

**AGENDA
LARKSPUR LIBRARY BOARD
SPECIAL MEETING
November 18, 2019
City Hall, 400 Magnolia Ave.
6:15 PM – 7:30PM**

Board Members: Chair: Andy Revell; Michelle Melka; Jeff Gunderson; Jonathan Shambroom; Armelle Futterman

ROLL CALL:

APPROVAL OF CONSENT CALENDAR

Please note: The purpose of the Consent Calendar is to group items that may be approved routinely. Anyone may request removal of an item for discussion.

1. The Library Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code.
2. Approval of the Minutes of October 14, 2019

PUBLIC COMMENT: The Board will hear public comments only on matters over which they have jurisdiction. There will be no Board discussion. The Board Chair will allot no more than five minutes to any individual. Unless the Board determines otherwise, the total amount of time allocated to this agenda item will be 15 minutes.

BOARD MEMBERS REPORTS AND COMMENTS:

(Additional important information relating to the Library and/or Library Groups)

LIBRARY DIRECTOR'S ORAL REPORT:

OLD BUSINESS ITEMS:

1. Discussion on library activities and staffing, including recruitments – City Manager, Dan Schwarz

NEW BUSINESS ITEMS:

2. Statement of Qualifications for the Rose Lane property

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

FUTURE AGENDA ITEMS:

Board will recommend future agenda items and establish next meeting date

NEXT MEETING DATE:

Board will set a date for their next meeting.

ADJOURN MEETING

NOTICE IS HERE BY GIVEN: If you challenge any item on this agenda in court, you may be limited to raising only those issues you or someone else raised at the public hearing herein described, or in written correspondence delivered to the Library Director at, or prior to, the public hearing. [G.C. § 65009 (b) (2)]

Any writings or documents provided to a majority of the Library Board regarding an item on this agenda will be made available for public inspection at the Customer Service Counter at City Hall located at 400 Magnolia Avenue, Larkspur, CA and at the main counter of the Library located at the same address during normal business hours. (SB 343, amending G.C. Section 54957.5)

ACCESS TO MEETINGS: Meeting facilities are accessible to persons with disabilities. If you require special assistance, please contact any staff member prior to the meeting. An interpreter for the deaf will be made available upon request to the staff three days or more prior to the meeting.

LIBRARY BOARD MEETING SCHEDULE

Regular Board Meeting December 9th 2019 6:15pm

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting – October 14, 2019

ROLL CALL:

Chair Andy Revell, Armelle Futterman, Jeff Gunderson, Jonathan Shambroom
Staff: City Manager Dan Schwarz

Absent: Michelle Melka,

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: Approved September 9 minutes

PUBLIC COMMENT:

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS:

None

LIBRARY DIRECTOR'S ORAL REPORT:

City Manager Dan Schwarz and Assistant to the City Manager Shannon O'Hare are serving as Acting Library Directors. The search for a new director is underway with interviews anticipated to occur in November.

OLD BUSINESS ITEMS:

1. Discussion on library activities and staffing, including hiring a new Director and replacement Technical Services Librarian, also City's interim Director contact/responsibilities.

City anticipates opening a recruitment for Librarian in November, with the plan being to hire a new director to complete the recruitment process. The City Manager discussed a staffing study for the Library that was completed in 2018. The Board requested a copy of the study.

NEW BUSINESS ITEMS:

1. Request for Proposals for Schematic Design of Community Facility Parcel

The City Manager reported that a RFP for the design of a 10,000 square-foot facility is underway with the Council scheduled to consider responses in January

or February 2020. The Board requested a link to the RFP, which is posted online.

**STATUS REPORTS- REPORTS FROM THE LIBRARY'S SUPPORT GROUPS
(Friends, Foundation):**

In the absence of representatives from the support groups, the Board members provided general information about activities of which they are aware.

FUTURE AGENDA ITEMS

NEXT MEETING DATE

Chair Revell set the next meeting date as November 18, 2019 due to the fact that the regular meeting of November 11, 2019 would fall on Veterans' Day.

ADJOURN MEETING

Chair adjourned the meeting

Respectfully submitted,
Dan Schwarz, City Manager

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

Dan Schwarz, City Manager