

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY  
Minutes of Regular Meeting- July 9, 2007

Roll Call: Present: Chair Marianne Rafter, Don Graff, Philip Terry  
Absent: Helen Brenlin, Bill Broughan  
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- June 2007

Approval of Minutes as Submitted: Regular Meeting June 11, 2007

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

### **PUBLIC COMMENT**

There were no comments.

### **LIBRARY DIRECTOR'S REPORT**

Library Director Gordon reported on the following: 1) Library and City Hall Facility, 2) Library Budget 3) Library Staffing, 4) Library Programs, 5) Friends of the Larkspur Library, 6) MARINet Update, 7) Miscellaneous, 8) Editing the Library Board Manual.

Library Director distributed rough-draft copies of the final tally for the patron-use survey and commented on some of the highlights, including: 1) patrons really value the Library's wonderful customer service; 2) patrons want staff to expand the DVD collection; 3) a sampling of patron's top picks for library programs included art lectures, a book club, travel, gardening, health and poetry.

Boardmember Terry stated he spoke with a representative from "Learn Marin" who indicated that there were a lot of speakers looking for venues. He stated there were a number of people putting on travel groups and they could use the Library for presentations. He suggested inviting Larkspur patrons to come and speak about his or her trip to a particular destination. Library Director Gordon stated that was a great idea.

Boardmember Graff agreed but noted people showing photographs would take a very long time and should probably be discouraged.

Library Director Gordon explained she has contracted with an outside business person who is working on reformatting the Board Manual and noted it would be brought to Kinko's for copying.

Boardmember Terry had questions about using a Netflix-type system for distributing the library's DVD's and the potential cost. Library Director Gordon stated she would explore this idea. Chair Rafter stated Netflix was going to start downloading movies direct from their site and would no longer be mailing them. Boardmember Graff stated it would be an advantage to the Library because they would no longer need to invest in the DVD's. Library Director Gordon discussed some of the problems with managing such a service. She stated she would give it more thought.

Chair Rafter had questions about the survey and the responses to the use of computers. She noted Larkspur patrons were going to other libraries to use the Internet. Boardmember Graff noted it was a relatively small number and he wondered about the importance of Internet service in the library. Library Director Gordon stated it was a necessary service. Boardmember Graff stated they should carefully think about how many stations they should provide given the limited resources. Chair Rafter stated the Corte Madera Library is thinking of doubling their number of computers. Chair Rafter asked how many surveys were received. Library Director Gordon stated they received about 200.

Chair Rafter asked about MARINet's Board of Director's proposal to eliminate the \$.50 request fee- a charge that patrons pay for having requested items delivered to the library of their choice. Library Director Gordon stated libraries could potentially double the amount of revenue received from the State for resource sharing (interlibrary loan of library materials to patrons outside of the library's jurisdiction). She added that all the Director's were in favor of this idea, including adding a limit on patron requests and having a restocking fee if the patron does not pick up their requested item.

Chair Rafter asked about the status of the painting and carpeting planned for the staff workroom. Library Director Gordon stated the re-carpeting would take one day and the painting would take at least two days. They are exploring a remodeling schedule that would be the least obtrusive to library service to patrons.

## **UNFINISHED BUSINESS ITEMS**

1. Follow-Up Discussion on Library Budget FY 2007-08

Library Director Gordon stated she did not have any new information at this time.

2. Status Report on the Library Board's Community Outreach Efforts for Larkspur

## Library

Chair Rafter distributed a photograph of the 4<sup>th</sup> of July Parade taken by Boardmember Terry. She noted the next major effort had been taken over by the Friends and would include a presentation in November by artist, Dan Cooper, on genealogy. The Friends would be handling the publicity.

### 3. Follow-Up Discussion on Larkspur Library's Steering Committee Activities

Boardmember Graff stated the committee, at their June meeting, discussed some activities that they planned to do including visiting other libraries and finishing up some items listed in the report. He briefly discussed the presentation by Mr. Richard Hall. Mr. Hall reviewed the report and stated they need to give some final definition to the service area and address the services. Mr. Hall also suggested obtaining statistics comparing Larkspur to the County, the State, and the Country. Boardmember Graff stated he was not sure that any particular tasks had been assigned but Committee member Hanahan had done some research on literacy. He noted there was not a lot to do until they get more information on the status of the Twin Cities Police Facility and development applications for the Niven property.

