

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- November 14, 2005

Roll Call: Present: Trustees Helen Brenlin, Bill Broughan, Don Graff,
Marianne Rafter, Philip Terry

Council Liaison: Larry Chu

Staff: Library Director Frances Gordon

Library Board President Helen Brenlin called the meeting to order at 4:06 p.m.

Approval of Consent Calendar

The Library Director certifies that this Agenda has been posted in accordance with the requirements of the Government Code

Acknowledgment of Warrants/Library

Approval of Minutes

It was the consensus of the Board to continue approval of the Consent Calendar to the next meeting.

Boardmember Rafter asked why the Consent Calendar included the word “acknowledgment” as opposed to “approval” in reference to the warrants. Library Director Gordon stated it seemed to better reflect what actually takes place. Boardmember Terry stated the Board should discuss this matter.

Boardmember Terry was concerned about the warrant list and asked the Library Director to submit a “purchasing list” of some type. Boardmember Rafter stated the Board was supposed to know what type of books she was buying. Library Director Gordon stated she would think of a way to get this information to the Board.

Boardmember Rafter had several questions about the warrants.

Public Comment

There were no comments.

Unfinished Business Items

1. Discussion of Larkspur Library Mission and Vision Statement

Library Director Gordon briefly discussed the document.

M/s, Terry-Graff and approved 5-0 to accept the document dated November 14, 2005 as submitted.

2. Update on Larkspur Library Service Area as discussed at the LLSC November 10th meeting

Boardmember Graff stated this item was tabled by the Board at their last meeting. He stated this is something the Board eventually needs to talk about. He suggested they table this item to a future meeting.

It was the consensus of the Board to table this item.

New Business Items

1. Discussion of Board Duties and Responsibilities Policy

Board President Brenlin asked if everyone reviewed the document from Mill Valley.

Boardmember Graff stated he feels the Board's role is basically advisory and he would like to see the code clarified. He found a lot of similarity in the Mill Valley document and he could live with the Mill Valley interpretation. There is one area that gives him a bit of trouble- Section 5, Legal Duties, and the fiduciary role.

Boardmember Terry stated he would like to discuss this matter at a separate meeting since he did not have a chance to read all the documents. Boardmember Broughan stated that was the purpose of tonight's meeting and he was prepared to discuss the issue.

Boardmember Rafter was concerned that the City Attorney stated the Board must be "advisory" since Larkspur is a City Manager form of government. The City of Monterey Park is also a City Manager form of government and their Library Board is "administrative".

Boardmember Graff stated the key to the issue was on page 3 of the City Manager's correspondence: "In Larkspur, "manage" is defined by the policies of the governing board and the Council has assumed full responsibility for the operation and funding of the Library. The Council has interpreted the "management" role of the Library Board as an oversight and advisory function". Boardmember Terry asked when this was done and if it was in writing.

Boardmember Broughan stated this issue has been on the agenda about five times and he is getting a bit frustrated. He has read all the documents and thinks they can leave everything "as is". The key to this discussion is to define the roles between the Board,

the Library Director, and the City Manager. They have started to do this through a better agenda and better processes that will ensure better communication. He stated the Board should be spending their time on other more important issues. They need to create a document similar to Mill Valley's and then sit down and debate the actual words. The important piece in this concept is to create a yearly calendar of responsibilities and duties that should be done as a Board.

Boardmember Terry stated there are legal points that need to be discussed since he feels the City Attorney said some things that are not true. He stated the Board started looking at this to figure out their responsibilities with regard to a new Library.

Council Liaison Chu stated many of these questions were clarified last week. They need to come up with a definition of "management" and figure out what it means to the Board and how it applies to the Library.

Boardmember Graff stated the Board started to come up with those definitions back in May or June and this should be reviewed.

Boardmember Terry discussed the Board's review of the warrants. Council Liaison Chu stated the Board should set up a general policy regarding book selection and the Library Director should stay within those parameters. The Board does not need to get involved with minor expenditures since the City has internal control measures within their accounting practices. The Board could request quarterly reports depicting the "budget" amounts vs. the "actuals" and look for any variances.

Boardmember Graff stated the key is setting the policies and procedures for the Library Director and staff to carry out. It is not the Board's responsibility to oversee every action in terms of carrying these out.

Boardmember Broughan asked about an assessment of the collection: what they have, what they cull, what they purchase. Library Director Gordon stated she would need to speak to the Supervisor of Technical Services about running these reports. Boardmember Broughan asked if she could run a report listing what is being bought. Library Director Gordon stated the list of titles in on the Website. Boardmember Graff stated he would be more interested in the current collection since this could be used as a base line. Library Director Gordon stated she could come up with this data but it would take some time. She could categorize the data by Dewey System and other categories e.g. fiction and mystery. Boardmember Graff stated she could categorize the data according to the 10 Dewey System components and any special categories. He stated he would also like to know what materials patrons are requesting that the Larkspur Library does not have or are not available because they are checked out. Boardmember Broughan stated these were very important statistics in terms of the new Library. Library Director Gordon stated she would try to get this information to the Board by February.

