

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Regular Meeting- May 14, 2007

Roll Call: Present: Chair Marianne Rafter, Helen Brenlin,  
Bill Broughan, Phil Terry (arrived 4:08)

Absent: Don Graff

Staff: Library Director Frances Gordon

Chair Rafter called the meeting to order at 4:05 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, 2007

Approval of Minutes as Submitted: Regular Meeting April, 2007

M/s, Brenlin-Broughan and approved 3-0 (Graff and Terry absent) to approve the Consent Calendar with an amendment to the minutes.

**Public Comment**

There were no comments.

Boardmember Terry arrived at the meeting.

**Library Director's Oral Report**

Library Director Gordon reported on the following: 1) Library and City Hall Facility, 2) Staff Development, 3) New Patron Services, 4) Library Budget, 5) Library Programs, 6) Calendar of Library Events, 7) MARINet Update, 8) Technology, 9) Miscellaneous.

Library Director Gordon answered questions from the Board.

Boardmember Terry noted the Chamber of Commerce or the Friends could be asked to make the maps. Chair Rafter stated they have a packet of information that they give out.

Boardmember Broughan had questions about the search for computer equipment and the number of Internet stations. The Board discussed policy issues pertaining to these stations, i.e. time limits, printer vs. "flash cards", etc.

Chair Rafter discussed the upcoming year's budget requests and asked if the Board should put together a letter emphasizing and detailing their needs and budget request. Boardmember Broughan stated that was a good idea.

M/s, Terry-Brenlin and approved 4-0 (Graff absent) that the Chair put together a letter emphasizing and detailing the Board's unique budget requests.

### **Unfinished Business Items**

1. Discuss this year's community outreach programs for Larkspur Library- Food & Flower Festival, the Children's Summer Reading Program, the Fourth of July Parade, and a September program for Library Card Sign-Up Month

Chair Rafter discussed the upcoming Food and Flower Festival. Boardmember Terry stated he filed the forms for the Food and Flower Festival and has turned over the lead on this assignment to Tom Serlith. Library Director Gordon asked if they have been given a "stall". Boardmember Terry stated he was told they have a "space". Library Director Gordon stated they should bring an umbrella since they might not be in the shade. Boardmember Terry stated he would like to see the Board, the Friends of the Library, and the Foundation supply volunteer to man the booth. He discussed selling raffle tickets, book bags, T-shirts, etc. Chair Rafter stated she would get the sign for the table.

Chair Rafter stated the Summer Reading Program would be run by the Friends and the Children's Librarian. She stated they should distribute flyers regarding this program at the Food and Flower Festival booth.

Chair Rafter discussed the 4<sup>th</sup> of July Parade and stated they need to get a car. Boardmember Terry stated they should get one car for each group- the Board, the Friends, and the Foundation. Library Director Gordon stated she would get last year's banner from Boardmember Terry.

Chair Rafter discussed the "Library Card Sign-Up Program" and stated September was usually a very busy month and perhaps it should be rescheduled. She stated September was nationally designated for the "sign-up program". Boardmember Broughan asked if this has ever been done before. Library Director Gordon stated the schools usually promote getting a library card and that Larkspur did participate with all the MARINet libraries in this program but with little results. She stated she would place an advertisement in the Parks and Recreation Department Fall Newsletter promoting the program by offering to replace Library cards at no cost during the month of September.

M/s, Terry-Broughan and approved 4-0 (Graff absent) that the Board supports the idea of exempting the fee for new Library cards during the "Sign-up" program.

## 2. Follow-up on Revisions to the Board Manual

Chair Rafter stated she had a couple of minor changes to the History Section.

M/s, Broughan-Brenlin and approved 3-0 (Graff absent, Terry abstained) that the Board approve the History Section with the minor changes suggested by Chair Rafter.

Chair Rafter stated they would finish up the manual at the next meeting.

## 3. Review of Library Policies- Set Special Library Board Meeting Date

Chair Rafter suggested they set a special meeting date to review some policies. Library Director Gordon stated she would prefer to have the Board review a few policies at a time at their regular meeting. This seemed to work well in terms of her workload. Chair Rafter noted reviewing the longer policies seemed to take away from discussing other agenda items.

Boardmember Broughan stated he would prefer to do a few policies at a time at the regular meetings. Boardmember Terry agreed and stated the Collection Development Policy was a longer one and it could be done in several parts. Library Director Gordon agreed that the Collection Development Policy could be reviewed at a special meeting, if needed.

Chair Rafter asked Library Director Gordon to place a few, shorter policies on the agenda next month.

## 4. Status Report on the Library Board/Library Staff/the Friends and the Foundation's Participation in Larkspur's Centennial Festivities

Chair Rafter stated the Centennial Committee was meeting quite often and she would like the Board to be prepared for the celebration. She distributed the "2008- Larkspur's Centennial Year- a tentative time line". She noted that the Big Birthday Party was scheduled for March. She stated the Board should plan something during the school year. The Board discussed doing their own celebration in May that could include a program of speakers, puppet shows, storytellers, etc.

Library Director Gordon stated staff wanted to put together a bookmark with a list of popular books for each decade. The Board discussed this idea.

## **New Business Items**

1. Discuss the openings for two positions on the Board

Chair Rafter stated there were two Board terms about to expire and they should do some recruiting. She noted Boardmember Terry was retiring after 35 years. Boardmember Brenlin suggested talking to some of the Steering Committee members.

Library Director Gordon stated 4-year terms were a bit long for some people. She added they should change the time of the meetings to 7:00 p.m. to accommodate people who work.

The Board discussed some of the skills that would be helpful for incoming members. Boardmember Broughan stated it might be an easy recruitment since there was a lot of activity for the Board and the Steering Committee.

2. Discuss the Upcoming Visit by Richard B. Hall from the State Librarian's Office

Chair Rafter stated Mr. Hall would be attending the Steering Committee meeting scheduled for May 17<sup>th</sup>. She stated Steering Committee Chair Martin was putting together an agenda. She stated Mr. Hall would tour the Library with City Manager Bonander and then meet at the Recreation Center for the presentation.

Boardmember Terry asked about the services that are provided by the State Librarian's Office.

## **Boardmembers Reports and Comments**

There were no reports.

### **Status Reports:**

1. Report from Friends of the Library

There was no report.

2. Report from Larkspur Library Endowment Fund & Foundation

Boardmember Terry reported the next meeting was scheduled for Wednesday, June 13<sup>th</sup>. The 30<sup>th</sup> Anniversary Party was scheduled for Sunday, September 9<sup>th</sup> in the Library.

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) Review of policies, 2) Review of Budget, 3) Status of 4<sup>th</sup> of July Parade plans, 4) Discuss this years' outreach programs, 5) Revisions to the Board Manual, 6) Status Report on Centennial Festivities, 7) Follow-up on presentation by Mr. Hall.

### **ADJOURNMENT**

Chair Rafter adjourned the meeting at 6:00 p.m. The next meeting would be on Monday, June 11, 2007.

Toni DeFrancis  
Recording Secretary

M/s, Brenlin-Broughan and approved 3-0 (Graff and Terry absent) to approve the Consent Calendar with an amendment to the minutes.

M/s, Terry-Broughan and approved 4-0 (Graff absent) that the Board supports the idea of exempting the fee for new Library cards during the "Sign-up" program.

M/s, Broughan-Brenlin and approved 4-0 (Graff absent) that the Board approve the History Section with the minor changes suggested by Chair Rafter.