

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, APRIL 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
JOSH LIBRESCO
CAROL MANASHIL
KAREN NIELSEN

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
HENRY BANKHEAD, ASSISTANT DIRECTOR
PAM KLEIN, DOWNTOWN ADULT SERVICES
SUPERVISING LIBRARIAN
MADELINE MORK, FRIENDS OF THE LIBRARY

APPROVAL OF AGENDA

The agenda was approved with the addition to New Business of "Downtown Library Open House."

APPROVAL OF MINUTES

March minutes were approved with a 5-0 vote on a motion from Manashil and a second from Prendiville.

PUBLIC COMMENT

None

STAFF PRESENTATION

Pam Klein, Supervising Librarian for Adult Services at the Downtown Library, presented about two topics. First, Klein spoke about the Friends of the Library's direct donations of items to the collection at the Downtown Library's adult collection. Over the last year we've received close to 700 titles for Adult Services – books and DVDs. The estimated value of these direct donations is between \$8,000-\$10,000 this year, a tremendous help to the Library's ability to provide quality materials to the community. Second, Klein talked about successful programs geared toward an adult audience. The one-on-one computer help sessions by appointment have been very popular. Members of the Golden Gate Computer Society have been teaching Keynote classes. All of this takes place in the Tech Zone. The Library also has a volunteer teaching regular classes

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on Apple products and issues on Thursday afternoons. Adult Services staff is working on setting up classes for teens on video creation in the Tech Zone. The Library is partnering with the Marin and Sonoma Genealogical Societies to provide sessions as well. The adult coloring class happens twice a month and has high attendance. A volunteer is also providing a Great Books programs with a loyal following of readers. The Library is also offering a series of Marin Master Gardener programs. The gardening program yesterday had 42 attendees. In conjunction with the One Book One Marin program the Library has been offering space-themed programming which has been immensely popular and well-attended. Finally, in addition to the college prep tests, the Library will be adding SSAT and ACT test prep as well this year.

CORRESPONDENCE

Prendiville distributed an email from CPLA re: an upcoming event for trustees.

REPORT FROM LIBRARY DIRECTOR

Personnel Updates

The Library has offered the position of part-time Library Assistant (Downtown) to a candidate, who accepted. We are awaiting the fingerprinting process. The recruitment for the newly-created Technical Services Supervisor position has opened and closes April 20, 2016.

City Council Actions

On March 21st the City Council voted to allow the Library to reorganize several staff positions.

Facility Updates

The Downtown Library moved some furniture upstairs to relocate a small table into the teen area so that the furniture on that level more or less matches.

Library Activities

Reading Buddies: The Reading Buddies program has taken off at both libraries, with the use of the program at Pickleweed being particularly high. So far we have enough volunteers to match up with children but continue to recruit.

Little Free Libraries update: The LFL in front of Lundy's on 4th Street is working out extremely well with community members bringing books to share as well as the Library restocking it at least once a week. The LFL in front of Starbucks on A Street has been more problematic as people continue to use the box for other purposes. We will re-evaluate that location at the end of April.

San Rafael Public Library Selected for Harwood Institute: The San Rafael Public Library was selected to send four attendees to the Harwood Institute Public Innovators Lab in Sacramento in May. Costs are covered by the California State Library.

Dementia Resources Training for Staff: On April 15th, all of the public libraries in Marin County have the opportunity for their staff to be trained by Senior Access, a non-profit in Marin dedicated to connecting individuals with dementia and memory disorders with the resources they need.

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Volunteer Appreciation Party: On April 15th at 6pm we will be hosting the annual Volunteer Appreciation Party at the Downtown Library.

Questions: Libresco inquired about other ways to get the word out about the Library's email newsletter. Houghton responded that Library staff have pushed this information out in every way we can think of but are open to other suggestions. Prendiville inquired about how children are selected for the Reading Buddies program. Houghton responded that the children are largely self-selected by their parents or caregivers for participation in the program. Others are referred by their school through teachers or guidance counselor recommendations.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: The rare and special book sale was a big success on a rainy day. The Measure D campaign kick-off was held on April 7th at the Book Store. The Book Store is coming up on the 7th anniversary.

SRPL Foundation: The Foundation has not met in March but will meet next on April 21st.

Parcel Tax Committee: The Committee will meet on May 9th at 6pm to review the 2016/2017 budget and review the library's proportionality of the City's General Fund.

OLD BUSINESS

Special Library Parcel Tax renewal update: The Campaign Committee held its kick-off event at the Friends Book Store on Thursday, April 7th. Houghton was interviewed by a *Marin Independent Journal* reporter the morning of April 12th and then Houghton and Mayor Gary Phillips met with the editorial board of the *Marin Independent Journal* in the afternoon regarding the tax.

NEW BUSINESS

2016/2017 SRPL budget: Houghton presented the 2016/2017 budget. There were no questions from the Board.

2016/2017 MARINet budget: Houghton presented the 2016/2017 budget and answered several questions from the Board regarding staff salaries and the purpose of specific expenditures. Houghton will double-check the funding formula's accuracy with MARINet staff.

Strategic Planning reboot: The Library will seek City Manager approval to close for one Friday in September to provide a half-day of training for staff and a half-day dedicated to strategic planning. The current strategic plan expires in 2017 and most of the goals have been achieved already.

Marin Literacy update: Houghton has been asked questions about the status of the Marin Literacy Program lately. There is nothing to report at this time. Houghton will return to the Board with more information when she has it.

Exploring no fines on adult material: April 15th will mark one year of the Library having no overdue fines on juvenile materials. MARINet will be providing the member libraries with a report at the April meeting regarding how this change has affected

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turnover rates, check-out periods, and more on juvenile materials. After examining this and other data, the Library may be bringing a proposal to the Board regarding eliminating fines on adult materials. Anecdotally this program has been extremely successful in bringing youth back to the Library and increasing use of youth materials, and we'll see if the data backs that up.

Downtown Library Open House: As part of National Library Week, the Downtown Library held its Open House held this past Sunday. Prendiville expressed a desire to have had higher attendance. Houghton stated that she felt the questions asked were good ones. Libresco stated that the attendees seemed to enjoy the behind the scenes tour.

ADJOURNMENT

Meeting adjourned at 7:28 pm.

Respectfully submitted by Sarah Houghton