

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- January 9, 2006

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

Council Liaison: Larry Chu

Staff: Library Director Frances Gordon

Chair Helen Brenlin called the meeting to order at 4:04 p.m.

The Board decided to rearrange the order of the agenda and hold the election of Chair and Vice Chair as the first order of business.

1. Discussion of Chapter 2.48 Boards and Commissioner-Procedures
Election of Chair and Vice Chair

Chair Brenlin asked for nominations.

M/s, Rafter-Graff and approved 5-0 to nominate Boardmember Terry as Chair.

M/s, Graff-Terry and approved 5-0 to nominate Boardmember Rafter as Vice Chair.

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- December 2005

Approval of Minutes as Submitted: December 12, 2005 and November 7, 2005 (clarified and amended)

M/s, Graff-Terry and approved 5-0 to approve the minutes of December 12, 2005 and November 7, 2005 as clarified.

It was the consensus of the Board to approve the warrants for December 2005.

M/s, Graff-Terry and approved 5-0 to keep the meeting tapes until after the minutes are approved.

Boardmember Rafter stated the wording regarding the warrants should be "review" and not "acknowledge".

Public Comment

There were no comments.

Unfinished Business Items

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

Steering Committee Chair Peter Martin distributed the report titled "Larkspur Public Library- Planning for the Future". He discussed his upcoming presentation to the Council and stated it would include a brief history of the Steering Committee and the contents of the report.

Library Director Gordon stated the Council meeting would include several appeals so the Board would probably have about one hour to discuss issues with the Council. Boardmember Brenlin stated the Board should request another meeting with the Council, perhaps in six months. Boardmember Graff agreed and stated they should request a mid-year meeting with the Council.

Boardmember Graff stated he would like to hear from the Council a discussion about possible commitments on the part of the City. He would like the City to set aside, on an annual basis, a sum of money that could be used for engaging consultants, designers, contractors, etc. Boardmember Broughan stated that request was not in the transmittal letter to the Council and could be confusing. He asked if this was an additional amount over and above the request for \$10,000. Boardmember Graff stated "yes" and added it would come up in the discussion of the costs for the project. He stated the Council needs to demonstrate a commitment on the part of the City to receive grants, private donations, etc. Steering Committee Chair Martin stated it could be viewed as "seed money". Boardmember Broughan stated this was a large issue and he was concerned about the timing of the request.

Council Liaison Chu stated they should take a preemptive approach and try to anticipate the concerns that will be expressed by the Council. He stated people would ask about the Foundation and Friends involvement. Boardmember Graff stated the Board and the Steering Committee would be looking towards the Foundation as the main instrument in raising money.

Boardmember Broughan stated the Board should, at some point during the meeting, ask the Council what they would like the Board and the Steering Committee to do in 2006. He was concerned they have not developed any specific strategy on how they propose to raise approximately \$6 million.

3. Discussion of Board Duties and Responsibilities Policy

M/s, Brenlin-Rafter and approved 5-0 to table this item to the next meeting.

4. Discussion of Job Description for the Reference Librarian I

Library Director Gordon asked the Board if they had any questions.

Boardmember Rafter had questions about the salary range for the position. Library Director Gordon stated she was not really dealing with the salary range at this point but rather the requisite skill set for the position. She referred to the job announcement from the Belvedere-Tiburon Library and stated it clarified and included many of the skills she would like to see in a Reference Librarian. She would just “tweak” it a bit.

Boardmember Broughan referred to the job announcement and asked if a Reference Librarian would typically get involved in many other areas of the Library. Library Director Gordon stated she would ask this position to do many different tasks.

Chair Terry suggested the title be changed to perhaps an Assistant Librarian. Library Director Gordon stated the Technical Services Supervisors works in this capacity. She would not want to deter a Reference Librarian from applying for the position. Chair Terry stated many of the tasks fall out of the “reference” category and perhaps she should embellish the title to draw more candidates.

