

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- September 10, 2007

Roll Call: Present: Chair Marianne Rafter, Helen Brenlin, Bill Broughan,
Don Graff, Daniel Kunstler

Staff: Library Director Frances Gordon

Chair Rafter called the meeting to order at 5:10 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- August 2007

Approval of Minutes as Submitted: Regular Meeting August 13, 2007

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

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 Programs; 4) MARINet Update; 5) Wireless/Internet Access Policy Update; 6) Miscellaneous.

Boardmember Kunstler had a question about potential impacts from the recent State budget cuts. Library Director Gordon stated the library budget would not be directly impacted since the State revenue goes directly into the General Fund. Boardmember Graff asked about the revenue figures. Library Director Gordon stated that the approximate reimbursement from the State for interlibrary loan has been \$8,000 to \$9,000 per quarter. There is also an annual Public Library Fund based on population and last year Larkspur received \$5,000. City Manager Bonander stated the Library is funded through the General Fund and the City adopts an annual budget for the Library based on service needs and not on offsetting revenue.

Boardmember Kunstler had questions about "LINK +". Library Director Gordon stated it was a very high-end delivery system. Larkspur currently uses North Bay cooperative for its interlibrary loan delivery system.

Boardmember Broughan stated he was surprised by the number of children from Corte Madera, Greenbrae, San Rafael, etc. participating in the Summer Reading Program. He also commented on the advantages of being in the MARINet consortium and how it is helping to keep the Larkspur Library in the 21st Century. He noted that the Belvedere-Tiburon Library was expanding their best-seller DVD collection and he had asked if they loaned out the collection. Library Director Gordon stated their best-seller DVD titles will not be loanable, however, they plan to buy duplicate titles and make the duplicates loanable

UNFINISHED BUSINESS ITEMS

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

Library Director Gordon presented a brief staff report.

Chair Rafter had questions about the Board's budget request for the Open House scheduled in May as a part of the Centennial Celebration. Library Director Gordon stated the Board's budget request is not a part of the Library Budget but rather a request that should be submitted to the City's special Centennial Planning Fund.

2. Follow-up Discussion on Larkspur Library's Steering Committee Activities

Boardmember Graff stated there was no specific action taken at the last Steering Committee meeting. They reviewed some of the tasks left unfinished from the original planning report. There was also some discussion about the Planning Commission and Town Council review of the application for the Niven property. He noted there was one new Committee member.

3. Review Existing Policies for the Larkspur Library

Boardmember Broughan referred to the "Internet Use Policy and Procedure" and asked if there would be a short, bulleted, laminated version available to users or posted somewhere in the Library. Library Director Gordon stated "yes". Boardmember Graff noted it should be posted near the computer itself. Boardmember Broughan asked if staff could obtain an example of what other libraries post. Boardmember Graff stated the City Attorney should also review the policy. Boardmember Kunstler noted the number of Internet stations does not have to be included in the policy. He stated that first time users should be able see the library's Internet Policy online and then be able to click an "agreement" button that signifies their acceptance of the terms of the library's Internet Policy. Library Director Gordon stated she would shorten the policy and re-submit it to the Board.

Chair Rafter referred to the "Wireless Access Point" Policy and asked if someone could access their e-mail on their own laptop. Library Director Gordon stated she would need

to ask the IT consultant. The Board discussed the pros and cons of providing “WiFi access”.

Boardmember Graff referred to the “Table of Contents” and suggested that a revision date be added to the bottom of the first page.

Chair Rafter stated these policies would be reviewed by the City Attorney.

The Board briefly discussed the “Collection Development” Policy. Library Director Gordon stated she would like the collection development staff to attend the meeting when the Board reviews this policy.

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

Chair Rafter reported she sent an e-mail to all the support groups inviting them to the next Library Board meeting on October 8th to discuss a final plan for the Centennial Celebration in May, 2008. She received a positive response from the Friends but has not yet heard from the Foundation. Boardmember Graff stated it was critical that Foundation President Lanctot attend the meeting. Boardmember Broughan noted it has been very difficult for the three groups to get organized “as one” and he added it was important for the Board to be clear about their own plan before inviting the others to participate. Chair Rafter stated she would resend the e-mail with a list of all the suggested ideas. She asked Boardmember Graff and Library Director Gordon to help her create an outline to present at the meeting. She stated she would also like staff input. Boardmember Broughan stated that was a great idea and he looked forward to seeing something in writing.