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

Library Director Gordon distributed the revised policy titled "Guidelines for Library Use".

Boardmember Terry stated the word "please" listed in front of the seven informational bullets should be eliminated. He referred to the first sentence under the heading "Observe the following rules of conduct" and stated it should read: This Code of Conduct has been adopted *by the Board of Trustees....*" He referred to the second to the last sentence in the same paragraph and stated it should be changed. Chair Rafter stated it could be eliminated since the next sentence is clearer. Boardmember Terry referred to page 2, #12, and asked Library Director Gordon to rewrite this rule and bring it back to the Board. He referred to #7 and stated it was too long and should be kept simple. Chair Rafter stated she liked the idea of spelling some things out. Boardmember Terry suggested bullets be used. Chair Rafter stated bullets should be used in #11 as well and the word "Library" should replace the word "building". Boardmember Terry stated there should be some reference to obtaining the services of the Twin Cities Police Department if necessary. Boardmember Terry stated there should be a warning to patrons that they are being videotaped. Boardmember Graff stated they should revise the policy when that happens.

Library Director Gordon stated she would bring the revisions back to the Board at the next meeting. Boardmember Terry thanked Library Director Gordon on a very thorough document.

Library Director Gordon distributed a new policy titled "Acceptable Use of Electronic

Resources” policy. She noted this is not intended to be an Internet Policy. This policy would focus on the Library’s code of conduct when using the Library’s computer equipment, including a patron’s own laptop with wireless access.

Boardmember Terry stated the word “Acceptable” should be eliminated.

Library Director Gordon discussed some of the problems encountered by other libraries in relation to Internet use, such as setting and enforcing time limits, and commented that this policy will continue to be under development.

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

Chair Rafter stated the best date for the Library Open House/Centennial Celebration would be Saturday, May 17, 2008. The Board discussed the various events that would occur, including a Puppet Show, Story Telling, etc. Chair Rafter asked if they were planning too many events. Library Director Gordon reminded them about set up, clean up, etc. Boardmember Terry suggested they hold the Open house on Sunday instead since this would not affect staff. Chair Rafter stated they could hold the children’s events on Saturday and other events on Sunday.

Boardmember Graff stated he was concerned that there was nothing “left over” after the Centennial Celebration such as a plaque, trees, etc. Chair Rafter stated the committee was revising the Larkspur, Past and Present book. Boardmember Graff stated they could come up with a new service that could start at that time. Library Director Gordon stated she like that idea and would share it with her staff. She noted it could be some type of “fixture” such as a chair or an architectural feature as opposed to a service.

#### **New Business Items**

There were none.

#### **Boardmembers Reports and Comments**

Boardmember Terry stated he went to the Mill Valley Infant’s Reading Program and was very impressed. Library Director Gordon stated she was familiar with their “Baby Bounce” program which was presented by one of their Children’s Librarians. Library Director Gordon stated she would survey patrons to see if there was a demand for this special program. She stated it was a great idea for future programming.

#### **Status Reports:**

##### 1. Report from Friends of the Library

There was no report.

## 2. Report from Larkspur Library Endowment Fund & Foundation

Boardmember Terry stated the Foundation would be holding a party on Sunday, September 9<sup>th</sup> in the library celebrating their 30<sup>th</sup> Birthday. The invitations would go out soon to the many generous supporters. Children are welcome and coloring books would be distributed. There would be a coloring contest for the kids that would be mailed in at a later date. The winning picture could be posted on the website.

## 3. Report from Steering Committee

Chair Rafter stated the next meeting would be held in September.

### **FUTURE AGENDA ITEMS**

Chair Rafter stated the following items would be on a future agenda: 1) Follow up on Library Budget FY 2007/08; 2) Status Report on Participation in Larkspur's Centennial Festivities; 3) Welcome to New Board members; 4) Strategic Plan Goals; 5) Discussion about Joint Meeting with Foundation and Friends for Outreach Purposes.

Chair Rafter stated the next meeting would be held on Monday, August 13<sup>th</sup>.

### **ADJOURNMENT**

Chair Rafter adjourned the meeting at 6:03 p.m.

Toni DeFrancis  
Recording Secretary

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