

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- April 10, 2006

Roll Call: Present: Chair Philip Terry, Helen Brenlin, Don Graff,
Marianne Rafter

Absent: Bill Broughan

Staff: Library Director Frances Gordon

Chair Terry called the meeting to order at 4:03 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- March 2006

Approval of Minutes as Submitted: March 13, 2006

Manual Workshop April 29, 2006, 1:00 p.m., Recreation Department Community Room-
Documents due April 20, 2006

Board Effectiveness Training (BET), May 6, 2006, 1:00 p.m. Recreation Department
Community Room

M/s, Graff-Rafter and approved 4-0 (Broughan absent) to approve the Consent
Calendar with amendments to the March 13, 2006 minutes.

Public Comment

There were no comments.

Unfinished Business Items

1. Additional review of the January 18, 2006 Joint Meeting

Chair Terry asked if everyone received the spreadsheet he prepared.

Boardmember Graff stated the spreadsheet was very helpful in clarifying what occurred at the meeting. There was one consistent statement- all of the Council members are in support of the library but they are all over the board in terms of other issues (timing, funding, etc.).

Chair Terry stated one of the benefits of the spreadsheet it they can now narrow down the issues they might have with individuals and their positions.

2. Discussion of Board Duties and Responsibilities Policy

Chair Terry asked the Board about the progress of their work on the document. He wanted to make sure there were no preparation problems.

Boardmember Graff stated he wanted to confirm the dates for submittal of the draft. Chair Terry stated their comments were due to Boardmember Broughan on April 20th and the meeting was scheduled for April 29th. This information is contained in the Consent Calendar.

3. Larkspur Library Strategic Plan

Boardmember Graff asked if the Board would like to schedule a workshop to discuss this issue. He stated the plan would be a part of the manual.

Chair Terry stated he would like to schedule a workshop for sometime in June. Boardmember Graff reiterated it would become a part of the manual and they could not operate without a plan. Chair Terry stated the Board did not come to a consensus about the need for a plan. He asked if this was a plan for the Board or the library. Boardmember Graff stated it was a plan for the library.

Boardmember Rafter asked for a description of the plan. Boardmember Graff stated it would include a series of goals, actions to accomplish those goals, a timeline, responsibilities, funding, and accomplishments. This would be done every year.

Chair Terry asked if the Library Director would be involved in this process. Boardmember Graff stated "yes" along with the library staff. Chair Terry stated they would need to get the approval of the City Manager before the Library Director takes on that task. Boardmember Graff stated he has something written up that could be submitted to the City Manager. In addition, the County has a good model they could follow. Boardmember Rafter stated that was a good idea and there was no reason to "reinvent the wheel".

Chair Terry stated he would like to continue this item to the next meeting and they could schedule a workshop for sometime in June or July.

New Business Items

1. Review Resolution No. 09/06 Creating the Ad Hoc Larkspur Library Steering Committee

Chair Terry asked if there were any comments about the Resolution.

The Board discussed the need to post the Steering Committee minutes on the City Website.

2. Review Budget request proposed for 2006/07 (Attachment #2)

Library Director Gordon presented the staff report.

Boardmember Graff stated an inflation factor should be included in the figures. Chair Terry briefly discussed the line item for books. Boardmember Rafter stated this figure should be increased since staff was buying more CD, audio books, etc. in addition to what they were required to buy through MARINet.

Boardmember Graff stated the Strategic Plan would address these issues. The Board has the duty to review the budget at the level presented in the staff report. He asked where the additional position that is being requested shows up in the budget. Library Director Gordon stated she is asking for another Assistant Librarian position and she does not have a figure yet.

Chair Terry stated the Board was trying to understand the budget process so they could help the Library Director obtain what she needs, including new technology. The Board discussed the book budget, children's and adult services and programs, etc.

Chair Terry thanked Library Director Gordon for the very informative staff report. Library Director Gordon thanked the Board for the feedback.

3. Review Budget request proposed for 2006/07 (Attachment #3)

Chair Terry stated he met with the City Manager and requested that the city earmark \$30,000 in next year's budget for a Library Consultant. He discussed some of the tasks that the consultant would perform- review and complete the report, fundraising, and community outreach.

4. Review March 16th "Fiscal Management Workshop"

Chair Terry stated he attended the Council meeting and he had some ideas about a better way to approach the City's Capital Improvement problems. He discussed the possibility of building the Police Facility and a new Library on the Niven property. The Library Steering Committee could work with the supporters of a new Police Facility and

the Piper Park area could be preserved.

5. Bel-Tib Joint Meeting with the Library Board

Boardmember Graff stated the meeting was quite useful and he realized there were a number of activities that the Steering Committee could get involved with right now. The Board could help in setting up those activities. He would like someone to perform a survey of the libraries in Marin to gain information about the role of volunteers, what type of committees and foundations they have, how these committees and foundations operate, how they raise money, and what they do with these funds. He stated community involvement is very important in any capital campaign.

Chair Terry stated there were organizations that “organize” volunteers and perhaps they should take advantage of this service. The Board and Steering Committee should come up with appropriate tasks.

Boardmember Graf stated they need to begin on a preliminary conceptual design for the new library. Chair Terry stated Mr. Brock Wagstaff, architect, stated he would try to come up with some ideas.

Chair Terry stated this item should be continued to the next meeting. He thanked Boardmember Graff for organizing the Bel-Tib meeting.

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) OCLC WorldCat Project, 6) Miscellaneous.

Library Director Gordon answered questions from the Board.

M/s, Graff-Rafter and approved 4-0 (Broughan absent) to approve the budget request for a new book deposit.

Boardmembers Reports and Comments

Boardmember Brenlin stated she heard that the organization (Star Academy) who purchased the Costello House property received \$4 million from the San Francisco Foundation.

Chair Terry stated he would like to explore the idea of putting new books on-line.

Status Reports:

1. Report from Friends of the Library

Boardmember Rafter distributed the newsletter.

Library Director Gordon stated the Book Sale was originally cancelled but the library recently received a large donation of books so the sale can now occur. The scheduled date is Sunday, June 11th during the Food and Flower Festival. Chair Terry suggested that the books not be categorized. Boardmember Graff stated that was a good idea.

The recent "Author Event" was a big success. The Board discussed the events held by other libraries.

2. Report from Larkspur Library Endowment Fund & Foundation

Boardmember Brenlin stated they plan to have a party in honor of all donors, past and present.

Chair Terry discussed the idea of holding a competition- "Larkspur Artist of the Year".

Boardmember Graff stated 2008 would be the 100th anniversary of the City and the Library should start thinking about how to tie into that celebration. Chair Terry stated they could talk about this at the next meeting.

3. Report from Steering Committee

Boardmember Graff stated they need to get more people involved and generate some new ideas.

Future Agenda Items

Chair Terry stated the following items would be on future agendas: 1) Larkspur Library Strategic Plan, 2) Bel-Tib Joint Meeting, 3) Discussion of 100 Year Anniversary Celebration.

ADJOURNMENT

Chair Terry adjourned the meeting at 6:13 p.m.

Toni DeFrancis
Recording Secretary

M/s, Graff-Rafter and approved 4-0 (Broughan absent) to approve the Consent Calendar as amended.

M/s, Graff-Rafter and approved 4-0 (Broughan absent) to approve the budget request for a new book deposit.