

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Regular Meeting- February 12, 2007

Roll Call: Present: Chair Marianne Rafter, Helen Brenlin, Bill Broughan,  
Don Graff, Philip Terry (arrived 4:05)

Staff: Library Director Frances Gordon

Chair Rafter called the meeting to order at 4:02 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- January 2007

Approval of Minutes as Submitted: Regular Meeting January 8, 2007 and Special Meeting February 6, 2007

M/s, Graff-Brenlin and approved 4-0 (Terry absent) to approve the Consent Calendar with a correction to the January 8, 2007 minutes.

### **Public Comment**

There were no comments.

### **Unfinished Business Items**

1. Continued discussion of agenda items for Joint Council/Board Meeting (Feb. 14<sup>th</sup>)

Chair Rafter discussed the documents sent to the Council.

Boardmember Graff noted the agenda for the joint meeting is listed as a "Report from the Library Board". The Board discussed the possible format of the meeting and whether or not they would get a chance to have a round-table discussion.

Boardmember Terry stated they should reiterate the part of the letter they would like the Council to respond to and be ready for a discussion. Boardmember Graff stated they should ask the Council the following questions: 1) Do they have any input on the tasks? 2) Can the Board proceed with the tasks? 3) What does the Council think about community facilities?

Boardmember Broughan stated the format of the meeting seemed pretty clear. Boardmember Graff stated they should be prepared to simply present the report or sit

down with the Council in a workshop setting. Boardmember Terry stated they have been asking for a workshop meeting with the Council for quite some time. Chair Rafter expressed concern that they need to be prepared. Boardmember Graff stated they should start off with their questions and then decide how to proceed. Boardmember Broughan asked Library Director Gordon to ask the City Manager for clarification.

Boardmember Graff stated they need to present the following points to the Council: 1) These are the appropriate tasks, 2) The timing is appropriate, 3) They need to involve the Parks and Recreation Commission, 4) Does the Council have any thoughts about a Community Facility. Boardmember Terry asked if there were other issues to discuss. Chair Rafter stated they are also presenting the Strategic Plan.

Library Director Gordon stated she just spoke to the City Manager who indicated she would make sure the Council was made aware of the Board's desire to meet in a workshop setting.

Chair Rafter stated they did a lot of promotion of the Library last year and they would like to continue to do so this year. Boardmember Graff stated this issue would be highlighted in the accomplishments. Chair Rafter stated they would also like to explore the use of technology in the current facility.

The Board discussed the idea of a Community Facility and how they would like to help the Council come up with a vision. Boardmember Broughan stated they should remain proponents of the possibility of a new Library and added the Council should also see them as allies. They need to work within the Council's timeframes. Chair Rafter stated the Board was providing the Council with information that could help them in their decision-making about a Community Facility.

## 2. Continued Discussion of Goals and Activities for the Steering Committee

Boardmember Graff suggested they hold off on this item until after they meet with the Council. Depending on the outcome of that meeting, the Board might want to discuss whether or not it makes any sense to keep the Steering Committee active.

Boardmember Terry disagreed and stated the committee could figure out alternative tasks and continue to publicize the existing Library. They might take a "new tack".

Chair Rafter stated this item would be continued to the next meeting.

## 3. Continued Discussion on the Board Manual

Chair Rafter stated she received some comments from the City Manager and one of the Councilmembers. Overall, they thought it was a good document.

Boardmember Graff stated this topic should be a single agenda item since they would need to go through it page-by-page. Many of the revisions are grammatical.

Chair Rafter stated the manual would be reviewed, and possibly revised, every year.

#### 4. Discussion on Board's Strategic Plan for 2007

Boardmember Broughan stated any discussion about what to focus on and who might be willing to volunteer for certain tasks would be quite lengthy. Boardmember Graff agreed and stated it made sense to wait until after the meeting with the Council.

M/s, Terry-Broughan and approved 5-0 to continue this item (#4).

#### 5. Review Existing Policies for the Larkspur Library

Chair Rafter asked for comments on the three policies submitted by Library Director Gordon: 1) Circulation Policy, 2) Gifts and Donations Policy, 3) Volunteers Policy.

There was general discussion about the "Gifts and Donations" Policy.

M/s, Terry-Graff and approved 5-0 to approve the "Gifts and Donations" Policy as revised.

Boardmember Graff referred to the "Circulation" Policy and asked for a definition of "juvenile". Library Director Gordon stated it was anyone under 16 years of age. This is a term used by all libraries. Boardmember Graff asked that this information be added parenthetically to the policy. Library Director Gordon stated that was a good suggestion.

