

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
TUESDAY, JULY 14, 2014  
DOWNTOWN LIBRARY MEETING ROOM  
6:00 P.M.**

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

**MEMBERS ABSENT:** HANNA RODRIGUEZ-FARRAR

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HOLLIE STANALAND, DOWNTOWN  
CHILDREN'S SERVICES SUPERVISOR

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

April minutes were approved (with a correction of the meeting date) 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 youth summer reading programs and events so far this summer, including a slideshow with many smiling children.

**TECH ZONE TOUR**

Adult Services Librarian Bonnie Groshong gave a brief overview and tour of the Tech Zone, a lab at the Downtown Library with 5 high end computers that we're currently using with partners for more complex technology needs. Current partners include Art Works Downtown, Community Media Center of Marin, and the Golden Gate Computer Society. In addition, the computers are being used by our one-on-one computer tutor volunteers and for Book-A-Librarian sessions.

## **CORRESPONDENCE**

In May Mill Valley Library Board of Trustees member Jay Hamilton Roth emailed the Board to offer an invitation for all of the various library boards and commissions in Marin to come together to share best practices and collaborate. Prendiville replied on the SRPL Board of Trustees's behalf.

## **REPORT FROM LIBRARY DIRECTOR**

Personnel Updates: The Library has offered positions to our top candidates for both the Assistant Library Director and Pickleweed Supervising Librarian positions. A recruitment is underway for the part-time Library Assistant at Downtown. A recruitment for the part-time Librarian at Pickleweed has not yet started.

City Council Actions: On June 15<sup>th</sup>, 2015 the City Council voted unanimously to support a contract between the Library and Group 4 for a needs assessment and system analysis.

Facility Updates: New shelving has been installed in two places in Adult Services at the Downtown Library and we are currently addressing a pest problem in Children's Services at the Downtown Library.

Book-a-Librarian Update: This new service is being used heavily so far.

Children's Events this Summer: In conjunction with our youth summer reading programs both libraries are holding many children's events including crafts, art, music, magic, and science experiments.

Jump in Library Use: The library is seeing a greater-than-normal spike in library use across various metrics. For example, our June 2015 count of new library memberships is double what it was last year. We attribute this to a concerted effort at outreach into the community in recent months.

## **REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS**

Friends of the Library: The special book sale on the library lawn last Saturday grossed \$6,800 for the Friends of the Library which will directly benefit programs and materials for both San Rafael libraries.

SRPL Foundation: The Foundation has contracted with Mecca Billings Nelson for fundraising coordination and assistance.

Special Library Parcel Tax Committee: Nothing to report.

## **OLD BUSINESS**

Resident Satisfaction Survey Results: The library ranked second out of all city services for resident satisfaction (.01 point behind fire and paramedic services). The library ranked at the top of all city services for combined satisfaction and importance. Library staff are pleased to see that our work toward excellent customer service seems to be appreciated and recognized by our neighbors.

Special Library Parcel Tax Renewal: The Library will be taking a recommendation and resolution to City Council in August recommending that a renewal of the special library parcel tax be placed on the June 2016 ballot.

## **NEW BUSINESS**

3<sup>rd</sup> Quarter 2014/2015 library budget report: 3<sup>rd</sup> quarter expenditures in both the General Fund and Parcel Tax budgets were on target.

2015/2016 budget allocations for the library: Allocations for the library are flat compared to last year. Staffing costs increased comparably to past years (due solely to increased healthcare and retirement costs) as did costs for information technology support.

Special library parcel tax exemptions: The Board recommends that part of the parcel tax campaign should include that library services benefit the community as a whole and should be supported by those able to do so.

Library Board of Trustees agendas and minutes: Upcoming Library Board of Trustees agendas are currently listed on both the Library's website and the City's "Granicus" service alongside City Council and other boards' and commissions' agendas.

## **ADJOURNMENT**

Meeting adjourned at 7:34 pm.

*Respectfully submitted by Sarah Houghton*