

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, JANUARY 12, 2016  
DOWNTOWN LIBRARY MEETING ROOM  
1100 E STREET, SAN RAFAEL  
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

**MEMBERS PRESENT:** SEAN PRENDIVILLE, CHAIR  
MELANIE LEAVITT CANTARUTTI  
KAREN NIELSEN  
JOSH LIBRESCO  
CAROL MANASHIL

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HENRY BANKHEAD, ASSISTANT DIRECTOR  
MADELINE MORK, FRIENDS OF THE LIBRARY

**APPROVAL OF AGENDA**

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

**WELCOME TO NEW BOARD MEMBER**

New member Josh Libresco was welcomed enthusiastically to the Board.

**APPROVAL OF MINUTES**

November minutes were approved with slight edits on a 3-0 vote on a motion by Cantarutti and a second by Manashil (with Nielsen and Libresco abstaining due to not being present at the meeting). December minutes were approved on a 3-0 vote on a motion by Nielsen and a second by Cantarutti (with Libresco and Manashil abstaining due to not being present at the meeting).

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Henry Bankhead presented on how the library is using improv for improving customer service and collaboration in libraries. Houghton and Bankhead demonstrated a couple of uses for improv that the library staff are utilizing.

**CORRESPONDENCE**

Bill Hale emailed Houghton requesting he be copied on all board packets for 2016.

## **REPORT FROM LIBRARY DIRECTOR**

### **Personnel Updates**

The Library has two vacant positions (full time Technical Services position and half time Library Aide position), both of which are being filled temporarily with substitute staffing.

### **City Council Actions**

On January 4th, City Council approved the appointment of Josh Libresco as the Library's newest Trustee.

### **Facility Updates**

The new people counters have been installed at both libraries and we are awaiting final configuration. There was a significant leak in the roof of the Carnegie wing of the Downtown Library that has caused some exterior and interior damage. A patch is holding.

### **Library Activities**

**All-Staff Training Day:** Both libraries were closed for the whole day on Friday, December 11<sup>th</sup> for an all-staff training day. We spent the day at NatureBridge in the Marin Headlands working on communication, teamwork, and reviewing our personal assessment results – as well as anonymized team results showing how the team overall falls on the spectrum of over a dozen different personality traits, abilities, and strengths.

**New Library Needs Assessment Project:** Group 4 Architects has provided a quote for the cost for additional outreach to the Library Foundation, which is considering funding this expansion of the project.

**25<sup>th</sup> Anniversary of MARINet:** Each MARINet Library will design a stamp (so I'm looking for design ideas for rubber stamps each of our libraries!), and we will provide little "passports" for the public and staff to go around to the various libraries and get stamps. A new MARINet logo is forthcoming as well.

**MARINet Staffing:** MARINet needs additional staffing help and a proposal converting temporary hours to a permanent full time position was approved by the MARINet Board of Directors.

**The Public Catalog:** MARINet is considering switching from the current product, Encore (no longer being developed), to Bibliocommons. The MARINet Board of Directors will make a decision on January 21<sup>st</sup>.

**New Library Cards:** The library was unable to continue to procure bamboo or other wooden library cards, so the alternative choice was made to move back to plastic. However, the new cards are completely recyclable plastic and have minimal waste.

**California State Funding for Libraries:** The California budget was released with a small increase in funding for public libraries through the California Library Services Act, but not anywhere close to the public library funding amount required in California's own laws.

**Boards and Commissions Leadership Institute:** Houghton passed around a brochure about this local Marin institute for government and non-profit board and commission members. Trustees are encouraged to attend.

**Trustee Toolkit for Library Leadership:** The California State Library provided the library with a hard copy of this book. Cantarutti took the book to give it a first read.

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

**Friends of the Library:** There is an in-store sale this week Tuesday-Saturday. The Rare Book and Special Book Sale planned for late January has been postponed to March and will be held at the church across the street from the Downtown Library.

**SRPL Foundation:** At their last meeting, the Foundation stated general support for the parcel tax. The Foundation is requesting more involvement with the new library needs assessment and has offered to pay for additional outreach via an online survey with mailers to every San Rafael household. City Council will be addressing their request.

**Parcel Tax Committee:** The committee's annual report was presented to City Council in December. This Board reviewed the report and the staff response later during this meeting.

## **OLD BUSINESS**

**Special Library Parcel Tax renewal update:** The Library will need to seek formal approval from Council on February 1<sup>st</sup> to place the measure on the ballot.

**New Library Needs Assessment Project update:** Group 4 is still midway through Phase 3 of the needs assessment. The next step will be to seek community input on the various choices for library services, system, and facility strategies. Then, Group 4 will finalize its recommendations on system, facilities, operational, and capital needs.

**Child Safety Policy:** The Child Safety Policy was approved on a 3-2 vote after a motion by Nielsen and a second by Cantarutti, with Libresco and Manashil voting against. Libresco and Manashil voted no because they felt that the age for unsupervised library use should be set at 12 or perhaps 10, rather than at 8.

## **NEW BUSINESS**

**Revisions to Guidelines for Library Use Policy:** The policy revisions were approved unanimously on a motion by Cantarutti and a second by Prendiville.

**Tech Zone Update:** The library has had a "soft roll-out" of the TechZone since May 2015, during which the library's computer tutors, the Golden Gate Computer Society, and the Computer Chat Group, have used the facility. The library is actively seeking new partnerships, including with Marinovators and a video editing software instructor.

**Budget Report for 2014/2015 1<sup>st</sup> Quarter:** Houghton presented the 1<sup>st</sup> quarter expenditures, noting that the 2<sup>nd</sup> quarter expenditures will likely be presented at the next meeting. As of the 1<sup>st</sup> quarter, the only concerning area is utilities – which are coming in at higher than predicted, likely due to the hotter-than-normal summer requiring air conditioning at both libraries.

**Special Library Parcel Tax Committee Suggestions for Expenditures:** The Committee elected this year to recommend three areas where the Committee felt these Parcel Tax funds could have been spent, and were not, in 2014/2015.

1. Increased outreach to the public schools
2. Staff development, travel, and training
3. Increased open hours

In addition, the Committee stated that "money committed to the Capital reserve set-aside, in excess of \$500,000, should, in accordance with the dictates of Measure C, be made automatically available for these purposes if the opportunity to implement them occurs, and if all other Measure C funds have been spent."

The Library Board of Trustees discussed each recommendation:

1. Increased outreach to the public schools: While the Library has done much to conduct outreach into the schools in San Rafael, more could always be done. The Library youth services staff provided several suggestions on how to improve outreach services to the schools. The three ideas most appealing to the Board were ensuring that every school aged child has a library card, increasing programming for teens, and piloting a Reading Buddies program. Houghton will bring these recommendations back to library staff.
2. Staff development, travel, and training: The Board recommends adding \$8,000 per year for staff training to the Parcel Tax budget. Houghton will bring this recommendation back to library staff.
3. Increased open hours: Houghton recommends against attempting to increase open hours, which is extremely expensive, with a one-time funding source. The Board emphasized that increasing open hours, particularly at Pickleweed, is still of interest.
4. Decreasing the set-aside amount to \$500,000 if all other funds are spent: Houghton noted that in order to stay in alignment with the Finance Department's instructions to keep a small reserve in the fund balance to cover unexpected costs or cost increases, it is unlikely that "all other funds" will be depleted in the life of the tax in order to trigger this possibility.

#### **ADJOURNMENT**

Meeting adjourned at 7:52 pm.

*Respectfully submitted by Sarah Houghton*