

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- October 11, 2021
Via Zoom due to COVID-19

Roll Call: Present: Chair Jeff Gunderson, Armelle Futterman,
Andy Revell, Jonathan Shambroom

Absent: Amir Movafaghi

Staff: Community Services Director Franklin Escobedo

1. ROLL CALL

Chair Gunderson called the meeting to order at 6:15 p.m.

2. APPROVAL OF CONSENT CALENDAR

2.1 Approval of Minutes: Regular Meeting, August 9, 2021.

M/s, Revell/Futterman, and approved 3-0-2 (Movafaghi, Shambroom absent) to approve the minutes of August 9, 2021 as corrected.

3. PUBLIC COMMENT

There were no comments.

4. BOARDMEMBER REPORTS AND COMMENTS

Board member Revell stated his family was very excited to be able to spend time in the Library! He has heard nothing but positive feedback.

5. LIBRARY DIRECTOR'S ORAL REPORT

Community Services Director Escobedo gave an update on the following projects: 1) He heard from the County about several projects; 2) He has most of the staff on-board including the new Librarian; 3) Staff will present the budget update to the Board in December; 4) There will be no Board meeting in November.

OLD BUSINESS ITEMS

6. Update on Library Activities and Programs

6.1 August and September Statistics and October Programming

Community Services Director Escobedo reported on the following: 1) Stats are down probably due to school starting; 2) E-book circulations are down; 3) The issue with E-

plus books and the need to update the codes. He answered questions regarding whether the decreases were seasonal and whether staff could provide statistics for the last three years.

6.2 Digital Services Strategy Update

- Wishlist

Community Services Director Escobedo reported on the following: 1) Staff is getting more support from the City; 2) Staff is marketing some of the new programs coming up; 3) Staff is lining up programming ahead of time to get it out on social media; 4) The move to a different service.

6.3 Library Reopening Update

- New Hours Bookmark

Community Services Director Escobedo reported on the following: 1) Staff added more Library operating hours including Saturdays; 2) Hours will be posted on social media and there will be a press release; 3) There is a problem with parking in the Library parking lot by non-patrons. He answered questions regarding the increase in traffic in the Library, when staff will be able to return the facility to its former use (including furniture, etc.), how other Libraries are handling children and the possible exposure to COVID.

Board member Shambroom arrived at the meeting.

7. New Business Items

7.1 Collection Development Policy Review

- Collection Development Policy with Edits

Community Services Director Escobedo presented a staff report. He stated he would bring the final document to the Board for approval at the December meeting.

There were no questions or comments from the Board.

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

Barbara, President of the Friends of the Library, gave a report that included the following: 1) The Friends held a meeting in October; 2) They are working on the "Season of Giving", a joint fundraising endeavor with the Commons Foundation; 3) She is working on an article for the Independent Journal; 4) She summarized the year's membership campaign- 97 renewals and 15 new members; 5) They have given \$10,178 to the Library; 6) They are planning on events, perhaps in the spring! She answered a question regarding how all this compares to previous years and goals that were set.

Mr. Joe Jennings, President of the Commons Foundation, gave a report that included the following: 1) They are entering a critical phase in the Capital Campaign with the action and focus on the City and City Council; 2) There was phenomenal progress made over the summer; 3) In June the State approve a Matching Grant Program for the Fiscal Year 2021/22 and the City received \$1 million, a portion of which will be spent on infrastructure for the new Library at the Rose Lane site; 4) The City Hall facility will be renovated and it was announced that the Library would not move back into that building; 5) A fundraising update- as of today they have \$1,745,630 raised in pledges and cash towards the new building (a third of the way there); 6) They have four new ambassadors. He answered questions regarding the amount of capital not spent last year that was converted into the Capital Campaign, the Zimmer Trust fund, if there have been discussions about “naming rights”, if there are some small scale activities being done in terms of fundraising, how the Board can interact with the Foundation to encourage a commitment of funds.

Community Services Director Escobedo stated there was no report from the Library Foundation.

9. Future Agenda Items

Chair Gunderson stated the following items would be on an upcoming agenda: 1) Collection Development Policy; 2) Review of Mid-Year Budget; 3) Last three years of statistics; 4) Annual letter from Chair to the Council highlighting the year’s activities; 5) Report on Youth/Teen programming; 6) Compression of non-fiction collection to allow for more space for teen collection; 7) Programming at The Tam.

10. Next Meeting Date

Chair Gunderson stated the next meeting would be held on Monday, December 13, 2021.

11. Adjourn Meeting

Chair Gunderson adjourned the meeting at 7:13 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.

Franklin Escobedo, Community Services Director