

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Meeting- March 12, 2012

Roll Call: Present: Chair Joan Foley, Don Graff (arrived 6:07),
Dave Kanter, Marianne Rafter, Noel Shumway

Staff: Library Director Frances Gordon

Chair Foley called the meeting to order at 6:03 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

Acknowledgment of Warrants/Library- February, 2012

Approval of Minutes as Submitted: Regular Meeting February 13, 2012

M/s, Rafter-Shumway and approved 4-0 (Graff absent) to approve the Consent Calendar with a correction to the February 13, 2012 minutes.

PUBLIC COMMENT

There were no comments.

BOARDMEMBERS REPORTS AND COMMENTS

There were no comments.

LIBRARY DIRECTOR'S REPORT

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

Boardmember Graff arrived at the meeting.

Chair Foley referred to MARINet's new platform called "Sierra" and asked how it would differ from the current system. Library Director Gordon stated the interface seen by a patron might appear slightly different but the functionality behind the scenes would include one seamless module that staff would log onto. She stated there was a push for

an Open Source library system. Boardmember Rafter stated she was not familiar with Open Source and asked if they provided software updates. Library Director Gordon stated she was not sure but MARINet would not jump on the bandwagon with a system that was not properly managed. Boardmember Kanter stated Open Source software may or may not be maintained by the community that supports it. Library Director Gordon stated Open Source allows for more customization. Boardmember Kanter stated MARINet could hire a developer to work on something that they specifically want in the system.

Chair Foley referred to the MARINet vote to remove the \$.50 request fee but to charge a \$.50 "Not Picked Up" fee and asked if the fee pays for the transit. Library Director Gordon stated "yes" and noted the proposal did not include eliminating all fee just request fees. The proposal was intended to promote circulation. Boardmember Graff asked if all libraries have to adopt the same policy. Library Director Gordon stated "no". She recommended raising the late fine from \$.25 to \$.30 to be more in line with County libraries. Boardmember Graff asked if they could put a limitation on the number of requests. Library Director stated they were thinking about it but wanted to see how it all "shakes out". Chair Foley stated it was important for patrons to pick up books that have been requested. Boardmember Kanter asked if the goal of the late fee was to get people to return books or to generate revenue. Library Director Gordon stated the goal was to get books back into circulation.

M/s, Rafter-Graff and approved 5-0 to eliminate the \$.50 request fee but to charge a \$.50 "Not Picked Up" fee.

Ayes: All

M/s, Graff-Rafter and approved 5-0 to increase the late fine from \$.25 to \$.30 for adults and \$.10 to \$.15 for children.

Ayes: All

UNFINISHED BUSINESS ITEMS

1. Continued Discussion of the Rose Garden in relation to a New Community Facility

Boardmember Kanter stated he attended the last City Council meeting and had questions about their discussion of the Rose Garden project. Library Director Gordon stated the agenda item was simply a presentation by the developers. Boardmember Graff stated the Council will be discussing the community parcel at its May 16th meeting and would take public input at that time. Boardmember Kanter asked if the Board should have a plan in terms of the May 16th meeting. Boardmember Rafter stated "yes" and noted they should have a coordinated effort and present a statement from the Board. Boardmember Kanter acknowledged the generous donation from the anonymous resident and asked if the Board should be discussing the issue of operating costs. Boardmember Graff stated there should be a statement from the Board suggesting that the Council move forward with designating part or the entire community

parcel for a new library. He stated he would write a letter and send it Library Director Gordon for distribution to the Board. The letter should be sent to the City Clerk for inclusion in the May 15th Council packet. Library Director Gordon asked if the Board should coordinate with the Foundation. Boardmember Graff stated the Foundation should write its own letter. Chair Foley agreed and stated the more letters the Council receives the better. Boardmember Rafter stated the Steering Committee plans to submit a letter to the Council.

Chair Foley asked if the Board should begin discussing the issue of operating costs for a new library. Boardmember Rafter stated the Steering Committee had discussed this issue and some members felt the budget would not increase partly due to the fact that the advances in technology might mean a smaller staff. She noted the anonymous donor has offered to contribute \$1 million towards operating costs. Boardmember Graff stated they need to look at the newer libraries in the Bay Area since they seem to be working with smaller staff levels. He noted there would probably be a different staffing process with a new library facility. They could also bring in community support from the local schools, etc. Chair Foley stated they should keep this issue on the back burner since the actual facility would not be realized for quite a while.

