

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

Roll Call: Present: Chair Michele Melka, Joan Foley (arrived 6:23),
Jeff Gunderson, Noel Shumway

Staff: Library Director Frances Gordon

Chair Melka called the meeting to order at 6:18 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, November 10, 2014

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

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

Boardmember Shumway stated the candidate for the vacant Board position would be interviewed by the City Council on December 17th.

LIBRARY DIRECTOR'S ORAL REPORT

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

Library Director Gordon reported that Library staff have been very busy meeting the information needs of new patrons due to the temporary closure of the Corte Madera Library for remodeling.

UNFINISHED BUSINESS ITEMS

1. Updates from Larkspur Library & Community Center (LLCC) Project Planning Group

Library Director Gordon stated the LLCC fundraising group was waiting for the non-profit status (501(c)(3)) to be solidified. LMS Architects, the firm recently hired by the City, gave the Public Works Director a rough draft schedule of how they see the process unfolding through June.

Boardmember Shumway mentioned that Councilmember Chu was recently named Mayor and he wondered if there was a new Council liaison to the Board. Library Director Gordon stated she would find out.

NEW BUSINESS ITEMS

1. Report on the meeting of the various fundraising groups in Larkspur

Library Director Gordon stated the meeting hosted by Councilmember Way was held to discuss fundraising, in general, in Larkspur. Representatives of the Larkspur Community Foundation (including former Mayor Joan Lundstrom and Parks and Recreation Commissioner Sandy Blauvelt) and the Lark Theater were at the meeting. The meeting was not held specifically for fundraising for the LLCC.

2. Select Board Representative for Advisory Committee to the Larkspur Community/ Library Facility Parcel Planning Process

The Board discussed the selection of a representative for the Advisory Committee. Chair Melka stated she would like to postpone the selection until they find out what time the committee would meet (day or evening). Library Director Gordon stated she would get that information but noted the first meeting was scheduled for January 7th. She stated she could schedule a Special Meeting of the Board for this selection.

3. Updating Library Policy- "guidelines for Library use"

Library Director Gordon presented a brief report on some issues staff was having with the Internet stations. She stated staff took some of the wording from Library policies from other Marin libraries. She asked the Board to review this document and revisit it next month.

The Board unanimously adopted the updated policy. Library Director Gordon stated she would submit the final copy to the Board for the Chair's signature.

4. Begin Reviewing Current Year's Goals in Preparation of Board's Letter to Council

Chair Melka distributed a copy of last year's letter. She stated she liked the way they highlighted the year's activities. Library Director Gordon stated she would send that information, including number of events/programs and attendance figures, to Chair Melka to include in the letter.

Boardmember Shumway asked about including more statistical information including circulation (number of books checked out, etc.). Library Director Gordon stated she would send circulation statistics to Chair Melka.

Boardmember Shumway stated the intent of last year's letter was to keep the focus and momentum for a new library in the forefront- this is no longer needed. This year's letter could include information on fundraising activities.

Chair Melka stated the letter should include a "Thank You" to the support groups for their financial support. This year's letter could be one of "gratitude" to these groups, the City Council, the Library staff, etc.

Status Reports:

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

Library Director Gordon stated the Foundation is meeting tomorrow night and she would report back at the next Board meeting. The Friends continue to support Library programs.

FUTURE AGENDA ITEMS

Chair Melka stated the following items would be on the next agenda: 1) Updates from Larkspur Library & Committee Center (LLCC) Project Planning Group; 2) Review of Board's Annual Letter to the Council; 3) Select Board Representative for Advisory Committee to the Larkspur Community/Library Facility Parcel Planning Process.

NEXT MEETING DATE

Chair Melka stated the next meeting would be held on Monday, January 12, 2015.

ADJOURNMENT

Chair Melka adjourned the meeting at 6:47 p.m.

Respectfully submitted

Toni DeFrancis
Recording Secretary