

LARKSPUR LIBRARY BOARD OF TRUSTEES-LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- December 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 5:02 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- November 2007

Approval of Minutes as Submitted: Regular Meeting November 19, 2007

M/s, Graff-Brenlin and approved 5-0 to approve the Consent Calendar with corrections to the November 19, 2007 minutes.

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) Miscellaneous.

Library Director Gordon reported she was busy with coordinating the various vendors involved in the remodeling of the staff workroom. She commented that she has submitted the photo contest rules for the Council's review. Boardmember Kunstler stated he is promoting the event in the Parks and Recreation Department Winter/Spring brochure, but the rules were not included. Staff could be receiving entries as early as the middle of January. He noted the contest rules err on the conservative side, particularly in regards to getting release forms signed if there are people in the pictures. The Marin County Fair rules make no reference to the liability with regard to someone's likeness in a photo. Boardmember Kunstler stated he would like to make the event rules as least onerous as the City would allow. Chair Rafter asked Boardmember Kunstler to forward a copy to the Board.

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 Centennial Committee meeting last week and it was announced that the fundraising efforts have been very successful. The expenditure budget is around \$93,000 and they have raised about \$115,000 with more on the way. He stated the committee created some greeting cards with drawings of the banners that they plan to sell. The committee did not include any funds in the budget for the Library but getting funding should not be a problem since the requested amounts were minimal. He discussed the Antiquarian Book Appraiser Event and stated Ms. Menudier is not asking for any funding since the event's entrance fee will pay for the appraiser. Chair Rafter stated the Board had discussed a \$10 entrance fee for this event. Boardmember Kunstler stated the Board should request funds from the committee for the bench/plaque and the Photography Contest. He suggested they make an extra print of the winning photograph and framed it for the photographer. The Board agreed that was a good idea. Boardmember Kunstler stated the committee discussed asking the author of the new book entitled America 1908 to make a presentation in Larkspur. Chair Rafter stated the President of the Friends has connections with Book Passages and could help locate the author. Boardmember Kunstler stated he has one individual who has agreed to be on the panel of judges for the contest and is looking for a few others. He is working on developing the criteria for selection. He would help to facilitate the process but not serve as a judge. Boardmember Graff suggested he get four judges in case someone drops out. Boardmember Broughan discussed the need to have restrictions on the digital file size for the entries. Boardmember Kunstler stated that should not be a problem. Boardmember Graff asked who would own the rights to the photographs. Boardmember Kunstler stated the copyright would belong to the individual who took the photograph but they are relinquishing the rights for display on the City Website, in the Library, and elsewhere. He noted the City did not have the right to sell the photographs.

Boardmember Broughan asked if the Library Event is seen as one of the "main events" of the Centennial Celebration. Boardmember Kunstler stated "yes" and stated they were in the calendar.

Library Director Gordon discussed the idea of selling Larkspur Library Centennial Tea as a fundraiser. She stated that the special blend of tea they used at the last Mysteyr Tea Event was very popular. She suggested they buy tea tins and use the same Centennial graphics used on the notecards and sell the tea for \$10. The Board stated this was a great idea. Library Director Gordon stated she would try to get support from the Foundation.

Chair Rafter stated they should request funding for the new Larky costume. She stated she would contact the Redwood High School and Marin Catholic High School Drama

Departments for some help. Boardmember Kunstler asked for cost figures that he could bring to the Centennial Committee.

