

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, NOVEMBER 10, 2015  
CITY MANAGER CONFERENCE ROOM  
1400 5<sup>th</sup> AVENUE, SAN RAFAEL  
6:00 PM  
SEAN PRENDIVILLE, CHAIR, PRESIDING**

**MEMBERS PRESENT:** MELANIE LEAVITT CANTARUTTI  
CAROL MANASHIL  
SEAN PRENDIVILLE, CHAIR

**MEMBERS ABSENT:** KAREN NIELSEN  
HANNA RODRIGUEZ-FARRAR

**OTHERS PRESENT:** HENRY BANKHEAD, ASSISTANT DIRECTOR  
JILL HARRIS, YOUTH SERVICES SUPERVISING  
LIBRARIAN  
MADELINE MORK, FRIENDS OF THE LIBRARY

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

October minutes were approved (with a correction to the members present – the deletion of “chaired meeting” next to Carol Manashil.) on a motion by Cantarutti and a second by Manashil.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Jill Harris (Youth Services Supervising Librarian) made a presentation about key activities in the Youth Service Department in the recent past including: hiring of a new Children’s Librarian, STEM and STEAM programming and International Games Day. Jill also described the Middle School Lounge and Middle School Advisory Board for which she was recognized in School Library Journal. Ms. Harris debuted the new collection of Playaways, dedicated MP3 players that check out, for children’s services and explained their use. She also explained the new curriculum resources collection and her involvement in the Summer Reading Advisory Council.

**CORRESPONDENCE**

Assistant Director Bankhead recounted an inquiry from a patron regarding the use of cell phones in the library and correspondence concerning a bequest that turned out to be 6 boxes of books.

## **REPORT FROM LIBRARY DIRECTOR**

### **Personnel Updates**

Our Senior Library Assistant in Tech Services, Lorna Whyte, has retired. She was an integral part of our organization for the last 18 years and she will be sorely missed. Her last day was October 31st. We are looking at options with regard to filling her position. We are conducting interviews for the three-quarter time Downtown Children's Librarian on Nov 12th .

### **Facility Updates**

Our new shelving has been installed in the picture book area of the Downtown Children's Room. The new configuration creates a radically different and more inviting space in both the picture book area and the early reader area. The page team and the Youth Services department did an outstanding job shifting the books. Facilities has removed the water fountain at the Downtown Library in preparation for replacing it with a new, functional, version that will include a bottle filler. Finally, the CAT5 cable has been installed above the all the entrances of both our libraries so we can install new, more accurate people counters.

### **Library Activities**

**Marinet Board Meeting** – The board discussed various topics including programming related to 25th anniversary of Marinet, a fully online library card, the question of whether driver's license numbers should be required in library records. For the latter half of the meeting we were joined by the Digital Resources Working Group and discussed the upcoming survey for the public and the staff to measure the impact of the digital resources (i.e. databases) that Marinet provides.

**NorthNet Planning Meeting** – A subset of library directors and staff met at the Napa County Library to participate in a day-long planning meeting led by Cheryl Gould and Sam McBane Mulford on the future of NorthNet as a large consortium. The group identified 10-12 ideas that are worthy of further consideration. These ideas include: the continuum of dialog from the immediacy of social media on one hand, to the thoughtfulness of traditional prose articles on the other extreme; System-wide facilitation training for better meeting experiences; potential savings from the wider use of Koha Integrated Library System.

**CLA** – This year the California Library Association Conference was held November 5-8 in Pasadena CA. This year's CLA theme was "re-invent re-imagine". San Rafael Library's Youth Services Supervisor Jill Harris was a preconference presenter for the Paws to Read: California Summer Reading Program. Henry Bankhead, our new assistant director, presented a program in the new night track, CLA After-Dark, entitled Play Skillfully. Mireya Renteria from the Pickleweed library also attended the several days of information packed presentations. Jessamyn West, librarian and community technologist who helps run the Internet Archive's Open Library project and writes a

column for Computers in Libraries magazine, was a featured speaker as was Ben Bizzle, library technology and marketing specialist and author of Start a Revolution: Stop Acting Like a Library.

### **Needs Assessment Project**

The second phase of the project, the site analysis, is underway. The next steps include systems strategies, facilities options and operations and capital recommendations.

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

Friends of the Library: First week of December is the start of the Christmas sale. January 29-30 will be the Rare and Special Book Sale.

SRPL Foundation: The Foundation has requested to meet with Group 4. Maribeth and Henry will be coordinating with Group 4 to facilitate this meeting.

Parcel Tax Committee: The Parcel Tax Committee has completed its draft report due Dec. 1<sup>st</sup>.

### **OLD BUSINESS**

Downtown Library Children's Room Group Visit Guidelines: The board continued to discuss the guidelines.

### **NEW BUSINESS**

Child Safety Policy: The board made some suggested changes; re: what is the definition of "child" by age and suggested some additional wording to soften the tone with regards to the procedure for handling an unattended minor left at the library after closing.

Alternative location for December meeting: The December meeting will be held in the City Manager's Conference Room, 1400 5<sup>th</sup> Ave, San Rafael, CA 94901

### **ADJOURNMENT**

Meeting adjourned at 6:42 pm.

*Respectfully submitted by Henry Bankhead*