

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- September 11, 2017

Roll Call: Present: Acting Chair Noel Shumway, Jeff Gunderson,
Andy Revell

Absent: Chair Jeannette Giacomini, Michelle Melka

Staff: Library Director Janice Akel
Mayor Kevin Haroff

ROLL CALL

Acting Chair Shumway called the meeting to order at 6:15 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, June 12th, 2017

M/s, Gunderson-Revell, and approved 3-0 to approve the Consent Calendar with the continuation of the June 12, 2017 minutes due to lack of a quorum.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

1. Introduction of new member, Andy Revell

Acting Chair Shumway welcomed new Boardmember Andy Revell. Boardmember Revell discussed his background and his involvement in the community. Each Boardmember discussed his background and years of service on the Board.

Mayor Haroff stated the summer was over and it was time to re-engage the focus and energy on the Library/Community Facility process. He would like the Board to take a leadership role in this process. The Council will turn its attention to this important process after the November election and the passage of Measure "B". Library Director Akel stated staff does get a lot of questions about the status of the Library/Community Facility. The interest is still there. Mayor Haroff stated they need to start to focus on this process, reach out to the community, and start developing the funding resources.

Library Director Akel stated the delay has not necessarily been a bad thing since the demographics are changing along with the “world of libraries”. Mayor Haroff agreed- the initial concepts may be out of date and could have been too ambitious. They have an opportunity to be very innovative on that parcel. They need to look more pro-actively towards the future, the use of technology, and develop a unique resource for Marin County.

LIBRARY DIRECTOR’S ORAL REPORT

Library Director Akel reported the summer went very well with over 50 programs offered by the library and approximately 1,800 people participating. An Adult Reading Program was added and there were over 60 people who joined. Acting Chair Shumway stated the summer programming was wonderful and good public relations for the department. Library Director Akel reported one very well received program was “Mr. Space Man- the NASA Ambassador”- attendance was so great that they ran out of chairs. Mr. Space Man will be back to give lectures on a monthly basis for adults and kids. They had 15 local sponsors over the summer with the San Francisco Giants donating over 30 tickets. Staff started “Ted Talks” at The Tamalpais and participation has grown. There are a variety of topics that are discussed with a question and answer period at the end. Staff plans to run a program once a month on Tuesdays pertaining to technology. This type of community outreach does not take a lot of effort on staff’s part and is very well received. The department got a grant over the summer to purchase bilingual children’s books. Programming is going very well even though the department does not get any funding from the City Council. Funding comes from primarily the Friends and they receive some from the Foundation. During the next budget cycle she would be asking the Council for funds for programming. The Friends are having some difficulties and could use an influx of members and perhaps an “overhaul”. Boardmember Revell stated he would love to help with this. Library Director Akel stated most patrons do not know the difference between the Library Board, the Friends, and the Foundation. She has created a document to describe each group. Acting Chair Shumway asked if the Friends plan to hold the Annual Tea at Book Passage in December. Library Director Akel stated “yes”- it is scheduled for Saturday, December 2nd. She discussed the two volunteers that continue to work in the library- one just had her 90th Birthday! Staff was planning on doing some renovations to the Children’s Library but the City Manager has put this on hold. The department came in on budget last fiscal year while increasing use by 3%. Boardmember Revell asked if this included both circulation and programming. Library Director Akel stated “yes”.

OLD BUSINESS ITEMS

1. Update on review of 2050 Plan

Library Director Akel presented a staff report. She noted the City Manager and Council have been very busy with other items. Boardmember Gunderson stated he distributed some brief comments to the Board at the last meeting. Acting Chair Shumway asked if

they should bring this back to the Board at the next meeting. Mayor Haroff stated this was a good idea. Boardmember Gunderson asked if there was a hiatus on review of the 2050 Plan. Mayor Haroff stated “no, it is just a question of priorities”. The ballot measure is the focus at this time along with an update of the General Plan and regular City business. Boardmember Gunderson stated he would like to get some feedback from the Board about his written comments.

2. Review of Summer Activities

Library Director Akel presented a staff report. Boardmember Gunderson stated the Board’s participation in the 4th of July Parade was very successful and they really got the word out about the library. He noted they got a very good spot in the parade- right behind Mayor Haroff. Acting Chair Shumway stated the photographs were terrific. Library Director Akel noted the Wine Stroll was not as successful and she was not sure she would participate again. They were the only “vendor/participant” that was not involved with wine. Acting Chair Shumway thanked Boardmember Melka for arranging the Board’s participation in these two events. A third generation resident, home from college for the summer, proudly wore the Larky costume. She was terrific!

3. Update on Zimmer Trust Funds

Library Director Akel presented a staff report. She recently received a letter from the accountants informing her that the City would be receiving the last distribution by the end of the year. In the meantime, the fund has gone down a bit due to the administrative fees. There is \$660,000 currently in a separate account. The City Manager will be asking the Board to make recommendations on how to spend the interest money. She stated reupholstering some of the furniture would be worthwhile. Acting Chair Shumway asked Library Director Akel to come up with a list of suggested items for the Board to review. Boardmember Revell asked about the parameters of the donation. Library Director Akel stated no parameters were given.

NEW BUSINESS ITEMS

1. Discussion on items for the Board to focus on in the months ahead

Acting Chair Shumway stated some of the Old Business Items should be discussed at upcoming meetings- review of the 2050 Plan, update on the Zimmer Trust Fund, next steps for the Library/Community Facility process. Boardmember Revell asked if a sub-committee could be formed to discuss this process. Mayor Haroff stated “yes”. Acting Chair Shumway stated they need to get the momentum going again.

STATUS REPORTS- REPORTS FROM THE LIBRARY'S SUPPORT GROUPS (Friends and Foundation)

Library Director Akel stated the Foundation would be meeting on Wednesday night.

FUTURE AGENDA ITEMS

Library Director Akel stated she would like to review some of the library policies, including how to deal with violent patrons, patrons that are posing a nuisance, etc. These policies would help staff in dealing with these situations.

Acting Chair Shumway asked Library Director Akel to report back on last year's financials at an upcoming meeting. Library Director Akel stated she was talking with the City Manager about some possible changes to personnel and job descriptions.

NEXT MEETING DATE

Acting Chair Shumway stated the next meeting would be held on Monday, October 9th. Boardmember Gunderson stated he would need to miss the October meeting.

ADJOURN MEETING

Acting Chair Shumway adjourned the meeting at 7:35 p.m.

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.

Janice Akel, Library Director