introduced herself and Vice President Jim Scheller to the Board. She stated they were looking to revitalize the Friends and increase membership. They are in the process of reviewing their records to figure out the current active membership. They will provide a letter to the Board at the end of the year detailing the available funds and the organization's plans for the upcoming year. They are willing to support the library in any way possible, including the building of a new library. Chair Foley stated she would love for the organization to come up with some type of interim event followed up with a bigger event. Mr. Shiller stated the Annual Tea, honoring Francis Gordon, would be held on November 5th at Book Passage. Chair Foley noted that event is very well attended. Ms. Gallow agreed and stated the capacity at Book Passage is limited and they would love to do something bigger and better this year. Chair Foley stated Book Passage was the perfect venue for

this event. Mayor Way asked about using the American Legion Hall. Ms. Gallow stated they use the Legion Hall for some of the other library events. Boardmember Shumway stated the Annual Tea was tied into people buying books. Mayor Way asked if the event included a sit-down tea. Ms. Gallow stated "yes"- the room was set up with tables and chairs and there is a tea service with cookies provided by Book Passage. Book Passage employees talk about current popular books.

The Board thanked Ms. Gallo and Mr. Scheller for attending the meeting and all their good work on behalf of the Library.

INTERIM LIBRARY DIRECTORS' ORAL REPORT

Interim Library Director Brown distributed some flyers for upcoming events and noted Library Intern Drew Bendickson does such a great job preparing these flyers. The next big event will be held on Saturday- "Discovering Cuba". There is also a flyer titled September 2016 New Books in the Library. Chair Foley asked if this list goes out on Book Sizzle. Interim Library Director Brown stated she thought so. She discussed the very successful Storytime and Baby Bounce programs. Bibliocommons, the new catalogue, is in full swing with over 12,000 new signups since September 15th. There have been no complaints aside from a few patrons who have had trouble registering. Staff comes to their aid! She reported there is an uptick in new patrons (increase in the issuance of library cards). Chair Foley asked if that was seasonal. Interim Library Director Brown stated "yes, somewhat"- along with the influx of new residents, the start of school, and a heightened interest in the library. She reported the new high-speed fiber access has been installed by Comcast. This will make a big difference for the City Hall complex. She briefly discussed some of the constraints of the library facility and noted she and Interim Library Director Whitley are doing their best to identify ways to make it work more efficiently. Interim Library Director Brown stated the children's DVD selection was on a book truck and shelves on the wall- they would like Public Works to build a shelf under the back south facing window to make them more accessible. She stated someone recently donated 120 brand new children's DVD's. She was also recommending installing a book drop to replace the book truck near the circulation desk. The Public Works Department could also do this work. She is working with Interim Library Director Whitley on some creative solutions for the Children's Room including placing the book shelves on wheels. They are also working on a solution for the staff office.

Interim Library Director Whitley stated he emailed a copy of the Zimmer Trust to the Board. Chair Foley asked if staff knew the anticipated amount that would be coming to the Larkspur Library. Interim Library Director Whitley stated the City was not sure yet. Boardmember Shumway stated he thought he heard the figure of \$600,000 for each of the three libraries named in the trust. Chair Foley stated the City Manager had mentioned that the money would be kept in a trust. Interim Library Director Whitley stated he heard it would be kept in the bank and the library would have use of the interest. Mayor Way stated these were good questions that would ultimately get

answered. Chair Foley referred to the building of the new library and noted it would take money to raise money.

Interim Library Director Whitley stated he would not be able to attend the next meeting- he would be on vacation. Chair Foley stated she did not want to skip a meeting since they had a lot to discuss and the Board should schedule a Special Meeting. It was the consensus of the Board to cancel the Regular October 10th meeting and hold a Special Meeting on October 17th.

OLD BUSINESS ITEMS

1. New Library Director Candidate Interviews

Interim Library Director Whitley presented a brief staff report. He noted the interviews went very well and the City Manager is concentrating on one applicant and doing background checks. He hopes to have some good news in the next two to three weeks. Chair Foley asked if an offer had been made. Interim Library Director Whitley stated he was not made aware of the details. Chair Foley stated it would certainly take time to find the right person and she was glad the process was moving forward.

2. Update on Patron Conduct Policy

Interim Library Director Whitley stated the document was being reviewed by the City Attorney.

