

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
TUESDAY, October 13, 2015
DOWNTOWN LIBRARY MEETING ROOM
6:00 P.M.**

MEMBERS PRESENT: MELANIE LEAVITT CANTARUTTI
CAROL MANASHIL
KAREN NIELSEN
SEAN PRENDIVILLE, CHAIR
HANNA RODRIGUEZ-FARRAR

OTHERS ABSENT: MADELINE MORK, FRIENDS OF THE LIBRARY

OTHERS PRESENT: HENRY BANKHEAD, ASSISTANT DIRECTOR
JOSHUA ALPERIN, PICKLEWEED SUPERVISING
LIBRARIAN

APPROVAL OF AGENDA

The agenda was approved unanimously on a motion by Rodriguez-Farrar and a second by Nielsen.

APPROVAL OF MINUTES

August minutes were approved (with a correction to the Staff Presentation Report on a point of grammar - deletion of "and are fortunate additions") on a motion by Cantarutti and a second by Nielsen (with Prendiville abstaining as he was not in attendance).

PUBLIC COMMENT

None

STAFF PRESENTATION

Joshua Alperin (Pickleweed Supervising Librarian) made a presentation about his experience in the library field starting with his work at SFPL in 1994 and culminating in his graduation from SJSU's library school in 2010.

CORRESPONDENCE

Assistant Director Bankhead recounted an inquiry from a patron regarding past mayors of San Rafael.

REPORT FROM LIBRARY DIRECTOR

Personnel Updates:

We have two vacant positions. Here's what's happening with each. Half-time Pickleweed Librarian: Job offer made and accepted, awaiting fingerprinting and medical exam

Three-quarter time Downtown Children's Librarian: Recruitment closes 10/15/15

City Council Actions:

On September 8th, the Library provided an informational item to the City Council about our intent to renew the Special Library Parcel Tax in June 2016. The Council accepted our report. We will return to Council in early 2016 to actually ask them to put it on the ballot.

Facility Updates:

New shelving is being installed for the picture book area of the Downtown Children's Room. We are also waiting on a water fountain replacement installation at the Downtown Library. And we are waiting on some CAT5 cable installation above the entrances at both our libraries so we can install new, more accurate people counters. Finally, we also have some forward progress on the interior painting project for the Downtown Library. In cooperation with Public Works we will be repainting most of the interior, and adding some color (gasp!) to the Children's Room.

Library Activities

Downtown Library's Children's Room Policies and Procedures Review

With the hiring of our new Children's Services Supervisor, Jill Harris, the Library staff has embarked on a review of all Children's Services policies, procedures, and practices. We will be bringing any policy amendments or new policies to the Board of Trustees for your review and recommendations.

Acting Library Director Henry Bankhead

During Sarah Houghton's six weeks of leave, the Library's Assistant Director, Henry Bankhead, will be the Acting Director. Any issues that would normally be presented to the Library Director for response should go to Henry. Our management team has things well in-hand and everything should go smoothly during Sarah's absence. She returns to work on Monday, November 23rd.

Library Closure on December 11th for All-Staff Training Day

Both libraries will be closed for the whole day on Friday, December 11th for an all-staff training day. This is following up on last year's successful all-staff training day (the first in living memory). We have engaged the services of Lorenzo Jones of Employers Edge to facilitate this day. Jones will also be leading half-day training in late October for the Library's managers and supervisors, since we have had 50% turnover in this group in the last month.

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smartphones, and Kindle HD/HDX. To access: Go to the San Rafael Public Library website at <http://srpubliclibrary.org>

One Book One Marin – 2016 book announcement!

The 2016 One Book One Marin (our 10th year with the program) book selection is *The Martian* by Andy Weir. Author Andy Weir will join us for a kick-off celebration on February 2 at Book Passage and the final event on April 13 at Dominican's Angelico Hall.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: Pam is recovering from knee surgery. Additionally, the Book Store took part in LitQuake on October 7th and it was a rousing success. The week of Oct. 20th is National Friends of the library week.

SRPL Foundation: The Foundation will have their annual meeting and program on October 20th. The featured speaker will be Sara Jones, Marin County Librarian.

Special Library Parcel Tax Committee: The group will be meeting in November to write the annual report to City Council by December 1, 2015.

OLD BUSINESS

Special Library Parcel Tax Renewal: Bankhead noted that that a potential volunteer was considering co-chairing the Library Parcel Tax committee along with Glenna Coleman.

NEW BUSINESS

Downtown Library Children's Room Group Visit Guidelines: The board assesses the draft guidelines for group visits to the children's room. Question was raised about the definition of adequate with regards to the number of adults accompanying a group. Suggestions were made with regard to the way visits are described.

Alternative location for November and December meetings: Due to two virtual author visit programs in the meeting room, the Board's November and December meetings will be held in the City Manager's Conference Room, 1400 5th Ave, San Rafael, CA 94901

ADJOURNMENT

Meeting adjourned at 6:37 pm.

Respectfully submitted by Henry Bankhead