Boardmember Rafter stated she had a list of policy topics. Boardmember Graff stated the Board should review that list along with the Mill Valley document and start with the idea of developing policies. Boardmember Broughan stated he would consolidate all the information and prepare a draft to serve as a starting point of discussion. He would limit the focus on roles, responsibilities, and duties.

The Board discussed holding a Special Workshop Meeting, perhaps on a Saturday, to discuss this issue- "Creation of a Policies and Procedures Document". Boardmember Graff stated this meeting should occur after the joint meeting with the City Council.

City Manager Bonander joined the meeting.

City Manager Bonander stated the Board seemed to be on the right track and they should take the time to build a consensus on the issue. Council Liaison Chu suggested they come up with a draft in May for the Council to review.

Boardmember Graff asked about an allocation for the Steering Committee to help fund printing of a report that will be given to the City Council. City Manager Bonander asked if they could use the City Hall machine. Boardmember Graff stated that would be difficult and they would like it bound. City Manager Bonander asked the Board to pull it all together and she would figure something out.

2. Oral Report from the Library Director regarding the possibility of a new position- Reference Librarian I for FY 2006-07

Library Board Director Gordon stated the request for a Reference Librarian would be discussed with the City Manager during the Preliminary Budget process. Council Liaison Chu asked if this was a new position. Library Director Gordon stated "yes". Boardmember Graff asked if there was an existing job description. Library Director Gordon stated "not yet". Boardmember Graff stated perhaps this person could do other duties that are not normally in a Reference Librarian's job description. Library Director Gordon agreed and stated this person will be asked to help at the circulation desk among other duties.

Council Liaison Chu stated this issue should be discussed at the joint meeting with the City Council.

Boardmember Broughan asked if the promotion could come from within. Library Director Gordon stated that she hoped that current qualified staff would apply.

Boardmember Graff stated he would like to move forward and get approval from the Council for this new position.

Library Director Gordon stated she could bring a job description to the next meeting.

3. Discussion of Agenda Preparation

City Manager Bonander discussed the new format for the Library Board meeting agenda. She stated the Steering Committee needs to post their meeting agendas as well. If there is a quorum of the Library Board in attendance at the Steering Committee meeting then the meeting must be posted as a Library Board meeting. This can be done as a combined agenda. In addition, any documents ready for adoption should be made available to the public. Regular meetings need to be posted 72 hours in advance and Special meetings need to be posted 24 hours in advance.

4. Discussion of January 18, 2006 Joint Meeting with the City Council

Boardmember Graff stated he consolidated all the documentation drafted by the Steering Committee. There are a couple of pieces that will be difficult to do but are key including the Executive Summary. The following conclusions should be included in the report: 1) Reinforcement by the Board and Steering Committee of the need for a new Library; 2) The size and land area needed for the facility; 3) The only viable location was within the CLASP area. The main point that should be made is that this should be a collaborative effort between the Council and the Library Board. The last section of the Executive Summary should talk about "Next Steps".

Library Director's Oral Report

Library Director Gordon reported the following: 1) Library Facility- there was a small power surge causing some of the computers to crash; Public Works is evaluating the wire/power infrastructure in the City Hall Complex; a staff member plans to bring in his rug cleaning equipment to work on some small stains; 2) Library Programs & Friends of the Library- The November 6th Mystery Tea/Mystery Author at the Lark Creek Inn was a success; the Book Sale will be held on December 3rd; attendance at morning Storytime is very strong (72 people !); 3) MARINet- staff has attended two trainings on new procedures for running reports; 4) Miscellaneous- there is a Stable Funding Meeting on December 1st; there has been a need to recruit already trained circulation desk substitutes for sick and vacation relief; the Friends Newsletter has been posted at the circulation desk; the Foundation Website is being upgraded; staff was working on the "Award for Excellence" idea suggested by Boardmember Broughan.

Boardmember Rafter suggested they ask the Foundation for monetary help with the Award for Excellence. Boardmember Broughan stated he would have a plaque ready for the December meeting.

Boardmembers Reports and Comments

There were no comments.

Status Reports:

1. Report from Friends of the Library

Boardmember Terry stated they would be meeting in one hour and will be discussing the Newsletter and the December 3rd Book Sale.

2. Report from Larkspur Library Endowment & Foundation

Board President Brenlin stated they have not met and there is nothing to report.

3. Report from Steering Committee

Boardmember Rafter stated the next meeting would be November 28th. Boardmember Graff stated quite a few items were approved at the last meeting.

Future Agenda Items

President Brenlin stated the following items would be on the next agenda: 1) Discussion regarding the Mid-Year Budget Adjustment; 2) Materials to be Presented at the Joint Meeting with the City Council; 3) Review and Discuss the Draft of Roles, Responsibilities and Duties of the Library Board; 4) Discussion regarding the Reference Librarian Job Description; 5) Discussion of Employee Award Presentation.

ADJOURNMENT

Library Board President Brenlin adjourned the meeting at 6:12 p.m.

Toni DeFrancis
Recording Secretary