

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- November 19, 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 5:00 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- October 2007

Approval of Minutes as Submitted: Regular Meeting October 8, 2007

M/s, Brenlin-Broughan 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 Programs; 3) MARINet Update; 4) Update on Internet Stations.

Library Director Gordon read a memorandum from the City Clerk reminding all Boards and Commissions that the election of a new Chair and Vice-Chair should occur at the first meeting in January.

Boardmember Graff had a question about the Internet policy regarding the "agreement pop-up box". Library Director Gordon stated it was similar to what other libraries do and it was two pages. Boardmember Graff asked if the policy would be posted somewhere in the Library. Library Director Gordon stated it would be made available to patrons. Boardmember Kunstler had questions about how individuals are identified when they log on. Library Director Gordon stated she was not yet familiar with the parameters of the software. She would report back to the Board.

Boardmember Broughan had questions about the Internet stations. Chair Rafter suggested removing one of the Art bookcases for the Internet stations. Library Director Gordon stated those books were used a lot and she did not have a lot of storage room. She would ask staff to look into this suggestion.

Chair Rafter referred to the December upgrade and stated the Boy Scouts could help do some of the moving and packing. Library Director Gordon stated the Public Works Department would do much of the moving but this was a good suggestion.

Boardmember Broughan asked when the work would be done. Library Director Gordon stated the painting would be done the week of December 17th and the carpeting would be installed after Christmas. The ergonomic furniture would be installed last.

Boardmember Broughan asked if it would be finished this year. Library Director Gordon stated "yes".

UNFINISHED BUSINESS ITEMS

1. Update on the Library Board/Library Staff/the Friends and the Foundation's Participation in Larkspur's Centennial Festivities

Boardmember Kunstler stated he attended the most recent Centennial Committee meeting. The Committee was noncommittal in terms of his request for \$350 for the Library event. Boardmember Graff asked if the request was itemized. Boardmember Kunstler stated "yes" and added the money would be used to hire someone to do the Children's Event on May 19th along with \$50 for incidentals (cookies, etc.).

Boardmember Graff asked if any other aspects of the day would require funding.

Boardmember Kunstler stated "no" unless they decide to move forward with other events such as the antique book dealer, etc. Chair Rafter stated members of The Friends were working on that event. Chair Rafter asked about the status of the Photography Contest. Boardmember Kunstler stated he was working on this event and he has secured an individual who would help in judging the photos. Boardmember Graff asked if there would be a prize. Boardmember Kunstler stated they were still thinking about that but the winning photographs would be hung in the Library.

Boardmember Graff asked if there was space. Library Director Gordon stated there was space in the Children's Library but not much in the other areas. Boardmember Broughan stated they could use City Hall or the lobby area to hang the photos.

Boardmember Kunstler stated he was working on the rules. Chair Rafter stated the Marin County Fair has a photo contest. Boardmember Broughan stated he has information on the Wildcare contest. Boardmember Kunstler stated he envisioned a digital and not a print contest. Boardmember Graff asked about advertising. Chair Rafter stated they should advertise at the schools and in the Parks and Recreation Department Winter/Spring brochure. The rules should be posted on the City Website.

Chair Rafter stated she was hoping that "Larky" would show up for the children's event in his new costume.

2. Continued Discussion of the Planning Commission's October meetings and the Council's November meetings regarding the Subarea 3 (Niven Property) in relation to a Community Facility

Boardmember Graff gave a summary of the City Council meetings. He noted the Planning Commission and City Council rejected the preliminary plan primarily on the basis of a lack of a mix of housing. They also turned down the request for "extraordinary benefits" which would allow the developers to go above the 66 units permitted in CLASP. The Council agreed to hold a workshop with the developers to discuss the revised plan which will ultimately need to be resubmitted to the Planning Commission. The community facility site received very little discussion. There is a question about how much land is available. The developer is required to dedicate .79 acres, is donating an additional one acre, and trying to sell the City another acre. The one "unknown" related to the community facility site is the location and extent of the Indian middens. The developers mentioned that they are on a tight time schedule.

