

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, OCTOBER 11, 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  
JOSHUA ALPERIN, PICKLEWEED LIBRARY  
SUPERVISING LIBRARIAN

**APPROVAL OF AGENDA**

The agenda was approved with one correction, changing the Friends report from Madeline Mork to Karen Nielsen, unanimously on a 4-0 vote on a motion by Libresco and a second by Cantarutti.

**APPROVAL OF MINUTES**

The September minutes were approved unanimously on a 4-0 vote, with two minor grammatical edits, on a motion from Manashil and a second from Nielsen.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Joshua Alperin, Pickleweed Library Supervising Librarian, talked about some of the programs and outreach that the Pickleweed staff have been engaged in lately. The Library's storytimes, virtual reality programs, LEGO programs, Books Beyond Borders book club for tweens, book club for adults, and Reading Buddies are all continually popular and well-attended. In addition, outreach outside the library through National Night Out, Parent Services Project, Marin Community Clinics, and the local schools have been quite effective.

**CORRESPONDENCE**

None

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### REPORT FROM LIBRARY DIRECTOR

#### Personnel Updates

The final round of interviews for the Technical Services Supervisor was October 5<sup>th</sup>. The top candidate was offered the position and accepted.

#### Facility Updates

The cracked plate glass window (lower level of Downtown Library facing 5<sup>th</sup>) was replaced with a wall. We are waiting for a new digital controller for the HVAC system Downtown.

#### Library Activities

**New Collections and Resources in the Children's Room:** The Downtown Library has begun providing educational toys to babies, toddlers, and preschoolers during the Stay and Play sessions following storytimes. The Downtown Library is also building book club kits for middle and high school aged youth – including multiple copies of a book and a discussion guide. The Downtown Library is also keeping a selection of books for our Reading Buddies participants to use during their sessions with their assigned volunteer tutors.

**National Friends of the Library Week:** This year is the 11<sup>th</sup> National Friends of Libraries Week from October 16-22. Purchasing something at the Friends store during this week will enter people into a raffle.

**Irish Witch series:** Assistant Director Henry Bankhead has another book review in *Library Journal* – the *Irish Witch* series by Leigh Ann Edwards.

**Virtual Reality Labs:** Both libraries are holding virtual reality labs for October-December. Each week has 2-3 two-hour sessions that are open to all ages. Board member Libresco tried the virtual reality software at the end of the meeting and reports that the graphics are 'incredibly realistic.' He encourages other Board members to try the system.

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

**Friends of the Library:** The Friends' LitQuake event got a lot of traffic into the store. A general sale is being held November 4<sup>th</sup> and 5<sup>th</sup>. The Friends are also looking for new Board members.

**SRPL Foundation:** The Foundation is holding its annual meeting Thursday, October 13<sup>th</sup>.

**Parcel Tax Committee:** The committee is meeting in November to review the draft report to City Council prepared by Carol Manashil and Phyllis Brinckerhoff.

### OLD BUSINESS

**Eliminating adult overdue fines:** The four present members of the Board discussed the recommendation of library staff to eliminate adult overdue fines, provide an amnesty program, and eliminate the fee charged to replace library cards. An initial vote was taken with the agreement that a second vote would be taken at the November meeting to ensure that all members have a chance to vote on this issue. The vote at this meeting

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was two in favor (Manashil and Cantarutti), one against (Nielsen), and one abstention (Libresco).

### **NEW BUSINESS**

**2016 Summer Reading Report:** 2016 saw 1,953 participants in the Children's and Teen Summer Reading Challenge. 1,211 were registered at Downtown and 742 at Pickleweed. Participations by students at all San Rafael Schools increased (except Davidson and Sun Valley which decreased slightly). Attendance at all of the summer reading programs was impressive at both libraries.

**New Library Facilities Project:** Library staff has drawn up a tentative timeline for next steps for the new library facilities project. Surveys seeking public input on facility options and priorities will be posted and mailers sent out the week following the November election.

**Future meeting at Pickleweed Library/Boro Community Center:** Cantarutti suggested that the Board have a future meeting at the Boro Community Center. Houghton will look into room availability and notify the Board.

**City Goals and Strategies for 2016/2017:** The City's overall Goals and Strategies for this fiscal year were distributed to the Trustees for informational purposes.

**Draft Library Strategic Plan for 2017-2018:** Houghton presented the Library's draft Strategic Plan for 2017-2018, which came out of a community survey and staff brainstorming and discussion at our September Staff Day. Trustees discussed the level of specificity vs. generality of the document and agreed to email Houghton suggestions of specific items in the plan that they would like to discuss further at future meetings, including the Trustees' own involvement in achieving certain goals.

### **ADJOURNMENT**

Meeting adjourned at 7:49pm

*Respectfully submitted by Sarah Houghton*