

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- May 8, 2006

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

Staff: Library Director Frances Gordon

Chair Terry called the meeting to order at 4:00 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- April 2006

Approval of Minutes as Submitted: April 10, 2006

Approval of Resolution in Support of Proposition 81

M/s, Graff-Brenlin and approved 5-0 to approve the Consent Calendar as submitted.

Boardmember Graff asked Library Director Gordon to send a copy of the resolution to Marin County Free Library Director Carol Starr.

Public Comment

There were no comments.

Unfinished Business Items

1. Discussion of the rescheduling of the Board's April 29th 2006 Workshop on developing a Board Manual on the Duties and Responsibilities Policy including the request that the workshop be held in the evening

Chair Terry stated he would like to schedule extra meetings on a weekday evening instead of a weekend. Boardmember Rafter agreed. It was the consensus of the Board to schedule the meeting for Wednesday, May 17th at the Recreation Department Community Room, at 7:00 p.m. Chair Terry stated they do not have to complete the manual that evening.

2. Belvedere-Tiburon Joint Meeting with the Library Board

Boardmember Graff stated much of the discussion that evening was in the Belvedere-Tiburon book, First, A Dream: A Community Builds a Library. There was much enthusiasm during the evening and the Board was informed to expect many “ups and downs”. The Bel-Tib campaign included some luck, hard work, many meetings, and lots of participation during and after the process. They have many committees and volunteers that continue to support the library.

Boardmember Rafter mentioned that they also got the Reed School District involved.

Boardmember Brenlin stated the Bel-Tib Library was lacking in storage and services for young people. Boardmember Graff stated both staff facilities and storage were not properly designed.

Boardmember Graff stated the Bel-Tib representatives told him they would be happy to meet again in smaller groups

Chair Terry stated he liked the idea of empowering the people in the committees and asked how they go about getting the community involved. Boardmember Graff stated the Steering Committee should begin to look at this issue.

Boardmember Broughan asked how the Bel-Tib Library was received by the community. Boardmember Graff stated the residents loved it and it was used more than had been expected. Chair Terry stated it was the cultural focus for the community.

3. Suggestions for Larkspur Library Strategic Plan 2006-09

Boardmember Graff stated the Board needed to get some consensus on this issue and decide on how to proceed. This is not an easy effort, especially the first year. In addition, it is something that should be done every year.

Library Director Gordon stated she presents “Service Goals” to the City Manager each year.

Boardmember Graff stated the County’s Strategic Plan was very straightforward and could be used as a template. He stated that Library Director Gordon could use the plan during her budget process. He stated he preferred to call it an “Action” Plan.

Chair Terry stated he was concerned about the Library Director’s workload. He would like to proceed in a simple manner and identify three things they would like to see happen in the next year. Boardmember Graff stated these three goals could be service oriented, staffing oriented, etc.

Library Director Gordon discussed the following department goals that she hoped to implement in the next several years: 1) Develop community support and partnership, 2) Provide more personalized instruction on MariNet's on-line catalogue and databases, 3) Develop programs with the Friends, 4) Strengthen partnerships with the residents and neighborhood businesses, 5) Improve the visibility of the Foundation and the Friends, 6) Improvements in the library's technology infrastructure.

Boardmember Graff stated the idea of a Strategic Plan was to think ahead. He stated the plan could also apply to the Board.

Chair Terry stated he would like to hold an Annual Party for the patrons. Boardmember Graff agreed and stated this should be a budgeted item. Chair Terry stated it should be held in September.

Chair Terry stated he would like to discuss this item further at the next meeting.

New Business Items

1. Discussion on Celebration Festivities for the City of Larkspur's 100 Anniversary

Library Director Gordon stated Councilmember Hartzell was the Chair of the Centennial Committee.

Chair Terry discussed the 4th of July Parade, the Food and Flower Festival, and the Book Sale. Boardmember Broughan asked about the success of the Book Sale. Chair Terry stated they made \$800 last year. Chair Terry stated he would like to see all three groups (the Board, the Foundation, and the Friends) represented at the 4th of July Parade.

Boardmember Graff stated they should keep this item on the agenda.

