

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, JUNE 14, 2016
DOWNTOWN LIBRARY MEETING ROOM
1100 E STREET, SAN RAFAEL
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

MEMBERS PRESENT: SEAN PRENDIVILLE, CHAIR
JOSH LIBRESCO
KAREN NIELSEN

MEMBERS ABSENT: MELANIE LEAVITT CANTARUTTI
CAROL MANASHIL

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

APPROVAL OF AGENDA

Libresco wanted to add an item about public safety and an item about a marketing idea to New Business. The agenda was approved unanimously with these additions on a motion by Libresco and a second by Nielsen.

APPROVAL OF MINUTES

May minutes were approved unanimously on a motion from Nielsen and a second from Libresco.

PUBLIC COMMENT

None

STAFF PRESENTATION

Joshua Alperin, Pickleweed Supervising Librarian, talked about the libraries' summer reading challenge this summer. There is more coordination between the two libraries this year and additional outreach to the schools. Josh offered a big thanks to the Friends of the Library for providing funding for these programs to the youth of our community. Josh also talked about the successful partnership with the Bay Area Discovery Museum for programs for youth.

CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Personnel Updates

The Library has made a conditional job offer to the top candidate for Technical Services Supervisor and we are awaiting the results of fingerprinting and medical tests.

Facility Updates

The new water fountain is, at long last, installed on the lower level of the Downtown Library. The water fountain has a bottle filler option, as well, to fill larger containers. There is also a counter at the top showing how many bottles of “bottled water” were saved by using this fountain instead. The conference table and chairs in the director’s office, dating from the 1960s, have been replaced with more ergonomic and comfortable furniture.

Library Activities

Measure D Passes

The June 7th election saw the passage of Measure D with 68.5% approval as of the count on June 10, 2016.

Downtown Library Adult Services Update

Adult Services Supervising Librarian Pam Klein reports that the Adult Services Librarians have been actively weeding the collection and shifting items. Adult Services has offered a number of programs lately including One Book One Marin programs, college test preparation classes, Art Talks, Next Chapter: Retirement programs, a Great Books Discussion Group, adult coloring programs, a genealogy series, Marin Master Gardeners, and Apple products and apps classes.

Movie Fundraiser

In conjunction with The Great Race 2016, which starts in San Rafael, a fundraising event will be held at the Christopher B. Smith Rafael Film Center. The 1965 comedy “The Great Race” will be screened on Wednesday, June 15th at 7pm. Ticket proceeds will benefit the San Rafael Public Library and San Rafael Public Library Foundation. Adult Summer Reading has also started. The new materials area now also features displays of older materials to draw attention to interesting but less used parts of our collection. The new “just returned” books section also is very popular.

Little Free Libraries

In response to a question from Prendiville, Houghton reported that the Little Free Libraries both seem to be stable and that the renovation of the exterior of Starbucks seemed to have an impact on the traffic at the corner (where one of the Little Free Libraries is) in a positive way resulting in a cessation in problems with the LFL being used as a garbage can or storage box for individuals. The volunteers keeping the LFLs stocked are doing a great job and have reported no more problems.

Mobile Bike Library

In response to a question from Prendiville, Bankhead reported that the bike is ready and we are waiting for the secure storage container to be delivered and placed in the parking lot on C Street next to Friends Books.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: Lawn sale on June 25th. Could use more volunteers.

SRPL Foundation: The Foundation has signed the contract for additional outreach efforts with Group 4 (survey forthcoming in August or September). Representatives from the Foundation and Library staff met with San Rafael Heritage to explain the library needs assessment project. There is no Foundation meeting in June.

Parcel Tax Committee: Houghton reported that the group has not met and has nothing to report. The Library is still waiting for proportionality data from the Finance Department.

OLD BUSINESS

Special Library Parcel Tax renewal update: The June 7th election saw the passage of Measure D with 68.5% approval as of the count on June 10, 2016. Measure D was a renewal and slight increase of the 2010 Measure C Special Library Services Parcel Tax. Measure C still has one year left after which point the new parcel tax will take effect. The new tax will be \$59 base per parcel plus \$10 for each additional unit and apply to residential, commercial, and mixed use properties. The term of the tax is nine years and includes an annual CPI adjustment of 1-3%. Library staff will begin budget planning for this new parcel tax revenue as part of our regular budget preparation cycle for fiscal year 2017/2018, likely starting around December 2016. It was noted that the number of requests for senior exemptions has been steadily increasing and have reduced the revenue from Measure C by one percent a year. Nielsen inquired whether the library could include a note urging seniors who can afford to do so to forego their exemptions as a gift to the library when the library is responding to requests for exemptions. Houghton responded that advocacy by the library might be deemed illegal. Houghton will investigate with the City Attorney's Office.

NEW BUSINESS

Great Race fundraising for the Library: The Great Race movie night is at 7pm at the Rafael Theater on June 15th. On Race Day, June 18th, the Fire Department is hosting a pancake breakfast, and race day sales of merchandise & beer will all benefit The San Rafael Public Library and the San Rafael Public Library Foundation.

2016/2017 3rd quarter budget report: Houghton reported the 3rd quarter report which showed the Library being right on target for General Fund expenditures and slightly underspent in the Parcel Tax budget, primarily as a result of being short a full-time position and filling in with less-expensive temporary help.

Revised Privacy Policy: Houghton presented this proposed slight revision to the Library's privacy policy. The bulk of the edits are being made in response to the change in the public-facing catalog away from Encore and to Bibliocommons. Libresco asked a question about the section on My Reading History being deleted. Indeed, Innovative Interfaces (the company that makes Encore and the Library's ILS) do not currently have a way to port out the My Reading History data to another catalog discovery layer, which is why that section is being deleted. Any users currently using My Reading

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History will be emailed with information on the change before it happens. The modified policy was approved unanimously on a motion by Libresco and a second by Nielsen.

Schools outreach update: The Library staff has had its second quarterly meeting with school staff from both Dixie & San Rafael school districts. The next quarterly meeting will be held in December. Library staff have met with all school library staff from Dixie School District and are still attempting to set up similar meetings with library staff from San Rafael City Schools.

Public Safety (added): Libresco inquired if the Library staff has received training on emergency safety situations, such as active shooter training, in light of the recent tragedy in Orlando. Houghton stated that prior to the Orlando incident the Library had requested a representative from the SRPD to present at either the June or July all staff meeting about public safety and dealing with a crisis or an unstable individual. Houghton will investigate training options.

Marketing Idea (added): Libresco brought a self-check receipt he received at the Civic Center Library that recommended other books based on the items being checked out. Houghton and Bankhead explained that these self-checks, created by 3M, are much more expensive than the self-checks that SRPL currently owns. The 3M machines use the data about items being currently checked out and cross-check it with the recommendation engine in NoveList, something all Marin public libraries subscribe to. In order to execute this at the two SRPL locations, SRPL would need to replace its current self-checks with the more expensive 3M models. Funding for such a project is not available. Both Libresco and Prendiville favored continuing to monitor available technology that might provide similar information at an affordable price

ADJOURNMENT

Meeting adjourned at 7:24 pm.

Respectfully submitted by Sarah Houghton