



**LARKSPUR LIBRARY BOARD**  
**Minutes of Regular Meeting – February 10, 2020**



**ROLL CALL:**

**Present:** Jeff Gunderson, Michelle Melka, Jonathan Shambroom

**Staff:** Franklin Escobedo, Library Director

**Absent:** Armelle Futterman, Andy Revell

**Guest:** Joe Jennings, Commons Foundation

*Meeting called to order at 6:15 p.m. February 10, 2020*

**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 January 13 minutes

**PUBLIC COMMENT:**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS:**

None

**LIBRARY DIRECTOR'S ORAL REPORT:**

Reported on the MARINet, NorthNet meeting that was held in January.

- Updated the library board about the ongoing issues with publisher's embargos on the purchasing of eBooks and eAudiobooks with Overdrive.
- NorthNet's disaster plan and looking into Larkspur Library's disaster plan.
- Summer Lunch Program and the possibility of starting a program in Larkspur.

Reported on the contributions of the Larkspur Library Foundation

- The Larkspur Library has contributed \$41K to the libraries operating and materials budget for the past 5 years.

- Going forward the library will be making sure that the Foundation's or any partner's contribution is visibly noted with a book plate or logo added to a digital content.

## **OLD BUSINESS ITEMS:**

1. Discussion on library activities and staffing, including recruitments –
  - Director Escobedo updated the Library Board on the progress of the recruitments and that eight applicants had extended an invitation to the first interview. He also reported that the job descriptions and procedures for hiring new hourly/part-time employees was being updated and revised.

## **NEW BUSINESS**

1. Library Card Holder & Circulation Report
  - Reviewed the current card holder circulation, broken down by neighborhood checkouts.
  - Discussed the card restrictions based on zip code and residence within Marin County.

**Action: To bring back the zip code checkout report and Larkspur card holder.**
2. 2020 Programs – Library Director, Franklin Escobedo
  - Shared that programs were now being posted to *The Patch* and the *Pacific Sun*.
  - Reviewed upcoming events that were in the works.
  - Current recruitments for teen volunteers for Teen Tech Helpers.

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

- Friends of the Library started a mailing campaign, targeting, Larkspur, Greenbrae, and Kentfield. Friends are working on a business campaign with the Commons Foundation. Working on a membership event with author Julia Flynn Siler.
- Larkspur Library Foundation: reported on getting sponsorship Fairway Capital, College of Marin, and *MarinIJ* for ads to spread awareness of the Larkspur Foundation.
- The Commons Foundation they've begun a capital campaign with a goal of

raising five million dollars.

### **FUTURE AGENDA ITEMS**

- Updates Library building project.

### **NEXT MEETING DATE**

The Board will meet again on Monday, March 9 at 6:15 p.m.

### **ADJOURN MEETING**

Meeting adjourned the meeting at 7:11 p.m.

Respectfully submitted,  
Franklin Escobedo, Library Director

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



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Franklin Escobedo, Library Director