3. Discuss and Create a List of the Board's Strategic Goals for the New Year

Chair Rafter distributed a list of goals that were accomplished this year. She stated many of the goals would be ongoing such as community outreach, develop and enhance the use of technology, etc. Boardmember Graff stated the following should be added to the list of accomplishments: completion of the Board Manual, updates to the Planning Report, and meeting with State Librarian Richard Hall. Boardmember Graff noted the letter to the Council regarding the accomplishments for 2007 and the goals for 2008 should be sent in January. Chair Rafter asked Boardmembers to e-mail any suggested additions to Library Director Gordon. Boardmember Brenlin noted the work on the Centennial would take a lot of their time.

The Board discussed the following Action Plans: 1) Enhance Library Board Operating Policies and Procedures; 2) Evaluate Adequacy of Library Facilities; 3) Working with Consultant to Explore Library Needs and Requirements; 4) Expand Community Outreach; 5) Interact with Library Support Groups; 6) Develop and Enhance Use of Technology; 7) Supplemental Funds.

Boardmember Graff stated he would like to add the following items: Library participation in the Centennial; Monitor the Marin County Library Vision Plan; Monitor the 2008 Library Bond Act; Monitor CLASP Subarea 3 Planning Process and Development. Library Director Gordon stated the Board could also monitor the Sausalito Library's 5-Year Strategic Plan.

Boardmember Graff stated they could use the funds allocated for a planning consultant on a consultant that would work on an outreach program. Boardmember Broughan stated some of those funds could be used on a customer service survey that would address the current needs of the Library. Boardmember Graff stated he was thinking in terms of marketing the Library for community support and possible fundraising. He

stated this would help them establish credibility.

Chair Rafter noted the Board would approve the list of goals at the December meeting.

New Business Items

1. Employee Recognition Award

Library Director Gordon recommended the Board present the award to Ms. Elaine James.

M/s, Graff-Brenlin and approved 5-0 to present the Employee Recognition Award to Ms. Elaine James.

The Board decided to present the award to Ms. James on Monday, December 10th.

Boardmember Graff stated the Board should send a "Thank You" letter to Mr. John DeBonis for all his wonderful work over the years on the display case.

2. Discussion of the Costello Property as a Potential Library Location

Chair Rafter stated the Steering Committee toured the Costello Property and would write up a report indicating the pros and cons about the potential for it as a future library. She noted that the structure would need some major renovation along with the need to make it ADA accessible. The building is included in the Downtown Historic District. Boardmember Graff stated it was a great location. Chair Rafter stated she sent a letter to the City Manager informing her about the tour.

3. Discuss and decide on Date for the Library Board Holiday Party

The Board discussed possible dates for the party. Boardmember Graff suggested they include the Steering Committee, Friends, and the Foundation. Boardmember Brenlin suggested they go out to dinner early in December, perhaps at the Left Bank or Giorgio's. The Board decided to hold the Holiday Party on December 10th.

Status Reports:

1. Report from Friends of the Library

There was no report.

2. Report from Larkspur Library Endowment Fund & Foundation

There was no report.

3. Report from Steering Committee

There was no report.

BOARDMEMBERS REPORTS AND COMMENTS

There were no reports.

FUTURE AGENDA ITEMS

Chair Rafter stated the following item would be on a future agenda: 1) Discuss and Create a List of the Board's Strategic Goals for the New Year.

NEXT MEETING DATE

Chair Rafter stated the next meeting would be held on Monday, December 10, 2007.

ADJOURNMENT

Chair Rafter adjourned the meeting at 7:00 p.m.

Toni DeFrancis
Recording Secretary

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

M/s, Graff-Brenlin and approved 5-0 to present the Employee Recognition Award to Ms. Elaine James.