



ADMINISTRATIVE DRAFT

**GROUP 4**

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**LIBRARY ADVISORY BOARD MEETING**  
LARKSPUR ROSE GARDEN CFP MASTER PLAN

**MINUTES**

**MEETING ON**

24 October 2012  
@ Larkspur City Council Chambers

**INVITED ATTENDEES**

| Name                      | Initials | Attended | Company or Organization                  |
|---------------------------|----------|----------|--|
| Joan Foley, Chair         | JF       | X        | Library Advisory Board (LAB)             |
| Noel Schumway, Vice Chair | NS       | X        | Library Advisory Board (LAB)             |
| Dave Kanter               | DK       | X        | Library Advisory Board (LAB)             |
| Donald Graff              | DG       | X        | Library Advisory Board (LAB)             |
| Teresa Capasso            | TC       | X        | Larkspur Library                         |
| Frances Gordon            | FG       | X        | Larkspur Library Director                |
| Dawn Merkes               | DM       | X        | Group 4 Architecture Research + Planning |
| David Schnee              | DS       | X        | Group 4 Architecture Research + Planning |

**DISTRIBUTION**

Attendees

**AGENDA**

- Project Schedule & Overview
- Library Needs Assessment
  - Review *Page & Morris LLC 2010 Space Needs Assessment*
  - Discuss Needs Assessment Updates
- Recreation Needs
- Existing Facility Analysis
- Library Advisory Board Recommendations to CFP Ad Hoc Committee
- Next Steps

WAYNE GEHRKE  
ARCHITECT

DAWN E. MERKES  
ARCHITECT

DAVID SCHNEE  
ARCHITECT

DAVID M. STURGES  
ARCHITECT

JILL EYRES  
ARCHITECT

JONATHAN HARTMAN  
ARCHITECT

PAUL JAMTGAARD  
ARCHITECT

WILLIAM LIM  
ARCHITECT

ANDREA WILL  
ARCHITECT



| A | LIBRARY ADVISORY BOARD | who | status |
|---|------------------------|-----|--------|
|---|------------------------|-----|--------|

|    |                             |  |  |
|----|-----------------------------|--|--|
| A1 | PROJECT SCHEDULE & OVERVIEW |  |  |
|----|-----------------------------|--|--|

1.01 **Project Schedule & Work Plan**

- DM reviewed the Rose Garden Master Plan project schedule and work plan with the Library Advisory Board.

|    |                          |  |  |
|----|--------------------------|--|--|
| A2 | LIBRARY NEEDS ASSESSMENT |  |  |
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1.02 **Review Needs Assessment**

- DS reviewed the Library Needs Assessment with the Library Advisory Board.
  - i. Decrease PCs and replace with laptops.
  - ii. Consider adding a digital lab.
  - iii. Shared programming and or technology space.
  - iv. Consider outdoor seating/program space

|    |                                    |  |  |
|----|------------------------------------|--|--|
| A3 | NEEDS & EXISTING FACILITY ANALYSIS |  |  |
|----|------------------------------------|--|--|

1.03 **Heritage & Preservation Needs**

- The Library Advisory Board requested a summary of the focus group meeting with the Heritage & Preservation Board.

1.04 **Need New Library**

- Dave suggested that the presentations to the community reiterate the need for a new library.

|    |                                       |  |  |
|----|---------------------------------------|--|--|
| A4 | LIBRARY ADVISORY BOARD RECOMMENDATION |  |  |
|----|---------------------------------------|--|--|

1.05 **The Library Advisory Board unanimously passed the following motions/recommendations:**

- We reaffirm the Needs Assessment completed by Page & Morris LLC in 2010 (Space Needs Assessment was submitted in Oct. 2010) with the suggested updates from September 2012.
- We are in support of a community facility on the CFP with the Library.
- The LB strongly supports a single library within the size range recommended by the Needs Assessment of the at the Rose Garden CFP site

| B | NEXT STEPS | who | status |
|---|------------|-----|--------|
|---|------------|-----|--------|

|    |                       |  |  |
|----|-----------------------|--|--|
| B1 | NEXT STEPS TO INCLUDE |  |  |
|----|-----------------------|--|--|

- 1.07
- Joint meeting with Park and Recreation Commission to explore/identify joint use opportunities.
  - Community input into the building program.
  - Prepare a plan of service to demonstrate sustainable operations.



**Meeting Adjourned at 8:20 PM**

These minutes were prepared on 29 October 2012.

Discussion of this meeting has been recorded as understood by the recorder noted below. If there are any omissions or corrections, please contact this office within 5 days. Unless notified to the contrary, these notes are assumed to be accurate.

GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC.

Dawn Merkes  
Principal

DM/mm