

LARKSPUR LIBRARY BOARD  
Minutes of Regular Meeting- October 9, 2023  
Larkspur City Council Chambers and via Zoom

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

Absent: Jonathan Shambroom, Amir Movafaghi

Staff: Library Director Damon Hill

**ROLL CALL**

Acting Chair Gunderson called the meeting to order at 6:00 p.m.

**APPROVAL OF CONSENT CALENDAR**

Approve minutes of September 11, 2023

M/s, Revell/Futterman, and approved 3-0-2 (Shambroom, Movafaghi absent) to approve the minutes of September 11, 2023 as submitted.

**PUBLIC COMMENT**

There were no comments.

**BOARDMEMBER REPORTS AND COMMENTS**

Board member Futterman reported the recent event hosted by Commons Foundation member Ann Morrison was very well attended with representatives from all three entities demonstrating support for the new Library.

**DIRECTOR'S ORAL REPORT**

Library Director Hill reported the recent Library event was very well attended. The display regarding the support of "banned books" was also well received with a member of the community contributing a piece of artwork. The Request for Proposal (RFP) process for the new Library is underway. Nine firms submitted proposals and the number was reduced down to three. There will be a kick-off meeting tomorrow consisting of members from the Foundation, City Council, and City staff. The company managing the project, Kitchell Inc., will be giving an overview of the RFP process. The three firms will make a presentation to the team sometime in October and receive feedback. The final product will be presented to the team on December 1<sup>st</sup>. The team will utilize a scoring sheet to indicate the proposal with the best value. The Council will

award the contract at the December 20<sup>th</sup> meeting. The Planning Commission will review the plans and give the public an opportunity to provide input. The goal is to have the project design completed in six to eight months and constructed by the end of 2025. The construction date is a requirement of the grant. He reported staff just signed up for the service Hoopla which is instant streaming. The Library gets charged for content and can manage that budget with each download costing about \$2.99. Staff is getting ready to launch a new Library E-Newsletter to announce programs and activities using Mail Chimp. This will be a monthly email. Staff will continue to send out Book Sizzle on a weekly basis. Staff plans to start a "Seed Library" that would allow patrons to grow plants and then bring back the seeds. He displayed the October calendar of programs including Book Clubs, Crafts Program, and a Magic Show- there is something going on every day!

Board member Futterman stated she has a lot of experience with newsletters and recommended keeping it short with bullet points.

Board member Revell stated he likes the format of the newsletter sent by the City Manager, in particular the links that are provided.

Acting Chari Gunderson asked how many people receive Book Sizzle. Library Director Hill stated about one thousand.

Board member Futterman asked if staff plans to renew Canopy. Library Director Hill stated "yes".

## **BUSINESS ITEMS**

### 1. Updating the Library Mission and Vision Statements

Library Director Hill presented a staff report. He noted the last document was based on the following questions: 1) What is happening? 2) What is limiting? 3) What are the opportunities?

Acting Chair Gunderson stated perhaps they should discuss this further when they have a full Board. The other Board members agreed.

Acting Chair Gunderson stated he looked at the Mission and Vision Statements from other libraries and they are pretty similar.

It was the consensus of the Board to continue this item to the next meeting.

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

Ms. Diana St. James, President of the Friends of the Library, gave an update of recent activities including a Welcome Bag for children and new Library card holders; the search for younger/family voices to serve on the Friends; preparations for the Season of Giving Fundraising Campaign with a target mailing date of November 15<sup>th</sup>- the goal is to raise \$20,000; updating the Friends Website; agreement to contribute a portion of one year's worth of the Library's Saturday Morning Children's Programming- the City has agree to a match.

The Board thanked President St. James for the great work!

There was no report from the Library Foundation.

### **FUTURE AGENDA ITEMS**

Acting Chair Gunderson stated the following items would be on an upcoming agenda: 1) The Mission and Vision Statement; 2) The Annual Letter to the Council; 3) E-Newsletter.

### **NEXT MEETING DATE**

The next meeting is scheduled for Monday, November 13, 2023 at 6:00 p.m.

### **ADJOURN MEETING**

Acting Chair Gunderson adjourned the meeting at 6:55 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.

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Damon Hill, Library Director