

BOARD OF LIBRARY DIRECTORS – LARKSPUR PUBLIC LIBRARY

Minutes of Special Sub-Committee Meeting – March 29, 2004

Roll Call: Trustees Helen Brenlin, Marianne Rafter, Philip Terry

Library Board President Helen Brenlin called the special sub-committee meeting to order at 4:25 p.m.

Agenda

We must flesh out the organization of the campaign to build a new library and resource/community center and the committees' relationship to Library Board.

Steering committee appointed by the Library Board and reports to the Library board:

Composition is both working members and ex-officio members who will tie in important boards and organizations related to the success of the steering committee including the City Council, the Heritage committee, the Planning committee, etc, etc, (add to this list)

All other sub-committees will be report to the steering committee

All committees and sub-committees will have: (add thoughts)

- a charter,
- Meeting schedule,
- Reporting requirements
- Goals and responsibilities
- a general set of guidelines and
- a skeletal organization plan.

All but the charter may be modified with consent of the steering committee to reflect what is required to complete the goals of the committee.

Other Committees and sub-committees are (add more at the April Board meeting)

- Public relations (Bulletins, news releases, e-mail updates, letters – official communication, survey, Hal Brown)
- Fundraising – find a grant writer (a volunteer?)
- Facilities
- Site/Real Estate – Approach Costello House owners, etc
- Architectural
- Membership
- Computer – Data Base maintenance
- Finance

Questions for the City Attorney (at a later meeting):

- Interpretation of State Library Laws
- ADA Compliance for existing structure

Need to meet first with Larkspur Library Endowment Fund and Foundation
To review results of Council approval and to determine the extent and timing of their role, to discuss friends' relationship to Foundation and Library Board

To meet with the Friends and Foundation to map out strategy.

Letter to be put together for all interested parties – Foundation, Friends - to be mailed for general concept and public meeting – timing is issue here. We need to discuss at Library Board meeting.

Sound bites – what are they – we need them for the Newspapers and to use to spread the word:

- Larkspur would not be Larkspur without its Library!
- Preserve the uniqueness of the Larkspur Library
- Self-funded
- Resource to the Community

The Board should list skills and talents we need from committee members to be successful: create an application to join, review by Board and Steering Committee.

Get a model – refer to other fundraising groups – i.e. the movie theater! Plan Board meetings with other successful community fundraising groups i.e. Mill Valley community center for guidance and ideas.

We must create a flowchart and develop an awareness of the other movements in Larkspur, the county, and the state that might impact our planning.

Library Board Members' Oral Reports and Comments

There were none.

Adjournment

Library Board President Brenlin adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Phil Terry

Recording Secretary for the sub-committee and Library Board member