

BOARD OF LIBRARY DIRECTORS- LARKSPUR PUBLIC LIBRARY
Minutes of Regular Meeting- June 9, 2008

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

Staff: Library Director Frances Gordon

Chair Graff called the meeting to order at 5:00 p.m.

APPROVAL OF CONSENT CALENDAR

The Library Director certifies that the Agenda has been posted in accordance with the requirements of the Government Code

Acknowledgement of Warrants/Library- April 2008 and May 2008

Approval of Minutes as Submitted: Regular Meeting May 12, 2008

M/s, Rafter-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 Programs/Events; 3) MARINet Update; 4) Miscellaneous.

Boardmember Broughan asked about summer hours. Library Director Gordon stated summer hours would be the same but she planned to increase staffing.

Unfinished Business Items

1. Follow-up Report on May 17th Library Centennial Events- All participants

Chair Graff stated they had a great turnout and the events were very successful. Boardmember Kunstler stated they had about 25 people for the Photography Contest awards ceremony. It was the consensus of the Board that "Walter the Giant" was a fabulous entertainer. Chair Graff stated they could do more publicity in the library itself. This might have brought in more patrons. They need to look more seriously at publicity while discussing any future events. Boardmember Kunstler stated the ads for the Photography Contest did result in a burst of activity. Boardmember Rafter noted the

adult programs might have better attendance if they were held at night. Chair Graff stated that was a good suggestion and they might consider holding the Antiquarian Event during the evening. Boardmember Broughan agreed and stated the vendors he contacted were much more interested in an evening event. Chair Graff asked Boardmember Broughan if he would continue to pursue this event. Boardmember Broughan stated "yes". Chair Graff stated they should work with the Heritage Preservation Board on this event. The new edition of Larkspur, Past and Present might not be available for this event. Boardmember Rafter stated they should also coordinate with the Friends of the Library so they do not have any conflicting events. Chair Graff agreed. Boardmember Broughan stated the month of October would be a good month for the Antiquarian Event. Library Director Gordon stated they should avoid Monday, Tuesday, or Wednesday nights.

2. Continued Discussion on the donated acreage (Subarea 3 of the Niven Property) in relation to a New Community Facility

Chair Graff stated the Planning Commission met last night to review the application and continued it to the June 10th meeting. They made some progress. The developer submitted a plan very similar to the one presented to the Council last December. They added more senior housing and shifted the mix of housing types. The main issue with the Commission is the density and layout of the senior complex and control of and impingement upon the creek. The Commission would like the homeowners association to be responsible for maintenance, etc. The proposal includes several three-story buildings near the bike path. A member of the public suggested swapping the senior complex with the community facility area and possibly reducing the community facility acreage in order to give the residential components more "breathing room".

3. Update on the Larkspur Library Steering Committee (LLSC)

Chair Graff stated the Committee met on May 28th and had a very productive meeting. They discussed the Community Engagement Plan and the attempt to bring the community into the planning process for a new library. They identified likely components of the program, the objectives, and how to pull it together in the end. The Steering Committee now wants to add some "meat" to these items and see how far they can go with it. They could bring a consultant in later to help bring it to a conclusion. He noted this is an extremely important activity that needs to be done fairly soon. They need to get the community involved and they want to achieve two things: 1) Get input from the community to help define the program, services, etc; 2) Gain community acceptance. Chair Graff asked Boardmember Kunstler and Broughan for their assistance. The idea is not to come up with the wording but rather the basic content. The message can be put in the correct format at a later time.

Boardmember Rafter wondered about giving the consultant too many suggestions and thereby keeping them from bringing their talents to the table. They need to judge how much they should do as opposed to what the consultant should do. Boardmember

