

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

Roll Call: Present: Chair Marianne Rafter, Helen Brenlin,
Bill Broughan (arrived 4:05), Don Graff,
Phil Terry (arrived 4:06)

Staff: Library Director Frances Gordon

Chair Rafter 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: February 2007

Approval of Minutes as Submitted: Regular Meeting February 12, 2007

M/s, Graff-Brenlin and approved 3-0 (Broughan and Terry absent) to approve the Consent Calendar with the exception of the warrants.

Library Director Gordon stated she would submit the February warrants at the next meeting.

Public Comment

There were no comments.

Unfinished Business Items

1. Review February 14th Joint City Council/Board Meeting

Boardmember Graff stated agenda items #1 and #2 could be combined and discussed at the same time.

Boardmember Broughan arrived at the meeting.

Chair Rafter stated Councilmember Lundstrom had asked for more information about current libraries in the area that have meeting spaces. The Steering Committee would be taking on this task. Boardmember Graff stated Councilmember Lundstrom specifically asked for information pertaining to a 10,000 square foot building.

Boardmember Terry arrived at the meeting.

Boardmember Terry stated he thought the joint meeting went well and was pretty positive. They should carry on with their plans.

Boardmember Broughan stated they should not think they could do whatever they want and there should be some structure to their plans.

Boardmember Graff stated the meeting was very disappointing because the objectives they had in developing those community facility tasks were turned off. The Council does not want them to involve, at this point in time, the Parks and Recreation Commission. In addition, the Council was not interested in hearing from the Board in regards to a community facility that they might in turn use in discussions with a developer. The Council wants to develop that on their own and move forward when the developer comes before the Council with a plan. This was the main purpose in developing these tasks. To pursue the tasks as outlined without the Parks and Recreation Commission would be a long process to follow and a waste of time.

Boardmember Broughan agreed but felt there was some agreement among some of the Councilmembers that a Library on that parcel was a good idea. The Board might not have gotten what they were looking for but there were some positive comments. Timelines are converging and they might have more specific data in two to three months. After that, things might move quicker.

Boardmember Graff stated the Council did say they would like to have discussions about a community facility. There are some useful tasks that the Steering Committee can pursue and it should be as part of an extension of the work that has already been done on the Library. They should forget about the community facility aspect for the time being. They should think about adding a couple of meeting rooms to the space they have already talked about and to look at other Libraries and community facilities that are joined together. They should forget about whether they are pursuing tasks #4, #5, #6, etc. They should keep the work in the context of a Library. Boardmember Broughan agreed that they should focus on the Library and added that was their charter.

Chair Rafter emphasized that the Council has not yet defined a "community facility".

Boardmember Broughan stated he attended the last Steering Committee meeting and found it to be very positive. He liked the fact that they were focusing on the Library and programs and what a new Library might have in terms of programs. This gives structure to what a new Library might be. Boardmember Graff agreed and stated the Steering Committee should start analyzing the services and programs for seniors, children (K through 8th grade), and preschoolers. Boardmember Broughan stated he wanted to see an analysis of technology.

Boardmember Terry stated he would like to see a History Room and/or storage space included in the new facility. Chair Rafter stated they had initially discussed an art gallery, Friends Room, historical collection room, etc. Boardmember Terry stated they should contact other groups in town that could use facilities and incorporate them into the planning. Chair Rafter stated they should see what other Libraries do with their historical collections.

Boardmember Broughan stated these were all good ideas but he has not seen any structure to these good ideas so they could be communicated to the Council at some point. The Steering Committee needs to put some structure and research to these good ideas. This would give them more value.

Boardmember Graff stated he has discussed the following four tasks with the Chair of the Steering Committee: 1) identification and analysis of potential programs, 2) identification of new technologies, 3) program and plans for a Library including meeting rooms, 4) explore with the California State Library in Sacramento potential assistance that they may provide relative to planning and funding of new libraries. The Board could develop a report regarding these tasks that could be sent to the Council. Much of this could go into the original planning report.

Chair Rafter asked the Board to review the original planning document because many of these ideas are included. There is a lot of detail that needs to be fleshed out.

Boardmember Graff stated they could work within the 10,000 square foot limitation, especially if they have two acres. Boardmember Terry stated the Steering Committee should be given some guidance in terms of structures that can be built that are flexible. There is an architectural element that they have not yet discussed. Boardmember Graff stated the programming comes first. Boardmember Terry stated it could be a parallel process.

Boardmember Broughan stated they should be thinking conceptually at this stage and he liked the four tasks outlined by Boardmember Graff.

M/s, Terry-Broughan and approved 5-0 to discharge these tasks to the Steering Committee and ask them to pursue them.

Boardmember Graff noted the Committee is not limited to these tasks. Boardmember Broughan stated it was a good start.

2. Continued Discussion on Goals and Activities for the Larkspur Library Steering Committee

Chair Rafter stated this was discussed above.

3. Continued Discussion on the Board Manual

Chair Rafter distributed some information to the Board. She stated Boardmember Terry would take care of the first three pages.

Boardmember Graff asked if there would be changes made to the Calendar or the Operational Policies. He suggested they drop Appendix One (roster of old members) until they obtain the information. Boardmember Terry stated it should be marked as "incomplete". Boardmember Graff stated the "Reimbursement Policy" should be included in the manual as Appendix VII.