Boardmember Graff stated Library Director Gordon will be devoting more time in the future to the campaign for a new Library and she would need to rely on this person to pick up many of the day-to-day functions. Candidates will need to understand that this is not a Library that would have intense reference requirements.

Boardmember Rafter stated the reference section is limited and substandard and most of the reference work would be on the Internet. Candidates must be well versed in digital media and this should be included in the job announcement under the “Requirements” section. She stated there would be a lot of new technology coming out in the near future. Chair Terry wondered if the Reference Librarian should have I.T. skills.

Boardmember Broughan asked about the position of a Reference Librarian in the hierarchy of the Library. Library Director Gordon stated they are a higher caliber since they are usually credentialed. Boardmember Broughan asked if a Librarian II was equivalent, in terms of responsibility, to a Reference Librarian. Library Director Gordon stated they were all Reference Librarians and that breakdown would not occur in Larkspur. She would look to hire an entry level Librarian I due to the projected salary range. Boardmember Broughan stated it sounded like the individual would grow into the position as the reference facilities evolved.

Chair Terry stated the candidates must have people, writing, and analytical skills. Library Director Gordon discussed the orals board process that would occur.

Boardmember Graff reiterated the need for the Library Director to become more involved with the campaign for a new Library and thus the need for the new position to be flexible and serve all the functions in the Library. Research should be only a part of the position.

Boardmember Broughan asked about the timeline for the position. Library Director Gordon stated she would like to see the position filled in Fiscal Year 2006/07. Boardmember Brenlin had questions about promoting from within the organization. Library Director Gordon stated it would be an open-recruitment process. Council Liaison Chu stated the Library Director, City Manager, and Finance Officer would come to a consensus about the position and then it would be reviewed and approved by the City Council. Boardmember Broughan asked if the position could be approved but filled at a later time. Council Liaison Chu stated “yes” it would be ideal to promote within and keep the number of Library personnel the same but have a slight increase in the Library Budget. Library Director Gordon reiterated it would need to be an open-recruitment process.

M/s, Terry-Rafter and approved 5-0 to support the Library Director’s efforts in the creation of a Reference Librarian position.

New Business Items

None

Library Director’s Oral Report

Library Director Gordon reported on the following: 1) Library Facility, 2) Library Programs, 3) Friends of the Larkspur Library, 4) MARINet Update, 5) Miscellaneous. Chair Terry had questions about the first quarter revenue from the State for Inter-Library Loan services (\$5,989). He asked about the types of materials that are being requested from people in other jurisdictions. Library Director Gordon stated her collection was part of a “queue line” for popular books. In addition, the Larkspur Library has a unique collection in art, fashion, and photography.

Chair Terry had questions about the Excel training received by staff members.

Boardmember Broughan had questions about the book drop. Boardmember Rafter stated the current book drop was not ergonomically sound. Boardmember Brenlin stated purchasing a new one should be a priority. Boardmember Graff agreed and stated the issue should be brought up during the mid-year budget adjustments since books were getting wet and damaged. Library Director Gordon agreed. Boardmember Broughan asked about an alternate source of funding. Chair Terry stated they could

ask the Foundation.

Boardmember Rafter had questions about the donation from the Tamalpais Residence Council.

Library Director Gordon distributed and the Board discussed the circulation and collection statistics.

Boardmembers Reports and Comments

There were no comments.

Status Reports:

1. Report from Friends of the Library

Chair Terry reported the Friends of the Library meets tonight.

2. Report from Larkspur Library Endowment & Foundation

Chair Terry reported the Foundation meets tomorrow night.

3. Report from Steering Committee

There was no report.

Future Agenda Items

Library Director Gordon stated the following items would be on the next agenda: 1) Discussion of Board Duties and Responsibilities Policy, 2) Mid-Year Budget Adjustments, 3) Follow-Up on Joint Meeting with the City Council.

ADJOURNMENT

Boardmember Brenlin adjourned the meeting at 6:20 p.m.

Respectfully Submitted,

Toni DeFrancis
Recording Secretary