

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, MAY 10, 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  
LASHALLE LYONS, DOWNTOWN CIRCULATION  
SUPERVISOR  
CHRISTINE SORENSEN, DOWNTOWN  
CIRCULATION LIBRARY ASSISTANT  
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**

April minutes were approved unanimously on a motion from Nielsen and a second from Manashil.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Lashalle Lyons and Christine Sorensen were present to discuss the duties of the Library Pages, the staff who work in the library re-shelving materials and doing other duties to keep the library working. Recently, the pages from the Children's and Adult divisions were joined and are now being supervised by Christine Sorensen. The Library Page position is a temporary/seasonal job classification and is often the first job people will have in a library.

## **Minutes of the Library Board of Trustees, p. 2**

### **CORRESPONDENCE**

None

### **REPORT FROM LIBRARY DIRECTOR**

#### **Personnel Updates**

Jenna Selzer has started in her position as a part-time Library Assistant at the Downtown Library. Round One interviews for the Technical Services Supervisor position are scheduled for May 13<sup>th</sup>.

#### **Facility Updates**

Pickleweed Library's water heater failed and was replaced.

#### **Library Activities**

##### **Calculating SRPL's MARINet dues**

Houghton shared more on the specifics of how the Link+ service portion of SRPL's MARINet dues are calculated, clarifying why the flat percentage calculation was slightly off.

##### **One Book One Marin Final Event**

The 2016 10<sup>th</sup> anniversary of One Book One Marin concluded with the final event on April 13<sup>th</sup> with Michael Krasny interviewing Andy Weir. The event was heavily attended and got rave reviews.

##### **Dementia Resources Training for Library Staff**

On April 15<sup>th</sup> staff from the various public libraries in Marin attended a training from the Alzheimer's Association and Senior Access, providing us information to further assist us in learning more about memory disorders of various types.

##### **Volunteer Appreciation Party Redux**

A big thank you to all of our dedicated volunteers! On April 15<sup>th</sup> the Library staff hosted our annual Volunteer Appreciation Party which was loads of fun, and our small way of saying thank you to the generous efforts of our beloved volunteers.

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

**Friends of the Library:** Friends Books is celebrating its 7<sup>th</sup> anniversary and the Friends are planning for the summer lawn sale which will be held June 25<sup>th</sup>.

**SRPL Foundation:** The Foundation will consider at their next meeting a proposal from Group 4 Architects to do additional community outreach regarding the facilities needs assessment. In addition, the Foundation (along with the Library itself) will be the beneficiary of any funds raised through the Great Race, which starts this year in San Rafael.

**Parcel Tax Committee:** The committee met on May 9<sup>th</sup> to review the 2016/2017 budget for the Library but is awaiting the Finance Department's information on the Library's percentage of the General Fund budget to make their final determination on whether the 2016/2017 budget meets the terms of the 2010 parcel tax measure.

## **Minutes of the Library Board of Trustees, p. 3**

### **OLD BUSINESS**

**Special Library Parcel Tax renewal update:** The *Marin Independent Journal* published an editorial endorsing the parcel tax. A campaign of neighbor-to-neighbor postcards are being mailed shortly. The first formal mailer to voters will also mail shortly. Large/hillside signs will be put up shortly throughout San Rafael.

### **NEW BUSINESS**

**Strategic Plan accomplishments 2013 to date:** The achievements for various strategic goals and objectives from 2013 to date were reviewed. Questions were asked about the upcoming presentation to San Rafael Heritage, the Library's early use of NextDoor, expanding the presence of local authors in the libraries, the status of the Renaissance Business Center (a library partner), the upcoming instant messaging reference service, the stagnation in self-check use, the microgrant program, and the building of a library intranet.

**Report on meeting with City Council Finance Committee:** Houghton presented a report on San Rafael Public Library funding and use on the morning of May 10<sup>th</sup> to the City Council Finance Committee. The report compared the Library on various metrics to other Marin public libraries, Bay Area public libraries, and California public libraries as a whole. The Committee asked clarifying questions and agreed on the critical nature of the funding from the existing parcel tax, and the parcel tax extension on the ballot on June 7<sup>th</sup>.

### **ADJOURNMENT**

Meeting adjourned at 7:08 pm.

*Respectfully submitted by Sarah Houghton*