Boardmember Rafter stated Steering Committee Chair Martin wanted to know if the Board would like to give the Steering Committee any direction at this time. Boardmember Kanter stated he would like to get an idea about the accuracy of the cost figures in the Steering Committee report. This would be a very useful number to have. Boardmember Graff stated the report done by Library Consultant Kathy Paige had the cost estimates at \$6 to \$8 million. He added this would be a public library and the City should come up with some money towards the facility. Chair Foley asked when the Steering Committee should become involved. Boardmember Graff stated one of the first steps would be to develop an overall plan for development of a library facility. This could cost around \$100,000 and should be paid for by the City. In addition, they would need some private money. Boardmember Rafter stated the Steering Committee had discussed fundraising and the fact that some of it would be one-on-one and asking private individuals for donations. Chair Foley stated they would eventually need to hire a professional to begin the entire process. Boardmember Graff stated that individual or firm would put together an overall plan showing all the steps, the timing and cost of each step, etc. This needs to be done before the design is developed and the architect is hired.

Boardmember Kanter asked who would make the decision about the need for more materials once the building was built. Library Director Gordon stated she would need a bigger budget to obtain more materials. However, this new library would look very different from the current library. They would need more space for programming, meeting rooms, etc. The collection would certainly grow based on need. Boardmember Rafter stated the new library could include rooms for computers, tutoring, a study hall, etc. Boardmember Graff noted the new library would still be serving the same population. Boardmember Kanter stated the current ratio of books per patron per

square inch was very low. Boardmember Graff stated they need to remember they are part of MARINet. Library Director Gordon stated one thing she could do would be to increase the browsing collection.

Boardmember Shumway asked Library Director Gordon if she had a sense of the percentage of books that are requested and/or picked up outside of the library. Library Director Gordon stated she was not sure but at any given time she could get the numbers for how many items that are loaned and how many items are borrowed (filling a request). There will always be an ebb and flow but the most popular titles would never be sitting on a shelf because they are in continuous circulation for filling a huge queue line. Many of the new and popular titles live “in a queue line” and not on a shelf. The key is having a good browsing collection. The queue line has a big impact on library space.

2. Library Centennial Planning

Chair Foley stated she has been talking with Children’s Librarian Capasso about the Children’s Event and they decided to schedule the event for Saturday, April 27th. She asked Boardmember Shumway to make sure this date does not conflict with any school-sponsored events. They envision the event starting about 11:00 a.m. for the pre-schoolers with a Firefighters’ Storytime, finger puppets, and a presentation by a Firefighter who would march the kids over to the Fire Department. Larky would also make an appearance. The Hall Middle School Band would start playing around noon in front of City Hall. The event would wind down with cupcakes and lemonade being served around 12:30 p.m. Boardmember Graff asked if they planned to do anything for the older kids. Chair Foley stated probably not since they were usually highly scheduled. She discussed the possibility of doing a raffle. Boardmember Kanter stated he would speak to his wife who has run raffles in the past. Boardmember Graff asked if there was anything in the parking lot for the kids to do. Chair Foley stated she was open to other ideas but she wanted to keep the event manageable. She thought providing some coloring books might also be a good idea. Library Director Gordon stated she was working on the bookmarks for the Centennial that would include a list of the “Books of the Decade” on one side and the Library’s yearly events on the other side. Boardmember Kanter stated he was working on the logo. Library Director Gordon stated the City Centennial graphics could be tweaked since the City owns them. Boardmember Kanter asked if there was a preferred vendor that he should approach. Library Director Gordon stated she would get the name of the company located in the Bon Air Shopping Center. Boardmember Rafter stated the Board also talked about note cards, tote bags, or calendars as gifts. She asked if they need to start trying to raise some funds. Chair Foley stated they should come up with some costs for the next meeting.

New Business

There were no New Business items.

Status Reports:

1. Report from Friends of the Larkspur Library

Library Director Gordon stated the Friends were still searching for a new President. They were in the process of preparing their 501 (c) (3) Earnings Report for the year.

2. Report from Larkspur Library Endowment Fund & Foundation

There was no report.

3. Report from Steering Committee

There was no report.

FUTURE AGENDA ITEMS

Chair Foley stated the following items would be on the next agenda: 1) Continued Discussion of the Rose Garden in relation to a New Community Facility; 2) Library Centennial Planning; 3) Preliminary Library Budget.

NEXT MEETING DATE

Chair Foley stated the next meeting would be held on April 9, 2012.

ADJOURNMENT

Chair Foley adjourned the meeting at 7:35 p.m. in memory of Ms. Jenna Ruhland, long-time Library patron and volunteer.

Respectfully submitted

Toni DeFrancis
Recording Secretary