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

Interim Library Director Brown reported she reached out to the Foundation for help in funding an automatic door opener. She presented the idea to the Board at its last meeting. The door would include a 4' high bar for easy opening. Mayor Way asked about the cost. Interim Library Director Brown stated the door opener would cost \$3,800, including installation. Chair Foley asked if the existing door would remain. Interim Library Director Brown stated "yes"- the opening mechanism would be above the door with a bar on either side. Mayor Way asked if they need one for the entrance to the Children's Library. Interim Library Director Whitley stated that door was not open all the time.

NEW BUSINESS ITEMS

1. Review of Joint Library Board/City Council Meeting

Boardmember Shumway stated the meeting included a spirited discussion. Last year there was some concern expressed by certain residents that the preliminary plan depicted a building that was too big. Subsequent to the workshops and Town Hall meetings, Councilmember Hillmer had volunteered to work on alternatives and concepts

for the building, one of which included a two-story option. He discussed these ideas at the joint meeting. Boardmember Shumway stated he was concerned about some of the ideas that were thrown out at the meeting and he did not feel they moved in a positive way.

Chair Foley stated she was glad they met with the Council but she is of the opinion that they are not gaining any momentum. The Town Hall meetings should have discussed design issues but instead was a rehashing of what had already been decided. The meetings should have set parameters and communicated the decisions that had already been made. Former Library Director Gordon and Recreation Director Whitley spent a lot of time working on programming issues for the new building and there was a study done by a library consultant. In addition, there was consensus on some of the issues (no pool, no active recreation, single story, footprint, etc.). She was concerned that this consensus has not been summarized which would allow them to build on it. She agreed with Boardmember Shumway that the process has been frustrating. She would like to open a dialogue with the Council, the Foundation, and the Friends.

Boardmember Gunderson stated the meeting certainly gave them an idea of what the Councilmembers think about "where we are". He agreed that there are issues that do not need to be revisited- there was consensus on a lot of the project. He acknowledged that certain members of the community had concerns about the preliminary design (too large, too tall, etc.). But they did not have concerns about the footprint.

Mayor Way stated she understood the Boards' frustration but was very pleased that the meeting was held because she came to realize that the Library Board was 100% committed to a new library. It is important for the Board to understand the pushback that the Council has been experiencing from certain members of the public who are on the Foundation. She thought this created a disconnect between the City Council and the Foundation. It was very important to open the lines of communication and start a dialogue between the Library Board, the Friends, and the Foundation on how to open the project back up and take the existing design and work with it to create a design that fits functionally and aesthetically.

Councilmember Haroff agreed with Mayor Way and suggested the Library Board meet with the Foundation and ask them to articulate their views as an organization and not as individual members.

Boardmember Shumway stated the Library Board should attend the next Foundation meeting. Chair Foley stated that was a good idea- they need to build a consensus between the Board, the Friends, and the Foundation.

Mayor Way stated this is a good time to revitalize the process- a new Library Director will be on board soon and the City recently hired a new Public Works Director. The timing is perfect to start a conversation with the Foundation and the Friends.

Boardmember Gunderson stated he would draft a letter of support for a new library and delineate items where consensus could be met (one story, footprint, etc.). This letter could be reviewed and signed by the Board, the Foundation, and the Friends. Mr. Shiller assured the Board that the Friends were 100% behind the idea of a new library.

2. Frances Archer Proposed Plaque

Interim Library Director Brown stated she and Interim Library Director Whitley are working with staff and Mr. Mark Archer on the plaque. She displayed a rendering of the design for the plaque. The tentative schedule for the installation would be Friday, October 21st starting at 5:30 p.m. She would keep the Board updated on this. The plaque would be placed above the front door (as patrons walk into the library). The Friends are receiving memorial donations and also plan to purchase and install a memorial bench that would be placed outside the front door to the library. The bench would include a plaque and an awning. Interim Library Director Brown stated some of these memorial funds would be designated as a scholarship for worthy Redwood High School students- it would be called the Francis Gordon Archer Memorial Scholarship. The applications and essays would be sent to Mr. Archer and he would choose who would receive the \$700 scholarship. Mr. Archer has offered to pay for the scholarship for ten years once the donations run out.

STATUS REPORTS:

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

There were no reports.

FUTURE AGENDA ITEMS

Chair Foley stated the following items would be on the next agenda: 1) Discussion of Zimmer Trust; 2) Status of new Library Director position.

NEXT MEETING DATE

Chair Foley stated a Special Meeting would be held on Monday, October 17, 2016. The meeting would start at 6:15 p.m.

ADJOURNMENT

Chair Foley adjourned the meeting at 7:32 p.m. in memory of Jeannetta Shumway.

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