Boardmember Graff stated he was surprised there were not more circulation policies that were MARINet directed. He stated he would like to see more standardization. Library Director Gordon stated the ultimate goal was to make it less confusing for patrons and to try and standardize more policies.

Chair Rafter had questions about the two audio book categories and suggested that they be combined to a single category of just "audio books".

Chair Rafter referred to page 3, "G" and had questions about due dates and deliveries to other libraries. Library Director Gordon stated when books are checked in and sent in transit they are no longer considered "over due". Rental materials must be returned to the specific library.

M/s, Graff-Brenlin and approved 5-0 to approve the "Circulation" policy as revised.

There was general discussion about the "Volunteers" Policy and application. Boardmember Graff had some suggestions on how to simplify the application. Boardmember Terry stated he envisioned volunteers doing specific projects at home on

his or her computer.

Boardmember Graff asked how many volunteers the Library currently has. He would like to check with other libraries to see how they use their volunteers.

Boardmember Terry discussed the idea of a Volunteer Coordinator and augmenting staff with volunteers in the future. Library Director Gordon stated she would never augment staff with volunteers. Boardmember Terry stated this could include working on a special project.

Boardmember Brenlin asked how many volunteers work in the Library. Library Director Gordon stated she has a handful at any given time due to the space constraints. It is a very “hands-on” process and could include shelving books, making sure the card catalogues matches what is on-line, etc. Boardmember Graff asked about using school children. Library Director Gordon stated that many students need to perform community service.

Boardmember Terry stated he would work on the application and give it a broader approach.

### **New Business Items**

#### **1. Review Old Newspaper Library Articles and Historic Documents**

Boardmember Terry shared some articles and documents and stated he would like to organize some type of manual for this information.

M/s, Graff-Brenlin and approved 5-0 to appoint Boardmember Terry as the Board Historian.

#### **2. Discuss the motto for the Larkspur Library “The World’s Greatest Library” vs. “The World’s Greatest Little Library”**

Boardmember Terry discussed the history and origin of the motto. He would like the word “Little” removed since it is not contained in the sanctioned motto. Boardmember Graff agreed and stated he would like to get rid of the word “Little” since it could be detrimental to the efforts for a new Library.

Boardmember Brenlin stated she would like to see the word “Little” remain in the motto.

M/s, Graff-Broughan and approved 5-0 to reaffirm that the official motto of the Larkspur Library is: “The World’s Greatest Library”.

### **Library Director’s Oral Report**

Library Director Gordon reported on the following: 1) Library & City Hall Facility, 2) Library Staffing, 3) Library Programs, 4) MARINet Update, 5) Technology, 6) Miscellaneous, 7) Patron Survey.

Library Director Gordon answered questions from the Board.

### **Boardmembers Reports and Comments**

There were no reports.

### **Status Reports:**

1. Report from Friends of the Library

Chair Rafter stated this was included in the Library Director's Report.

2. Report from Larkspur Library Endowment Fund & Foundation

Boardmember Terry stated they were postponing their party until after the February 14<sup>th</sup> City Council meeting.

3. Report from Steering Committee

Chair Rafter stated this was addressed earlier in the meeting.

### **Future Agenda Items**

Chair Rafter stated the following items would be placed on next month's agenda: 1) Library Budget, 2) Follow-up on Council meeting, 3) Continued Discussion on Goals and Activities for the Steering Committee, 4) Discussion on Board's Strategic Plan for 2007, 5) Library Policies.

### **Next Meeting Date**

Chair Rafter stated the next Board meeting would be held on March 12, at 4:00 p.m. in the Council Chambers.

### **ADJOURNMENT**

Chair Rafter adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Toni DeFrancis

## Recording Secretary

M/s, Graff-Brenlin and approved 4-0 (Terry absent) to approve the Consent Calendar with a correction to the January 8, 2007 minutes.

M/s, Terry-Broughan and approved 5-0 to continue this item (#4).

M/s, Terry-Graff and approved 5-0 to approve the "Gifts and Donations" policy as revised.

M/s, Graff-Brenlin and approved 5-0 to approve the "Circulation" policy as revised.

M/s, Graff-Brenlin and approved 5-0 to appoint Boardmember Terry as the Board Historian.

M/s, Graff-Broughan and approved 5-0 to reaffirm that the official motto of the Larkspur Library is: "The World's Greatest Library".