Kunstler stated it sounded like there was a certain amount of groundwork that ideally would be done by the consultant but might need to be done by the Committee. Chair Graff agreed but he was not sure it would be best done by the consultant who knows nothing about the community, what they are trying to achieve, etc. They would give the consultant the key messages to put into the right format. The Steering Committee has been at this for quite some time and there is a certain amount of useful background that needs to be brought forward. Boardmember Kunstler asked if there was a threshold to be crossed in terms of resolution to the Niven property. Chair Graff stated that issue came up in his discussions with the City Manager in terms of when the community facility portion of the property would be turned over to the City. He noted there would be at least two years of planning and community involvement before a project gets started. Chair Graff stated obtaining a free piece of land, in a park setting, would be a major step forward. He felt the developer would put pressure on the City to put something on that piece of land while he tries to sell his homes. He stated Steering Committee Chair Martin wrote a letter to the Councilmember Chu asking him what would happen when the land transfers to the City. He referred to the 2050 Committee report and stated the Council has recently discussed the City Hall renovation and the Library as a joint project and moving the Library as a priority along with City Hall. He noted that it is now recognized that the City Hall complex could not be renovated without dealing with the library. Boardmember Broughan stated he could see the process going from “keep it under the radar” to “hurry up” because nobody wants to see a three acre parcel of land sitting in the middle of a development without any plan. Chair Graff agreed and stated the Council would probably direct the Parks and Recreation Commission to start looking at the idea of a community facility on that site. At that point in time they need to start to get the entire community involved in the process. Boardmember Kunstler stated they would then get information and data that was more real and vibrant. He stated there were tools that would allow them to gather data such as “SurveyMonkey”. Chair Graff stated this was a big task that would take a lot of organization. Boardmember Broughan stated one of the things that should be done to get things going is to get some visual displays. Chair Graff agreed but stated they do not want to give the community the impression that the decision has already been made. Boardmember Broughan stated they need to give people some options and designs from which to choose. Chair Graff agreed and stated they first need to focus on the programs and services and not the design. They need to figure out the stuff they want to put in the “box” and then hire an architect to devise some alternative ways to handle that program. Boardmember Kunstler asked about the process that was taken to procure the Bel-Tib Library. Chair Graff stated they met with those folks and had a discussion but that was a very different scenario. Boardmember Broughan noted the Library/Community Facility project could be done in phases- first the library, then the meeting rooms, etc. Boardmember Rafter stated they should ask some specialists to come and speak to the Committee about what type of workshops they should hold. Chair Graff agreed and stated the approach would be different depending on the target group (teens, seniors, etc.). Boardmember Broughan stated they need to get an individual who specializes in “Visionary Plans” to help them facilitate this aspect of the program. Chair Graff agreed since this facility should be built to last for the next 25 years.

4. Library Budget Update

Chair Graff had questions about the City's Capital Improvement Budget. Library Director Gordon stated she could get that information to the Board.

NEW BUSINESS ITEMS

1. Report on the Food & Flower Event and the Friends Annual Book Sale

Library Director Gordon stated the Book Sale took in \$586 and there was a big turnover of books.

2. Discuss the Antiquarian Book Event

Chair Graff stated some of this discussion has already taken place and this item would be continued to the next meeting.

3. Mid-Year Review of Boards 2008 Strategic Plan

Chair Graff stated he wanted to review where they were in terms of what they had planned to do for the year. He noted they addressed all the items except one: "Development and enhancement of the use of technology". Chair Graff stated he would like the Board, and perhaps the Steering Committee, to focus on this issue and come up with some ideas. They should make some attempt to address this issue and explore what other libraries have, search the Internet for ideas, etc. This is not well addressed in the planning document. Some of the items could help enhance the staff in handling their workload (book drops, etc.). Boardmember Broughan stated he liked this idea and they have touched on some of the technologies that could be implemented. He would like to see an expanded list of how technology is being used in other facilities. Chair Graff stated he would like the Steering Committee to work on this task.

Chair Graff asked if the Library should come up with a two to three year Strategic Plan for technology. Boardmember Rafter stated this was a good idea and it could take two to three years for the "wish list" to be implemented. Chair Graff stated it was a good idea to ask the City since it shows some "forward-thinking". Library Director Gordon agreed but added she did have some other priorities.

Boardmember Rafter noted one of the objectives included coming up with some teen activities and she suggested they try to promote programs that encourage pre-teen and teen reading. They could send out flyers during the Summer Reading Program and include some bigger prizes such as an Ipod, etc. Library Director Gordon stated she would talk to the Children's Librarian about this suggestion. Library Director Gordon suggested the Board invite the Children's Librarian to a meeting to discuss this idea.

Library Board Member's Oral Reports and Comments

Status Reports

1. Report from Friends of the Library

Boardmember Rafter stated they were very active this summer and had numerous events scheduled.

2. Report from Larkspur Library Endowment & Foundation

Boardmember Brenlin stated the Foundation had a table with some information at the Library's Centennial Event. The next meeting would be held on July 10th.

3. Report from Steering Committee

Chair Graff stated they have already discussed this item.

Future Meeting Date and Agenda Items

Chair Graff stated the following items would be on a future agenda: 1) Continued discussion on the donated acreage (Subarea 3 of the Niven Property) in relation to a New Community Facility; 2) Discuss the Antiquarian Book Event; 3) Update on the Larkspur Library Steering Committee; 4) Update on Capital Improvement Budget.

Chair Graff stated the next meeting would be held on Monday, July 7th at 5:00 p.m.

ADJOURNMENT

Chair Graff adjourned the meeting at 6:50 p.m.

Toni DeFrancis
Recording Secretary