



**AGENDA  
LARKSPUR LIBRARY BOARD  
Minutes  
July 13, 2020**



**ROLL CALL:**

**Present:** Andy Revell, Michelle Melka, Jeff Gunderson, Armelle Futterman

**Absent:** Jonthan Shambroom

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

**Guests:** Larry Lanctot, President Larkspur Library Foundation, Joe Jennings, President of the Commons Foundation, Gabe Paulson, City Council

*Meeting called to order 6:15 p.m., on Monday, July 13, 2020.*

**APPROVAL OF CONSENT CALENDAR**

*A. Futterman motioned to adopt the Consent Calendar. J. Gunderson seconded. Motion passed.*

**PUBLIC COMMENT:**

No public comment.

**BOARD MEMBERS REPORTS AND COMMENTS:**

J. Gunderson reported that he received an overdue notice from the library.

**LIBRARY DIRECTOR'S ORAL REPORT:**

**OLD BUSINESS ITEMS:**

1. Discussion on library activities – Community Services Director, Franklin Escobedo
  - Reviewed circulation report, the rise in eBook & eAudiobook circulation.
  - Library's mail has resumed and expecting to get new material soon.
  - Delayed reopening to the public due to the roll backs by the County of Marin due to COVID.
  - Virtual programming for July has begun and virtual story time and sold out children's programs are being streamed on the Library's Facebook.
2. Digital Services Strategy Update– Community Services Director, Franklin Escobedo
  - Review the wish list for the digital services and presenting the first proposal to the Commons Foundation.

### **NEW BUSINESS ITEMS:**

1. Board Training – Community Services Director, Franklin Escobedo
  - Reviewed the Library Boards Mission
  - Reviewed the Rosenberg’s Rules of Order for conducting meetings
  - Brief Refresher on the Brown Act
  - Reviewed the Larkspur Library’s part in the MARINet Consortium
  - Reviewed the Library’s Budget in detail
  - Reviewed the Roles of the Library’s Community Partners, Friends of the Library, Larkspur Library Foundation, and The Commons Foundation
  
2. Community Services Department – Community Services Director, Franklin Escobedo
  - Reviewed the new outline of the Community Services Department and the two division, the Library and Recreation.

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

- Larry Lanctot, President of the Larkspur Library Foundation gave an updated on the Foundations work for the library and the new Larky bookmarks that are being given out to the public.
  
- Joe Jennings, President of the Commons Foundation shared the update on the annual campaign and the funds that have been raised help support the library during this current recession.
  
- Director Escobedo reported for the Friends of the Library who are currently on their summer break. However, the Friends did make a substantial donation to the Commons Foundation’s annual campaign.

### **FUTURE AGENDA ITEMS:**

- Library Board Calendar

### **NEXT MEETING DATE:**

Monday, August 10, 2020

### **ADJOURN MEETING**

Meeting adjourned the meeting at 8:11 p.m., Monday July 13, 2020.

Respectfully submitted,  
Franklin Escobedo, Community Services Director

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

*Franklin Escobedo*

---

Franklin Escobedo, Community Services Director