2. Continued Discussion regarding Subarea 3 (Niven Property) in relation to a Community Facility

Chair Rafter stated the City Council would be holding a joint meeting with the Planning Commission on December 19th regarding the development proposal for Subarea 3. She asked one of the Boardmembers to attend. Boardmember Graff stated the Town of Corte Madera approved payment to the City of Larkspur for the land and the Larkspur City Council would be looking at the agreement at their next meeting. He noted there was progress on this issue and the ability to move forward on a new Library is somewhat dependent upon this issue being resolved. Chair Rafter agreed and stated they should start thinking about upcoming duties for the Steering Committee. Boardmember Graff stated the Chair of the Steering Committee has drafted a letter and put together a report regarding their activities and accomplishments for last year. The report includes their research on other libraries, the presentation from State Library Consultant Richard Hall, the possibility of a State Library Bond in 2008, alternative locations for a new Library, updates to the Planning Report, etc. He would like to start working with the Parks and Recreation Commission on concepts for an integrated Community Facility and Library.

3. Discuss and Approve Board's Strategic Goals for the New Year

Chair Rafter stated she would bring the letter regarding the Board's list of accomplishment to the next meeting. This letter, along with the Steering Committee Report, would be presented to the City Council. Boardmember Graff asked if the letter should go beyond the accomplishments and goals. He stated the idea was to give the Council something to review and perhaps trigger a joint meeting in the future. Chair Rafter stated they should hold off on meeting with the Council until after the Niven Property was resolved.

Boardmember Kunstler left the meeting.

The Board discussed some of the budget requests for Fiscal Year 2008/09.

Boardmember Graff had questions about Goals, item 3#, "Plan presentations to outside community groups". Chair Rafter stated this was a carry over from last year.

Boardmember Broughan stated the document was a bit difficult to read and he suggested using bullets.

Boardmember Graff stated the roster should be updated in the plan and the Board Manual.

Boardmember Broughan stated the request for funding for “Steering Committee activities” was too vague. Boardmember Graff agreed and stated it was intended to give the Council advanced notice. Specifics would be included in the Library Budget that is submitted as early as March. He stated they could add the following sentence: “A detailed budget will be provided to the City before final request for funds”.

M/s Graff-Brenlin and approved 4-0 (Kunstler absent) to adopt the 2008 Strategic Plan goals.

New Business Items

Library Director Gordon discussed the updated Table of Contents for the List of Library Policies. Chair Rafter had questions about the Library Bill of Rights and Freedom to Read Statement. Library Director Gordon noted those two documents would be included in the Collection Development Policy.

M/s, Broughan-Brenlin and approved 4-0 (Kunstler absent) to approve the updated Table of Contents for the List of Library Policies.

STATUS REPORTS

1. Report from Friends of the Library

Chair Rafter reported the owner of the Lark Theater had met with the Friends to discuss the idea of a monthly movie presentation of books that have been made into movies. The movie would be followed by a discussion comparing the book to the movie. She would also like to have special speakers for each book. She is working with the Friends on this idea. The cost would be \$20 per event.

2. Report from Larkspur Library Endowment Fund & Foundation

Boardmember Brenlin stated the Foundation sent a Thank You card and a gift to Mr. John DeBonis.

3. Report from Steering Committee

There was no report.

BOARDMEMBER REPORTS AND COMMENTS

There were no reports.

FUTURE AGENDA ITEMS

Chair Rafter stated the following items would be on a future agenda: 1) Update on the

Library Board/Library Staff/ the Friends and the Foundation's Participation in Larkspur's Centennial Festivities; 2) Continued Discussion regarding Subarea 3 (Niven Property) in relation to a Community Facility; 3) 2008 Tasks for the Steering Committee; 4) Election of Chair and Vice-Chair; 5) Review of the Calendar.

Chair Rafter stated the next meeting would be held on Monday, January 14, 2008.

ADJOURNMENT

Chair Rafter adjourned the meeting at 6:30 p.m.

Toni DeFrancis
Recording Secretary

M/s, Graff-Brenlin and approved 5-0 to approve the Consent Calendar with corrections to the November 19, 2007 minutes.

M/s Graff-Brenlin and approved 4-0 (Kunstler absent) to adopt the 2008 Strategic Plan goals.

M/s, Broughan-Brenlin and approved 4-0 (Kunstler absent) to approve the updated Table of Contents for the List of Library Policies.