2. Discuss lessons learned from the Foundation's party

Chair Terry stated most of the Foundation's donors were seniors and he is concerned that they are missing other segments of the community. They need a broader perspective on how to bring more people in to support the idea of a new Library.

Library Director Gordon stated they could ask other Foundations how they reach out for annual donations. Boardmember Graff stated that was a task that the Steering Committee could take on. He would like them to develop a PR Program that would include not only donations but also supporters with "name recognition".

Boardmember Broughan stated people tend to get involved when there is something they can connect to program or activity-wise.

Boardmember Graff stated they need to tap into and build their relationship with the schools. Boardmember Broughan stated this needs to be included in the Strategic Plan.

3. Discuss lessons learned from the Board Effectiveness Training (BET) session

Boardmember Graff stated the session was very productive and gave them a chance to come up with some ideas for the manual, including some Brown Act information and a description of legal liabilities for Board members.

Boardmember Brenlin stated the session was very worthwhile.

Boardmember Broughan stated he came away from the session with a new perspective from a personal point of view. He stated it was important to focus on Board business as opposed to the other entities (Friends, Foundation, etc.).

Boardmember Rafter stated she had received the training manual several years ago and much of the information was not new to her. She stated the session created a good start in terms of better communication.

Library Director Gordon stated she enjoyed the informality of the BET workshop.

Chair Terry stated the session was an opportunity to explore ideas in a less structured setting. They have been under a lot of stress because the 2050 Committee did not come up with answers to some problems. He is taking a different approach and plans to rise above the stress and have some fun. He feels they covered a lot of ground but they need to figure out how they are going to provide library services during the City Hall renovation.

Boardmember Graff stated he was impressed that the Board came up with the same conclusion in terms of where they need to focus their efforts.

Chair Terry stated it was a good idea for the Boardmembers to go to other meetings.

Boardmember Broughan stated one of the challenges for the Board was to figure out how to work effectively.

Boardmember Graff stated there needed to be more integration of the various groups.

Boardmember Rafter stated the shared goal of all these groups was to enhance the visibility of the library.

Library Director's Oral Report

Library Director Gordon reported on the following: 1) Library/City Hall Facility, 2) Library

Programs, 3) Friends of the Library, 4) MARINet Update, 5) Miscellaneous.

Library Director Gordon answered questions from the Board regarding MariNet fines and fees.

M/s, Graff-Rafter and approved 5-0 to adopt the changes in the MariNet fines and fees as proposed by the Library Director.

Boardmembers Reports and Comments

Boardmember Graff reported the new Belmont Library recently opened its doors. It is 10,000 square feet and cost \$10 million to build. The cost does not include the land since it is on the site of the old library. They raised \$352,000, or 3%, from the public in addition to \$8.6 million from a Mello-Roos Bond (\$71 per household for 30 years).

Boardmember Broughan stated someone described his hometown library as having a “combination of quiet and a hum of activity”. He stated this could apply to the Larkspur Library as well.

Boardmember Rafter discussed the Stable Funding meeting and stated they were informed that providing wireless is not on the horizon for the County. Chair Terry stated it was very cheap to hook it up. Boardmember Rafter discussed the “One Book One Marin” Program occurring in 2006/2007.

Library Director Gordon distributed several current MariNet policies to the Board.

Status Reports:

1. Report from Friends of the Library

Boardmember Rafter stated the Friends have not yet met this month.

2. Report from Larkspur Library Endowment & Foundation

Boardmember Brenlin stated the party was a huge success.

3. Report from Steering Committee

Boardmember Graff stated he received the materials from Dick Young covering schedules and space relationships, but not much on site particulars. The Committee has two additional tasks: 1) To look at Foundations in the County, 2) To look at library committees and volunteers. The Committee plans to take a break until July.

Future Agenda Items

Chair Terry stated he would get in touch with Library Director Gordon about any future agenda items.

ADJOURNMENT

Chair Terry adjourned the meeting at 6:05 p.m.

Respectfully submitted,

Toni DeFrancis
Recording Secretary

M/s, Graff-Brenlin and approved 5-0 to approve the Consent Calendar as submitted.

M/s, Graff-Rafter and approved 5-0 to adopt the changes in MariNet's fines and fees as proposed by the Library Director.