

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- March 12th, 2018

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

Absent: Michelle Melka

Staff: Library Director Janice Akel, City Manager Dan Schwarz

Guests: Friends of the Library Board: Barbara Friday

ROLL CALL

Chair Shumway 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, February 12, 2018
M/s Giacomini/Revell

M/s, Gunderson, Giacomini and approved 4-0-1 (Melka absent) to approve the Consent Calendar as submitted.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports or comments

LIBRARY DIRECTOR'S ORAL REPORT

Library Director Akel reported that weeding the collection remains a priority and she hopes that this will be completed by the end of April or early May. Once the physical weeding is done the collection will be reworked and 2-3 rows of shelving on the upper level will be removed to make space for tables and chairs which can be used for study space or meetings. Currently there is seating for only 22 people in the library (including

children and the public access computers) and this is inadequate for the number of people who visit the library each day. The items being weeded are pulled according to condition, usage and relevancy. Professional librarians evaluate all items pulled before a final decision is made to dispose of them through a second-hand bookseller who gives a % of the sales to the library. Approximately 10-15% of the library's materials are being weeded out – the majority have not circulated in 8+ years. There has been no opposition from the public thus far.

The 2018/2019 preliminary budget was sent to the City's Finance Director on March 9th. The Library Director will be meeting with the City Manager and the Finance Director in the next few weeks to go over this. She will bring the budget to the Board for their consideration.

Library programming is going well. Summer planning is moving along and performers are being engaged. The Friends of the Library (FOL) are going to approach potential merchants for prizes which will save library staff time. The FOL have agreed to pay for a movie license and the library will start to run movies as soon as they work out the dynamics of where/when and what to show. The library will also commence showing TED talks at Magnolia Ave in May or June.

The FOL is continuing with the membership drive and their fundraising. They are planning an open house at the library on Saturday, April 28th. It will be promoted as an appreciation event and will feature a short talk on the 21st century library, to be given by the Library Director. Some music and light refreshments will be served.

The MARINet consortium of libraries are looking to develop standard policies on fees/fines and on a once-a-year short term amnesty. Libraries within the consortium have different policies and it is confusing for patrons who use and borrow from a number of libraries within the group. The consortium is also looking to develop a standard collection policy for e-books v. print copies so that there is a good coverage across the group. The Director will keep the Board apprised of developments.

Library Director Akel informed the Board that the Tamalpais School District has eliminated all school librarians' positions, primarily as a cost-savings measure. MARINet is not sure of the impact this will have on the MARINet consortium libraries but they will do what they can to support the local schools with their library needs.

Director Akel also informed the Board of developments with local library buildings. Bel/Tib extension (\$16 million) is going ahead with ground breaking planned for later this year; San Rafael has a fund-raiser, looking at 3 possible sites and has a great webpage re their new building developments; College of Marin is asking for support from MARINet libraries to assist them in securing inclusion in a Bond Measure being proposed to cover facilities work on the campus; Marin County Free Library still struggling with what to do with the aging Corte Madera library.

OLD BUSINESS ITEMS

1. Update on Review of 2050 Plan

City Manager Schwarz presented updated information on the 2050 Review in advance of the meeting. He opened the floor to questions and comments. Chair Shumway questioned the status of the Bon Air bridge project and the City's finances for this and other infrastructure needs, such as the library. The City Manager said the bridge contract had been awarded and would start in the summer and take about 4 years. The City had sufficient capital for the project.

The Board then questioned the City Manager about the status of the Rose lane property including questions on whether the land was dedicated for a new library and if the City had an option to sell the land. The City Manager replied that he could not say; the original documents stated the land was for a "public purpose." Boardmember Revell asked where he could locate a copy of the original Rose Land Development Agreement and the City Manager said it could be located on the City's website.

Questions followed regarding other possible uses for the site and whether the Council would be more inclined to develop the property if a citizen's group could raise the funds. City Manager Schwarz said that if money was available he was sure the Council would seriously look at any proposal. He said that \$20 million was a figure that he and the Public Works Director had come up with for the project, and this did not include any ongoing operational costs associated with a new facility. Boardmember Gunderson asked if the Zimmer fund could be used towards a new building and City Manager Schwarz said not at this time and it really needs an endowment.

The Board discussed the newly formed citizens' group and the status of the 501(c) 3 the city put together a couple of years ago. The citizens' group were suspicious of who controlled this and how it could work. Where could they get a copy of the by-laws?

Chair Shumway briefed the Board on the citizens' group activities and a discussion took place as to how best to get various groups together and to approach the Council so that the library's needs progress and stay relevant. He thanked the City Manager for coming to the meeting.

2. Update on Board of Trustees Annual Letter to the City Council.

Board member Giacomini said that at the direction of Council Member Catherine Way she mailed the board's Annual Letter to the Council. Council Member Kevin Haroff had

responded on behalf of the Council and thanked the Board for the report and asked that, in turn, member Giacomini thank the Board for the good work they are doing.

3. Update on City’s risk management policies.

City Manager Schwarz said that the City staff were talking to their risk management authority and researching their needs. As it was a city-wide issue they needed to take a number of different issues into account. It was hoped that within the next few weeks they would have some procedures and policies to implement. The Board said they thought this an important project and that background checks and scanning of any person working or performing in the library was important, especially if they were around children or were in an unsupervised situation – a staff member should always be present.

4. Update on library programming and funding.

Library Director Akel stated that the City had come up with a proposal to match FOL funds, up to \$10,000, for library programming. Under this agreement, the City would assume responsibility for programming, and provide liability coverage. They would write the checks and the FOL would reimburse the city. This would make \$20,000 available to the library each FY. The FOL will be meeting with the City Manager and Council member Catherine Way within the next week or two to discuss. The funding would begin with the new FY. Director Akel said that it was most likely that the FOL would agree.

5. Update on library’s external activities.

Chair Shumway presented. The City Chamber of Commerce has decided that only commercial businesses will be part of this year’s Wine Stroll. The Library does not qualify. Director Akel stated that Michelle Melka had informed her that she had already registered the Library in the 4th of July parade and that the FOL, Foundation and the newly formed citizens’ group also wanted to be included this year. The Board was also enthusiastic about being part of the parade again this year.

STATUS REPORTS

None

FUTURE AGENDA ITEMS

Update on program funding; update on risk management.

NEXT MEETING DATE

Chair Shumway stated the next Board meeting would be held on Monday, April 9th, 2018.

ADJOURN MEETING

Chair Shumway adjourned the meeting at 8:05 pm.

Respectfully submitted,
Janice Akel
Recording Party

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

Janice Akel, Library Director