5. Review Board’s Strategic Plan for 2007

Boardmember Graff presented an overview of the Board’s Strategic Plan.

Chair Rafter reviewed the status of each item in the plan. She noted this process was on going and many items would carry-over from year to year. Boardmember Graff noted this was the basis for the Board’s Annual Report to the City Council.

Boardmember Broughan discussed the importance of keeping a balanced focus on meeting the expectations of a diverse group and providing 21st Century services. He wanted the plan to remain unbiased on the subject of a new library and he did not want the Board to focus solely on a new library. Boardmember Kunstler agreed and stated it should not be “the tail that wags the dog”. He stated they should continue to design strategic objectives that highlight a 21st Century Library. Boardmember Graff stated remaining in the current location would always be an alternative to review. He clarified that the goal and intent of the Steering Committee was to look at a library of the future and alternatives and he felt there should be some separation between the two groups.

The Board is mandated to work with the committee to help them reach their goals. Boardmember Kunstler stated the variable was time and they should continue to review the current expectations and needs of the community. Boardmember Broughan agreed and stated they need to keep a healthy balance of objectives. Chair Rafter stated the Board's role is to plan for the future. Boardmember Broughan stated the move to MARINet was certainly a positive step but one that had many ramifications on the operations of the library. Boardmember Graff noted MARINet was still in its infancy. He stated they need to talk about 2008 goals and objectives as soon as possible.

6. Update on Joint Meeting with All Supporting Groups (Friends, Steering Committee & Foundation)

Chair Rafter stated this has already been discussed.

New Business Items

1. Discussion on Recent Patron-Use Survey

Boardmember Graff noted that Library Director Gordon highlighted some of the important aspects of the survey in her monthly report. Boardmember Kunstler noted that the survey was skewed by age. Library Director Gordon agreed and stated it was difficult to get a wide range of user groups, such as teenagers, to respond to the survey. Using a professional group to conduct a survey would certainly present different results, but she did get some useful data from the survey. Chair Rafter asked if she felt she needed more information. Library Director Gordon stated she was satisfied with the information gathered from this survey, however, in the future, staff will want to gather new information for developing future services.

Boardmember Graff suggested they use the money allocated for the planning consultant for developing and processing a survey. He stated the idea of a new facility is based on a Needs Assessment and the survey would be part of that. Boardmember Broughan agreed and added it was useful data for the Library Director to use on a day-to-day basis. Library Director Gordon stated she would ask the Children's Librarian to attend the November meeting for further discussion on the survey.

2. Discussion of the Planning Commission's October meetings, regarding Subarea 3, and the acreage reserved for a Community Facility

Chair Rafter stated the Planning Commission would be reviewing the CLASP Subarea 3, Niven Property, application on Thursday, October 11th and Tuesday, October 30th. Both meetings would be held at the Hall Middle School Gymnasium. Boardmember Graff stated the Board should attend the meetings and advocate for a new library/community facility at the site. Boardmember Broughan stated he supported the idea of making a statement, especially at the first meeting. Chair Rafter asked

Boardmember Graff for some assistance on a statement that could be presented to the Commission.

STATUS REPORTS

1. Report from Friends of the Library

Chair Rafter reported the Friends would be holding a speaker event on September 12th. This event was a fundraiser. She stated that for the upcoming event with local artist, Dan Cooper, she had asked him to donate a piece of artwork to be used as a raffle prize.

2. Report from Larkspur Library Endowment Fund & Foundation

Chair Rafter stated she would be asking the Friends and the Foundation for assistance in purchasing a new "Larky" costume.

3. Report from Steering Committee

Chair Rafter stated they would be meeting sometime in October.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

FUTURE AGENDA ITEMS

Chair Rafter stated the following items would be on a future agenda: 1) Status Report on Participation in Larkspur's Centennial Festivities.

Chair Rafter stated the next meeting would be held on Monday, October 8, 2007.

ADJOURNMENT

Chair Rafter adjourned the meeting at 7:10 p.m.

Toni DeFrancis
Recording Secretary

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