

LARKSPUR LIBRARY BOARD
Minutes of Regular Meeting- March 13, 2023
In person and via Zoom

Roll Call: Present: Chair Jeff Gunderson, Armelle Futterman, Andy Revell
Absent: Amir Movafaghi, Jonathan Shambroom
Staff: Interim Community Services Director Nick Stone

ROLL CALL

Chair Gunderson called the meeting to order at 6:12 p.m.

APPROVAL OF CONSENT CALENDAR

Approve minutes of February 13, 2023

M/s, Revell/Futterman, and approved 3-0 (Movafaghi, Shambroom absent) to approve the minutes of February 13, 2023 as corrected.

PUBLIC COMMENT

There were no comments.

BOARDMEMBER REPORTS AND COMMENTS

Chair Gunderson stated he was impressed with the recent article in the Independent Journal about the City Council voting to move ahead with the new Library/Community Center at the Rose Lane site and the decision not to move City Hall.

DIRECTOR'S ORAL REPORT

Interim Director Stone reported staff is excited about the programming that has started and he asked them to start carving out their niches and present him with ideas. There was an "Oscars Contest" where patrons guessed who would win the award. The winner guessed twelve out of fifteen awards and won a \$50 gift card !

BUSINESS ITEMS

1. Library Director Recruitment Update

Interim Director Stone presented a staff report. The recruitment opened last week and will close on April 3rd. The first round of interviews will begin on April 19th and the panel will include himself and two other Library Directors. City Manager Schwarz asked for a representative from the Library Board and the Library support groups to sit in on a round table discussion with the second round candidates. No specific date has been set but it would be the last week of April or the first week of May. There could be multiple dates. Board member Futterman volunteered to serve on this panel.

M/s, Revell/Gunderson, and approved 3-0 (Movafaghi, Shambroom absent) to appoint Board member Futterman to serve on the round table discussion with the second round Library Director candidates.

Ms. Barbara Friday stated she would be representing the Friends on the panel.

Chair Gunderson opened the meeting to public comments.

There were no comments.

Chair Gunderson closed the meeting to public comments.

2. Annual Letter to City Council Discussion

Interim Director Stone presented a report.

Board member Revell stated the Annual Letter to the Council is usually completed by February but the Board missed a couple of meetings over the winter. It could be approved by the Board at the next meeting. The letter is basically a “Year-End Review” that includes highlights. Programming is always a big part of the letter along with the collaborative activities between the Board and the support groups.

Board member Futterman stated the purpose of the letter is to inform the Council about what is going on, what the Board has accomplished, and what the Board would like to accomplish. She suggested the letter include the following categories: Achievements, Questions, and Goals. They could submit ideas at the next meeting when they have a full Board.

Chair Gunderson stated staff has assisted in the past with providing information about the “nuts and bolts” of what is happening in the library.

Board member Revell stated staff could also provide programming statistics.

Chair Gunderson opened the meeting to public comments.

There were no comments.

Chair Gunderson closed the meeting to public comments.

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

Ms. Barbara Friday, President of the Friends, stated the “Touch Truck” event would be held Sunday, May 7th, from 9:30 a.m. to 12:30 p.m. Tickets could be purchased on the link. It is a bit of a challenge this year to get participants. She has talked to the Guide Dogs for the Blind and other organizations. There will be a “quiet area” for the kids, arts and crafts, a reading area, and a play area. Board member Revell suggested they do some advertising for the Summer Reading Program.

Board member Futterman asked about volunteers. President Friday stated there is a Volunteer Coordinator that takes care of the volunteers. Board member Futterman suggested they contact the Larkspur Community Foundation and the Women’s Club for help.

President Friday stated she would be stepping down as President of the Friends- it is time for new leadership. Ms. Diana Saint James would be taking over as President with the rest of the Board staying in place.

The Board thanked President Friday for her commitment to the Library and her wonderful work over the years !

There was no report from the Commons Foundation or the Library Foundation.

FUTURE AGENDA ITEMS

Chair Gunderson stated the following should be on the next agenda: 1) Annual Letter to the Council; 2) Update on the search for a Library Director.

Board member Fetterman stated she would the following on an upcoming agenda: 1) Post-Covid statistics regarding lending, etc.

Chair Gunderson asked Board members to forward agenda items to Interim Director Stone.

NEXT MEETING DATE

The next meeting is tentatively scheduled for Monday, April 17, 2023 at 6:00 p.m.

ADJOURN MEETING

Chair Gunderson adjourned the meeting at 6:43 p.m.

Respectfully submitted,

Toni DeFrancis
Recording Secretary

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

Nick Stone

Nick Stone, Interim Community Services Director