

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, AUGUST 9, 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
CAROL MANASHIL

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

APPROVAL OF AGENDA

Prendiville added the following quick updates to the agenda under old business: school library card drive update, Hoopla update, Great Race fundraising update, mobile bike library update, and Lynda update. The amended agenda was approved unanimously on a motion by Cantarutti and a second by Manashil.

APPROVAL OF MINUTES

Prendiville requested a slight edit in the section on adult overdue fines. The amended July minutes were approved with a 4-0 vote on a motion from Nielsen and a second from Libresco, with Manashil abstaining since she was not present at the July meeting.

PUBLIC COMMENT

None

STAFF PRESENTATION

Pam Klein, Downtown Adult Services Supervising Librarian, talked about some of the recent activities of the Adult Services staff including weeding the collection, creating more displays of interesting materials, putting new public furniture (tables and chairs) in place, finishing up the adult summer reading program for 2016, and offering many programs including college test prep classes, next chapter retirement programs, Apple classes, and more.

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CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Personnel Updates

The candidate who accepted the Technical Services Supervisor position withdrew. A new recruitment is currently open and closes on August 22, 2016.

Facility Updates

New short bookshelves, ergonomic chairs, and ergonomic tables are installed in the upstairs of the Downtown Library.

Library Activities

Library Embraces Pokemon GO: After waiting for a privacy flaw in the software, the Library is now promoting and engaging with players of the popular Pokemon GO game.

New Library Catalog Launches Successfully: The Library's new online catalog, Bibliocommons, has launched and so far the feedback is good.

Reaching Out to Orlando: SRPL Children's Librarians collected local children's messages of love for the children of Orlando on paper hands with heart cut-outs. All are on display in the Orlando Public Library.

Library Assistant Jenna Selzer: The newest addition to the Downtown Library Circulation team is Jenna Selzer, a long-time book-lover and a great member of our team.

Library Services Survey: The Library is seeking input through surveys available both online and in paper form, in English and in Spanish. Library staff will be embarking on strategic planning in September and hope that this information can help guide our decision-making.

Comics Donation: A large donation of 19 boxes of comic books recently came to the Library. As the Friends are not interested in them, the Library is planning to give them away at the Farmers Market, in the Little Free Libraries, and at the 2017 Free Comic Book Day in May.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: 112 children have redeemed their free \$5 coupon at Friends Books so far, a great success.

SRPL Foundation: The Foundation is planning its annual event for October 13th and will begin work soon on the annual fundraising appeal.

Parcel Tax Committee: The Committee met and endorsed the request for a \$60,000 allocation from the fund balance to augment the collection budget for 2016/2017. The Committee is also working on the annual report to City Council (to go to Council sometime in December).

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OLD BUSINESS

Response from City Attorney re: message to accompany new Parcel Tax Exemption form:

Following up on an inquiry from Trustee Nielsen, Houghton inquired with the City Attorney's Office if it was advisable or legal to include with the new application for a senior parcel tax exemption information (or a suggestion) that applicants not file for the exemption and instead think of the library parcel tax as a gift to the community. The City Attorney's Office states that such a statement by Library staff would be inappropriate and imprudent, if not illegal. The City Attorney's Office further stated that if any of the Library Trustees wished to comment on this issue they could do so in their individual capacities, but that such an action would not fall within the scope of their roles as Trustees under San Rafael Municipal Code Section 2.16.033. Nielsen noted that perhaps the Friends could pursue such a message in an ad and some feedback was offered that this might have the inverse effect of inducing more people to file for the tax exemption.

School library card drive update: Houghton reported that Library staff are working with SRCS first for a district-level library card drive to get every child a library card, except those whose parents opt them out of the program. Dixie is next on the list.

Hoopla update: A *Marin IJ* article came out August 4th noting some of the Marin public libraries' expanded digital offerings, notably Bibliocommons and Hoopla. San Rafael Public Library was mentioned as launching Hoopla soon. Houghton reported that Library staff are in the initial stages of technical set-up with the company, so the launch should indeed happen soon but we do not have a date yet.

Great Race fundraising update: Houghton reported that money was successfully raised for the Library as a result of the Great Race efforts and events. A final tally is forthcoming of how much money will go to the Library vs. the Library Foundation.

Mobile bike library update: Bankhead reported that the Library is still waiting for delivery of the storage container, to be located in the C Street Garage, to store the bike.

Lynda update: Houghton reported that Lynda is being used at a decent, though not phenomenal, rate. The Library will keep the resource for at least one more year. Bankhead added that the City's IT Department has been promoting the resource recently for City staff use to help them learn about recent software upgrades.

NEW BUSINESS

CENIC update: Houghton reported that this project to bring gigabit Ethernet to every public library in Marin is on track for launch in early January 2017. Due to a clerical error the Pickleweed Library was left off of the original grant list for equipment, but lobbying efforts have restored Pickleweed's place in the project and all will go as originally planned.

ADJOURNMENT

Meeting adjourned at 7:09 pm.

Respectfully submitted by Sarah Houghton