

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, July 12, 2016
SAN RAFAEL CITY HALL - CITY MANAGER'S CONFERENCE ROOM
1400 FIFTH AVENUE, SAN RAFAEL
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

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

MEMBERS ABSENT: CAROL MANASHIL

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
HENRY BANKHEAD, ASSISTANT DIRECTOR
JILL HARRIS, DOWNTOWN CHILDREN'S
SERVICES SUPERVISING LIBRARIAN
MADELINE MORK, FRIENDS OF THE LIBRARY

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

June minutes were approved with a 3-0 vote on a motion from Nielsen and a second from Libresco, with Cantarutti abstaining since she was not present at the June meeting.

PUBLIC COMMENT

Libresco shared that Measure D's final vote count had 69.1% approval. Libresco also asked if Library staff knew how much the Great Race had raised and Houghton replied that we did not have that information yet from the City.

STAFF PRESENTATION

Jill Harris, Downtown Children's Services Supervising Librarian, talked about some of the Children's Services division's work in the last few months. Highlights include outreach to public schools including meeting with school librarians and administrators, the summer reading challenge, teacher collaboration, a massive LEGO donation, and a host of programs for different age groups. Board members asked about the book covering workshop (it is indeed just that – how to add covers to books), the status of the

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mobile bike library (awaiting the storage locker), and how the Harwood Institute was (attendees formulating a training for all staff for September 2016).

CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Personnel Updates

The Library's new Technical Services Supervisor will be starting on August 1st. Marcia Alden is coming to San Rafael from the Marion County Public Library System in Florida. She has worked in libraries since 1993 and has held many different positions, all of which contribute to her ability to succeed as our new Technical Services Supervisor.

Facility Updates

On Monday, July 11th Library and Public Works staff removed the few chairs along the sides of the stacks in the addition-side of the upstairs of the Downtown Library and replacing them with short bookshelves.

Library Activities

Library Staff Meeting with Ritter House Staff

On June 16, Sarah Houghton and Henry Bankhead met with two staff members from Ritter Center regarding various issues from Ritter clients impacting the Downtown Library.

Instant Message the Library

The Library is now offering instant messaging information assistance during all times staff are present (all open hours at both libraries + additional time before opening each day) in both English and Spanish. To access the service, simply go to the Library's website (<http://srpubliclibrary.org>) and click on the tab at the bottom of your screen.

Huge LEGO Donation

Thanks to the generosity of a single donor in San Rafael, both of our libraries and five other Marin public libraries now have a plethora of LEGOs for builder programs, classes, and clubs for all ages. Jill Harris and Henry Bankhead worked with the donor for some time to facilitate the donation, and with great results! The donation completely filled a City van and library staff members have spent the last week sorting the donation into LEGO types and sizes for easy parsing out.

Report from American Library Association Annual Conference

Sarah Houghton attended the Annual American Library Association Conference in Orlando Florida and brought back numerous ideas that various staff and work groups will be discussing and implementing in upcoming months. Houghton presented a pre-conference workshop about managing multi-generational workplaces, volunteered to coach people on improving their resumes and interview skills, and attended 18 different educational sessions.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: 57 children so far have redeemed their free book coupon at Friends Books. The Friends are planning a rare and special book sale for November 4th (reception and pre-sale for members) and 5th (general sale) at the Downtown Library. The lawn sale in June went very well and raised approximately \$4,000. The Board briefly discussed where surplus book donations to the Friends end up (beyond those usable in the book store or for sale online): Books for Peace, Goodwill, other nearby but less-resourced Friends of the Library groups. Cantarutti will look into the African Library Project as another option.

SRPL Foundation: The group has not met; nothing to report.

Parcel Tax Committee: Houghton reported that the group has a meeting scheduled for next week to review the Library's proportionality of the City's overall General Fund Budget, as well as the proposal (to be heard late during this meeting as well) to use \$60,000 of one-time money to augment the collection budget.

OLD BUSINESS

None

NEW BUSINESS

Recommended \$60,000 one-time augmentation for collections from parcel tax fund balance: Houghton recommends a one-time allocation of \$60,000 from the special library parcel tax fund balance to augment the library's collection budget to purchase books, eBooks, audio books, music, and movies. The fund is carrying a balance nearly twice that amount and more items on the shelves was a key provision of the parcel tax. Prendiville asked Houghton what the Parcel Tax Committee would be likely recommend on this issue. Houghton replied that the group would be meeting to discuss this issue next week, but based on their past recommendations, she expects them to endorse this proposal as it is consistent with the committee's recommendations to spend down the fund balance and to use the funds for the precise uses allowed for in the parcel tax measure language. Libresco asked about how books are weeded from the collection. Bankhead talked about the evolving standards for weeding the collection via a data-driven approach. The Board recommended a \$60,000 one-time augmentation for collections from the parcel tax fund balance on a motion by Libresco and a second by Cantarutti, with a 4-0 vote in favor.

Increasing copying and printing fees: Houghton recommends an increase of the black and white printing and copying fee from 10 cents per page to 20 cents per page, and the color printing and copying fee from 50 cents per page to \$1.00 per page. This brings the library into alignment with what most other local libraries and for-profit institutions are charging for the same service, and helps make the copying and printing services self-sustaining through the revenue collected for the service. Libresco asked about whether or not children or low income residents could get prints for free. Houghton replied that this would be an issue to explore with the City Attorney's office. There was some discussion about the annual cost for the copier service contract and how this contributes

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to the cost per copy. The recommendation was approved 3-1 on a motion by Cantarutti and a second by Prendiville, with Libresco dissenting.

Removing overdue fines on adult materials: Houghton presented information about one year's worth of data gathered after the San Rafael Public Library eliminated overdue fines on youth material. Houghton recommends extending the fine elimination to all materials for all ages. Libresco and Prendiville expressed interest in eliminating the library card replacement fee for adults. Libresco and Prendiville expressed concern that the Library's experience with removing fines on youth materials may not translate to adult materials. Prendiville requested we delay this discussion until Trustee Manashil is present. The Board requested several additional data points: how many replacement library cards are needed annually (adult vs. children if possible), how many accounts get frozen at the \$10 charge limit per year, whether or not the Library could maintain fines on the Most Wanted collection and eliminate others, and whether the Library could freeze people's accounts with a late Most Wanted item. Houghton will bring more information on this issue to the next Board meeting for another discussion.

ADJOURNMENT

Meeting adjourned at 7:47 pm.

Respectfully submitted by Sarah Houghton