



MINUTES  
LARKSPUR LIBRARY BOARD  
March 10, 2021



**ROLL CALL:**

**Larkspur Library Board Members:** Chair: Jeff Gunderson; Michelle Melka; Jonathan Shambroom; Armelle Futterman

**Absent:** Andy Revell

**Staff:** Franklin Escobedo, Community Services Director

**Guests:** Joe Jennings, President of the Commons Foundation, James Holms, Barbara Friday, President of the Friends of the Larkspur Library.

**Meeting called to order on March 10, 2021 at 6:17 p.m.**

**APPROVAL OF CONSENT CALENDAR**

*A. Futterman moved to approve the consent calendar and the minutes from February 10 meeting. J. Shambroom seconded. Motion passed.*

**PUBLIC COMMENT:**

- J. Holms thought it was an excellent idea that the new renderings of the library were done to gain public support.
- B. Friday has pleased to hear the development and the evolving presentations from the Commons on the future library.

**BOARD MEMBERS REPORTS AND COMMENTS:**

- A. Futterman asked about the length of time that material takes in transit due to quarantine and the fulfillment of holds.

**LIBRARY DIRECTOR'S ORAL REPORT:**

**OLD BUSINESS ITEMS:**

1. Update on library activities and programs – Community Services Director, Franklin Escobedo
  - Link+ was suspended for a week due to the back up in delivery from Library’s closure. It was discovered that the suspension of the Link+ also barred our users from requesting Link+ material.
  - Material usage has again begun to increase as we caught up with delivery.
  - Closed captioning was added to the online programming. Still working out some problems.
  - The installation of the CD shelves was completed.
2. Digital Services Strategy Update – Community Services Director, Franklin Escobedo
  - Working on billing funders and hoping to add Hoopla.
3. Laptop & Hotspot Policy Review – Community Services Director, Franklin Escobedo
  - No discussion.

**NEW BUSINESS ITEMS:**

1. FY 21-20 Budget Review – Community Services Director, Franklin Escobedo
  - Was asked the City to produce a flat budget for Fiscal Year 21-22.
  - FTE staff were increased to 40 hrs. per week.
  - City unfroze one Librarian position so hire will begin.
  - An additional part-time staff can be recruited.
  - Two FTE positions are still frozen.
2. New Library Concept Designs – The Commons Foundation
  - J. Jennings shared the new architectural drawings for the design of the future library, the new designs showed the three different phases of the building project.

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

- B. Friday by April will be finishing up 2021 Membership campaign. The Friends will begin placing books in the Laundry mats in Larkspur with book plates in them. Hoping to have the touch a truck event this fall.
- Director Escobedo reported that the Larkspur Library Foundation meeting was reschedule for the following week.

**FUTURE AGENDA ITEMS:**

Follow up on the Budget.

**NEXT MEETING DATE:**

Next Board meeting will be on Wednesday, April 14 at 6:15 p.m.

**ADJOURN MEETING**

Meeting was adjourned on Wednesday, March 10 at 7:36 p.m.

Respectfully submitted,  
Franklin Escobedo,  
Community Services Director

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

*Franklin Escobedo*  
Franklin Escobedo, Community Services Director