Chair Rafter referred to the page 8, Calendar, and stated it should be reviewed every year. Boardmember Graff noted the Strategic Plan was "produced" and not "reviewed" in January. Each year they should come up with a new Strategic Plan that would describe the activities of the previous year and talk about the proposed activities for the coming year. Boardmember Broughan stated it was an on-going process and it would be reviewed throughout the year. January would be the optimum time to review the existing plan. Boardmember Graff stated it would need to be more than a "review" since it would be submitted to the Council. Chair Rafter stated it should be agreed and voted on by the Board in January. Boardmember Graff suggested they use the term "finalized". Boardmember Broughan stated the calendar should be used as a template.

Chair Rafter noted in April the Board would review the Library Director's current years goals for the Library and Library services. Library Director Gordon asked why this would be done in April. Chair Rafter stated this would coincide with the preparation of the budget.

Chair Rafter referred to page 18 and stated she would like to use the term "Board" and not "Trustees". Boardmember Terry disagreed and stated they were the Board of Trustees. Boardmember Graff stated that was too long. Boardmember Graff stated the common reference was "Board". Chair Rafter stated "Larkspur Library Board of Trustees" was in the introduction and it could say "hereafter known as the Library Board".

Chair Rafter stated the Friends and the Foundation had, in the past, periodically reported their Fund Balances, expenses, donations, volunteer hours, etc. Boardmember Terry stated that idea was troublesome.

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

Chair Rafter stated this discussion should include assignment of goals.

Library Director Gordon suggested that it would be good P.R. for a Boardmember to attend the upcoming Chamber of Commerce meeting/dinner. Boardmember Terry stated he would like to go. Library Director Gordon also suggested that the

Foundation/Board and the Friends should consider getting a booth at the Larkspur Food and Flower Festival on June 2nd. Boardmember Terry said he would find out how to get a booth and also investigate participating in the 4th of July Parade. He would like to share the booth with the Friends and the Foundation.

5. Discuss Larkspur Library's contribution to the Larkspur Centennial

Boardmember Brenlin stated the subcommittee would meet on April 12th at 7:00 p.m. She would not be able to attend the meeting. Chair Rafter stated she would try to attend in her place. Boardmember Brenlin stated the subcommittee would be meeting on April 17th with the City Council to discuss their plans. There will be many special events with the "big party" occurring on March 8, 2008. Ms. Jody Coker was appointed as the Chair of the 4th of July Parade Float.

The Board discussed several ideas that the Library Board could do as a part of the celebration, including speaker events, etc.

Chair Rafter stated this item would be continued.

6. Review Existing Policies for the Larkspur Library

M/s, Graff-Broughan and approved 5-0 to approve the Gifts and Donations Policy.

M/s, Graff-Broughan and approved 5-0 to approve the Volunteers Policy.

Library Director Gordon briefly discussed the Collection Development Policy. Boardmember Broughan had questions about the history of the policy. Library Director Gordon stated that an informal policy has been in existence for quite some time. Over the years, the policy has been continually updated and revised to reflect the constant changes, such as new MARINet policies, new formats, and the changing needs of the patrons. The policy is an evolving document. She asked the Board to take their time with their review of this policy.

Boardmember Terry stated in the past the Board made the decision about a complaint about a book and a request to take it out of circulation. Library Director Gordon stated she would inform the Board about any actions her staff would take. Boardmember Broughan stated he was very comfortable with the policy and added it was very well written and defines the collection objectives. Children's Librarian Teresa Capasso stated this was a standard procedure. Boardmember Graff stated it was not unique to Larkspur.

Boardmember Graff clarified that it was the Library Director's responsibility to develop and implement the collection. Boardmember Terry stated he was not sure he agreed and would like to discuss this at another meeting.

Library Director Gordon stated it takes several years of daily interactions with patrons to get a good sense of the needs of the community and what the patrons want. Boardmember Broughan stated it appeared that the Library Director viewed this as a science and an art, with patron demand being just one aspect of it.

Chair Rafter stated this item would be continued.

New Business Items

1. Review and Discuss the proposed 2007-08 Library Budget

Library Director Gordon stated she did not have a lot of budget information at this time. Boardmember Graff asked if she was optimistic about obtaining the requested funding. Library Director Gordon stated she was not sure and did not know what the other departments were requesting.

Boardmember Terry stated he would like to discuss the Board's budget requests. He would like to continue this item to next month and he asked the Board to e-mail his or her request to him and he would put something together.

Library Director's Oral Report

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

Library Director Gordon answered questions from the Board.

Boardmember Terry thanked Library Director Gordon for a great report.

Boardmembers Reports and Comments

Chair Rafter reported that April was Library Month.

Status Reports:

1. Report from Friends of the Library

There was no report.

2. Report from Larkspur Library Endowment Fund & Foundation

Library Director Gordon stated there was a meeting scheduled for Wednesday, March 14th.

3. Report from Steering Committee

There was no report.

Future Agenda Items

Chair Rafter stated the following items would be on a future agenda: 1) Board Manual, 2) Strategic Plan, 3) Centennial Celebration, 4) Library Policies, 5) Library Budget.

ADJOURNMENT

Chair Rafter adjourned the meeting at 6:35 p.m. The next meeting would be on Monday, April 9, 2007.

Toni DeFrancis
Recording Secretary

M/s, Graff-Brenlin and approved 3-0 (Broughan and Terry absent) to approve the Consent Calendar with the exception of the warrants.

M/s, Terry-Broughan and approved 5-0 to discharge these ideas to the Steering Committee and ask them to pursue them.

M/s, Graff-Broughan and approved 5-0 to approve the Gifts and Donations Policy.

M/s, Graff-Broughan and approved 5-0 to approve the Volunteers Policy.