

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 10, 2015
DOWNTOWN LIBRARY MEETING ROOM
6:00 P.M.**

MEMBERS PRESENT: SEAN PRENDIVILLE
MELANIE LEAVITT CANTARUTTI
KAREN NIELSEN
CAROL MANASHIL

MEMBERS ABSENT: HANNA RODRIGUEZ-FARRAR

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
MADELINE MORK, FRIENDS OF THE LIBRARY
HOLLIE STANALAND, SUPERVISING LIBRARIAN

APPROVAL OF AGENDA

The agenda was approved unanimously on a motion by Manashil and a second by Nielsen.

APPROVAL OF MINUTES

December minutes were approved unanimously on a motion by Cantarutti and a second by Prendiville. February minutes were approved on a motion by Cantarutti and a second by Nielsen (with Manashil abstaining as she was not in attendance).

PUBLIC COMMENT

None

STAFF PRESENTATION

Downtown Library Children's Services Supervising Librarian Hollie Stanaland talked about the children's services STEAM programming series as well as some plans for space improvements to the children's room and patio.

CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Security Issues Increase at the Downtown Library: The Downtown Library saw a marked increase in problems from January to February. Library staff are continuing to monitor the situation and use our security guards to assist with difficult situations.

Book a Librarian: Every Friday the Downtown Library librarians offer ½ hour appointments to help with various research and technology questions.

Change to Public Access Computer Management Software: Both libraries will be changing their public computer reservation software in the next couple of months.

Library Visioning Update: The Library Visioning sessions are scheduled for March 13th and 14th. Look for the resulting vision and next steps soon.

Building Program and Needs Assessment: The Library Director is working with Group 4 to modify their proposal to the library to better meet our needs. More news should be available at the Board's next meeting.

Article in the Marin IJ: The Marin Independent Journal included a very nice story about the Downtown Library's STEAM programming series for preschoolers. Children's Librarian Margaret Stawowy was interviewed as were several community members.

You can read the article at <http://www.marinij.com/general-news/20150307/preschoolers-get-ahead-of-steam-learning-with-new-library-program>

Webinars on Campaigns: EveryLibrary is offering a series of 8 webinars in April on various campaign-related topics such as polling, advocacy, opposition, and fundraising. The Library Director can attend 7 of the programs and encourages others to let her know if they want to attend with her. More info can be found at

<http://www.makingithappen.us/?p=625> Prendiville also noted that he will be attending a CALTAC event on March 28th in Saratoga with Susan Hildreth as the featured speaker.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: The rare and special book sale was successful. The group is currently focused on recruiting new members for the Friends Board. The Friends will decide soon whether or not the traditional summer lawn sale will take place in 2015.

SRPL Foundation: The Foundation's March meeting was canceled due to the Visioning sessions so the next meeting will be in April. In the meantime, the various subcommittees continue work on fundraising, identifying sites, marketing, etc.

Special Library Parcel Tax Committee: The Committee met February 20 to offer input on the development of the 2015/2016 budget. Concerns were also raised about the lack of outreach into the schools, as promised in the 2010 Parcel Tax campaign.

OLD BUSINESS

Annual Report to City Council: Nielsen and Rodriguez-Farrar will draft this report for approval at the Board's April meeting. Prendiville will present the report at the May 18, 2015 City Council meeting.

Board of Trustees Social Event: Manashil has offered to host a social event at her home and to invite Board members, the Friends liaison, and the Library Director – as well as colleagues and significant others. Houghton will check with City Council to ensure this is permissible within the strictures of the Brown Act.

NEW BUSINESS

2015/2016 budget development: Increases in MCERA and health care costs are anticipated to affect both the General Fund and Parcel tax staffing budgets. Two minor changes are being made to the budgets for 2015/2016:

- 1) Consolidating digital resource funding into one line item for both the General Fund and Parcel Tax budgets.
- 2) The transfer in of new funds into the Contractual Services line item to cover an equal amount of expenses for Downtown Library Security.

The Parcel Tax project staff cost increases are projected to result in an estimated \$30,984 shortfall compared to projected revenue. The Library will draw down the fund balance (currently at \$85,291) to make up the difference without cutting services. These numbers are all estimates at this point and the Library hopes to have firm numbers from finance for the next Board meeting.

Parcel tax renewal – initial planning: The Library will need to campaign for a renewal of the 2010 parcel tax in 2016. The Director is asking those who were involved in the 2010 campaign to share information, documents, or advice as we begin this process.

ADJOURNMENT

Meeting adjourned at 7:36 pm.

Respectfully submitted by Sarah Houghton