

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting – December 10th, 2018

ROLL CALL:

Chair Andy Revell, Jeannette Giacomini, Jeff Gunderson, Michelle Melka
Staff: Library Director Janice Akel
Guest: Joe Jennings - LLCC

APPROVAL OF CONSENT CALENDAR:

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

Approval of Minutes as Submitted: Regular Meeting, September 10th, 2018

M/s: Giacomini/Melka

PUBLIC COMMENT:

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS:

Chair, Andy Revell, reported the untimely passing of Noel Shumway who passed away in October after a short illness. He said that Shumway had been a “true servant of the town and the library.” He added that the members of the Board will miss him both professionally and personally. A memorial service is to be held in January and it is hoped that some of the Board will be able to attend. Board members shared their memories of Noel.

LIBRARY DIRECTOR’S ORAL REPORT:

Library Director Akel reported that the library continues to have increased usage, both in its physical collections and in library usage/attendance.

Final statistics for 2018 reported to the California State Library show over 10,253 program attendees – a 68.2% increase over the previous fiscal year. 231 programs were run, 171 specifically for children. Over 62,000 items were inter-library loaned in/out of the library. E-book use continues to grow every month, about 400 each month. Because Larkspur has a solid collection of materials that are in demand both locally and by inter-library loan, the circulation of hardcopy materials remains high as compared to other public libraries.

Programming continues to grow. The Tamalpais Retirement Center now enjoys bi-weekly tech classes in addition to the consistently well attended TED Talks, which have become a permanent fixture on the TAM calendar. Tech classes are also being scheduled at the Magnolia library and there has been a good response from patrons.

A newly introduced writers' class, which is sponsored by the library and held each Saturday, has also quickly become a "fixture." The children's storytimes are now held 6 times per week, with 2 new classes to be added on Saturdays, starting January. These weekend classes will include a family storytime and a children's yoga storytime. The library expects these programs to be well attended and will, along with the writers' class, expand programming into Saturdays.

During recent months the Library received a \$2,500 bi-lingual children's book grant (which was supplemented by a matching grant from the FOL to purchase adult Spanish language books); a \$1,000 grant for staff training/education from NORTHNet; and a grant from the California State Library to train staff on how to recognize various mental health issues and how to respond to mentally challenged patrons.

The Friends of the Library have continued to generously support the library with successful fund raisers on October 13th (What's it Worth?) and December 2nd (Book Passage Tea & Talk). They also funded and supported a Thanksgiving event for patrons. These events will become regular annual fund raising ventures for the FOL. The FOL has been most generous in funding the programs and other needs and the library is most appreciative of their time and support. In 2018 they will have given over \$18,000 to the library.

At their December meeting, the Library Foundation confirmed that it will once again donate \$10,000 to the library in 2019 for various expenditures, including database subscriptions (such as Lynda.com), the Children's Library Guild, and more.

The January – March program brochure is out and there promises to be something for everyone in the months ahead with an average of 33 events each month.

OLD BUSINESS ITEMS:

1. Update on LLCC Task Force – Joe Jennings

Jennings reported that the LLCC had officially been formed and the City Council had voted unanimously to support this and had handed over the 501c3 to the group. The LLCC was formed from the Task Force along with City Manager Dan Schwarz, Ann Morrison (Mayor from Dec 5th, 2018) and Councilmember, Kevin Haroff. The necessary legal review and paperwork had been completed.

The new group had met and after consultation with a number of community groups, including the Rose Lane residents, had settled on “The Commons” as the name for this new project; the name reflected the concept of the greater community involvement.

An RFP had gone out for a professional fund raiser to initially assist on a feasibility study. Thereafter a fund raiser would be hired to raise the funds – potentially as much as \$30 million. This may or may not be the same group. It was hoped that the appointment of the fund raiser will be made by 2/15/2019. The feasibility study will determine what the City can afford and how the money can be raised.

Jennings said he hoped that an RFP for an architect to render 2 architectural conceptual buildings will go out in the New Year to 5 companies. The drawings will be used to show to the community what was envisaged, and in seeking their input. The chosen company will only present conceptual drawings and not an actual rendering. The company chosen for these conceptual drawings may/not be the final architects of the building.

The LLCC (Larkspur Library Community Center) was now seeking seed money for the project from groups and citizens within the community, this included the Library Foundation, the City Council, the FOL, LCF, and more. The Foundation had been formally approached for \$50,000 and would vote on this in January. The City Council was to be approached next week with a similar request. Letters to other potential stakeholders would go out next week.

The board had a number of questions. Member Gunderson expressed concern that the project could get scuttled by a few individuals, as it was last time. Member Melka was concerned about where the money was coming from for the project and whether the City could be relied on to bring funds to the table. She asked what would happen if there was no consensus. Additionally, she added that phased fund raising made no sense, most people like to give once. Jennings said that house meetings and small group meetings are planned throughout the next year and that the LLC hoped that by taking this “local” approach that they will educate and engage the community to support the project. He was very confident that the venture, while difficult, would be successful.

The Board thanked Jennings for his terrific work and applauded him for the progress he was making. They asked that he keep them regularly informed of his progress.

2. Zimmer Fund update

Library Director Akel reported that the Zimmer Trust Fund interest yielded approximately \$8,500 this year. The City Council had given its consent to spend this on carpet repairs and/or renovations in the Children’s Room. She will report on this further in the New Year.

NEW BUSINESS ITEMS:

1. Library Board of Trustees – Vacancy

Library Director Akel reported that the City will open up applications for the Board's vacancy in the New Year. The posting will remain open for a month, followed by an interview process. The Board could expect an appointment sometime in March, if all goes well. In the meantime it was important that the members try to ensure a meeting quorum.

STATUS REPORTS- REPORTS FROM THE LIBRARY'S SUPPORT GROUPS (Friends, Foundation);

None

FUTURE AGENDA ITEMS

Update on the Zimmer fund – Director Akel
Annual letter to City Council – Chair Revell
Update on Board Vacancy – Chair Revell
Revisit the 2050 Plan – City Manager
Updates from FOL, Foundation and LLCC
Looking ahead to 2019 - Board

NEXT MEETING DATE

Chair Revell set the next meeting date as January 14th, 2019.

ADJOURN MEETING

Chair Revell adjourned the meeting at 7:37 p.m

Respectfully submitted, Janice Akel
Library Director

I HEREBY CERTIFY that the foregoing minutes were duly and regularly adopted at a regular meeting of the Larkspur Library.

Janice Akel, Library Director