

**Minutes of the Library Board of Trustees, p. 1**

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, SEPTEMBER 13, 2016  
SAN RAFAEL PUBLIC LIBRARY - MEETING ROOM  
1100 E STREET, SAN RAFAEL  
6:00 PM**

SARAH HOUGHTON, LIBRARY DIRECTOR, PRESIDING

**MEMBERS PRESENT:** JOSH LIBRESCO  
KAREN NIELSEN  
MELANIE LEAVITT CANTARUTTI  
CAROL MANASHIL

**MEMBERS ABSENT:** SEAN PRENDIVILLE, CHAIR

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HENRY BANKHEAD, ASSISTANT DIRECTOR  
JOAN PECK, DOWNTOWN CIRCULATION  
LIBRARY ASSISTANT

**APPROVAL OF AGENDA**

The agenda was approved unanimously on a 4-0 vote on a motion by Manashil and a second by Libresco.

**APPROVAL OF MINUTES**

The August minutes were approved unanimously on a 4-0 vote on a motion from Nielsen and a second from Cantarutti.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Library Assistant Joan Peck talked to the Board. She has worked with the library for over twenty years. Peck talked about the work that the Circulation staff does to keep the catalog accurate and reflective of what's actually on our shelves. Staff runs lists of items that are coded as missing and staff look for the items, and if not found, the items are deleted from the catalog. This is a monthly process and ongoing. 756 missing items have been deleted in 2016 so far, keeping the catalog that much more accurate.

**CORRESPONDENCE**

None

## **REPORT FROM LIBRARY DIRECTOR**

### **Personnel Updates**

The Library's second recruitment for a Technical Services Supervisor closed on August 22nd. The first round of interviews will be conducted on September 19th, with follow-up interviews in late September or early October.

### **City Council Actions**

At the September 19th City Council Meeting the Library will be offering a special presentation at the start of the meeting with guest-speaker Dan McMahon, System Administrator from MARINet. He will be describing the ongoing CENIC project to move all public libraries in Marin onto gigabit Ethernet in the next few months.

### **Facility Updates**

The Downtown Library's new public furniture (tables and chairs) are all installed and in place. So far the feedback has been fantastic. We are waiting for a plate glass window (lower level of Downtown Library facing 5th) to be replaced after the glass spontaneously cracked. It will be replaced with an actual wall that will stand up to more building stress. We are also waiting for a new digital controller for the HVAC system at the Downtown Library. And finally, the lower level of the Downtown Library is experiencing a repeat of the sewer gas backing up into the Administration office.

### **Library Activities**

**Partnering with Parent Services Project:** On August 2nd, Pickleweed Library participated in the annual community event "National Night Out", a community-building campaign that promotes neighborhood camaraderie and community partnerships in an effort to make neighborhoods safer and better places to live. Pickleweed Library joined with Marin Clinics, Marin Health and Community Services, San Rafael Police and others to make a healthy, fun and educational night time event for all. In the Canal, this event is hosted by Parent Services Project, one of Pickleweed's main community partners.

**Our New Librarian of Congress:** Carla D. Hayden will be sworn in as the 14th Librarian of Congress Wednesday, September 14. The ceremony will be broadcast live on the Library of Congress YouTube channel: <https://www.youtube.com/LOC>. The ceremony marks two milestones: Hayden will become the first woman and the first African-American to serve as Librarian of Congress.

**Hoopla Now Available to San Rafael Residents:** The San Rafael Public Library is proud to now offer access to Hoopla at <https://www.hoopladigital.com/>. You can log into Hoopla with your San Rafael Public Library card and get access to thousands of streaming movies, television shows, music, and audiobooks. No holds, no waiting.

**Virtual Reality: Coming to a Library Near You:** San Rafael Public Library staff received an Oculus Rift set-up as part of a State Library grant received by the Marin County Office of Education and the Marin County Free Library. Both of our libraries will be offering open house virtual reality lab time for the public soon.

**Libraries Closed on September 16:** Both Libraries will be closed all day on Friday, September 16th for an all staff training and strategic planning day.

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

**Friends of the Library:** The Rare and Special book sale has been changed to a regular book sale in November. The Rare and Special book sale will be moved until after the holidays.

**SRPL Foundation:** The Foundation's subcommittee offered feedback on the Group 4 survey for the public and the project is progressing with firm direction from the New Library City Council Subcommittee.

**Parcel Tax Committee:** The committee will meet in November to write the annual report for City Council. Phyllis Brinckerhoff and Carol Manashil will write the draft report.

### OLD BUSINESS

**Eliminating adult overdue fines:** This item has been deferred to October to allow all Board members to be present for the conversation.

### NEW BUSINESS

**Map of 2015/2016 parcel tax exemptions:** Board members reviewed the data and agreed that there is no need to continue to collect these data.

**Potential impact of marijuana legalization and taxes on library funding (report from the California State Library):** There is no clear idea of whether or not any tax revenue would end up assisting libraries in the state, but it appears unlikely unless it were targeted at some kind of informational or educational campaign in relation to marijuana use.

**2015/2016 year-end budget report:** At year-end the Library expended 97% of the allocated funds overall. General Fund expenditures ended at 98% of budget and Parcel Tax expenditures ended at 95% of budget.

### ADJOURNMENT

Meeting adjourned at 6:56pm

*Respectfully submitted by Sarah Houghton*