

LARKSPUR LIBRARY BOARD
Minutes of Special Meeting – April 1st, 2019

ROLL CALL:

Chair Andy Revell, Jeannette Giacomini, Jeff Gunderson, Michelle Melka,
Jonathan Shambroom
Staff: Library Director Janice Akel

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 January 14th, 2019

M/s: Giacomini/Gunderson

PUBLIC COMMENT:

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS:

Chair, Andy Revell, introduced new Board member, Jonathan Shambroom. Board member Shambroom spoke about his background in fundraising, tech, building companies, and interest in the Larkspur Library. The Board welcomed him and expressed their joint interest that the Library Board should become more vocal and have a stronger presence in the community.

Chair Revell reported that he had attended a meeting at the President of the FOL's home to hear a request from LLCC chair, Joe Jennings, about having stakeholder groups taking on a more focused approach (swim lanes) to the building of a new library / community center. Representatives from the LLLC, FOL, Library Foundation, the Board of Trustees, and the Library Director attended. The Library Foundation expressed concern at being "told" what they can/should do. Jennings suggested bringing in an expert to advise the group at their next meeting, which was scheduled for next week. The FOL will report back after their next Board meeting but agreed in principal with the LLCC proposal.

LIBRARY DIRECTOR'S ORAL REPORT:

Library Director Akel reported that the library continues to thrive with increased use and the number of patron visits. There are a wide variety of users throughout the day.

She presented copies of the April - June event brochure which has more program fliers and other visuals than in the past. The public reaction has been most favorable.

The library programs are attracting good attendance and now Saturday programs have been added as well – as many as 3 per Saturday. Consideration is being given to adding events on Sunday afternoons. The robust nature of the programming continues to demonstrate the inadequacy of the current library facilities and the need to continue moving towards a new library and community center.

The FOL have continued to be most generous in their support of the library. Additional tech devices, plus a MAC public computer, have been purchased and are being used for teaching purposes and public access. The joint city/FOL funding of the programs will exceed this FY's budget – the FOL will pick up the shortfall and it is hoped the city will increase their contribution this upcoming FY.

Tech classes are regularly being held at the library and the TAM – with good feed-back. The library stats show increased number of e-books being checked out from the library.

The Library Director reported that she is making some progress on having the library re-carpeted. Funds from the Zimmer Interest Fund, plus a contribution from the City, will cover the cost. Contracts are in and are working their way through City requirements. It is hoped the work can be approved and executed before the summer program begins in June. At the same time, some minor work will be carried out in the Children's Room which will add some much-needed extra space to this area. Both projects are "deferred maintenance" and should not be interpreted as diminishing the need for a new facility. The library will need to close to the public while work is being done.

OLD BUSINESS ITEMS:

1. Update on Zimmer Fund

The City Council gave its consent to spending interest from the Fund on carpet repairs and/or renovations in the Children's Room.

The Council also approved \$150,000 from the fund be given to the LLCC (with conditions) to help the LLCC's first year operations.

The remaining Zimmer fund is being managed by the City Finance Director – details unknown.

2. Library Board of Trustees – Vacancy

Board member. Jeanette Giacomini, stated that her term was ending in July. She will be meeting with Mayor Morrison and Council Member Haroff on May 10th to discuss her

position. She said she would most likely not be available for another term but was willing to stay until a new member was appointed. She will confirm at the next meeting.

NEW BUSINESS ITEMS:

1. Budget FY 2019/2020

Director Akel reported that budget for next FY was being worked on. The City Manager had indicated that the budget was essentially “flat-lined”, but she had asked for an increase in the programming budget and the establishment of an electronic and digital services budget as there were no funds set aside for these growth areas. The Finance Director and City Manager will review her request.

2. 4th July Parade:

The Board decided to participate in the parade again this year. Chair Revell will submit the paperwork and ask the Chamber of Commerce to waive the \$50 fee as they have done in past years.

STATUS REPORTS- REPORTS FROM THE LIBRARY’S SUPPORT GROUPS (Friends, Foundation);

Joe Jennings, President of the LLCC, updated the Board on the status of the Task Force and outlined the plan of action going forward, in the months ahead

Barbara Friday, President of the Friends of the Library, updated the Board on the group’s activities, including their recent and ongoing membership drive.

FUTURE AGENDA ITEMS

Updates from FOL, Foundation and LLCC
Update on budget issues
Update on 4th July Parade

NEXT MEETING DATE

Chair Revell set the next meeting date as May 20th, 2019. This will be a special meeting as a number of Board members are unavailable for the regular meeting, which was scheduled for May 13th.

ADJOURN MEETING

Chair Revell adjourned the meeting at 7:45 p.m

Respectfully submitted, Janice Akel
Library Director

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Library.

Janice Akel, Library Director