

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

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, NOVEMBER 8, 2016  
SAN RAFAEL PUBLIC LIBRARY - MEETING ROOM  
1100 E STREET, SAN RAFAEL  
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

**MEMBERS PRESENT:** SEAN PRENDIVILLE, CHAIR  
JOSH LIBRESCO  
KAREN NIELSEN  
CAROL MANASHIL

**MEMBERS ABSENT:** MELANIE LEAVITT CANTARUTTI

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HENRY BANKHEAD, ASSISTANT DIRECTOR  
PAM KLEIN, DOWNTOWN LIBRARY ADULT  
SERVICES SUPERVISING LIBRARIAN

**APPROVAL OF AGENDA**

The agenda was approved unanimously on a 3-0 vote on a motion by Libresco and a second by Manashil, with Prendiville abstaining as we was not at the meeting.

**APPROVAL OF MINUTES**

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

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Pam Klein, Downtown Library Adult Services Supervising Librarian, talked about recent programs for adults and teens including LitQuake, All Things Apple, NaNoWriMo, a program about scams, and a program offered by Trustee Libresco on election polling.

**CORRESPONDENCE**

None

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### REPORT FROM LIBRARY DIRECTOR

#### Personnel Updates

Our new Technical Services Supervisor will be starting on November 15th.

#### City Council Actions

At the November 7th City Council meeting, the Council acknowledged via a resolution that upon receipt of the remainder of the pledged funds from Target Corporation to the San Rafael Public Library Foundation (\$150,000) Target Corporation will have fulfilled the terms of their use permit for their San Rafael store.

#### Facility Updates

The Downtown Library is still waiting for a new digital controller for the HVAC system. A gas leak due to a problem with one of the boilers at the Downtown Library has been fixed.

#### Library Activities

**Adult Services Updates:** The Downtown Library's Adult Services librarians have been offering a number of programs including Litquake, the All Things Apple series, an author talk, and a program for seniors about avoiding scams. The librarians also supported voters by providing applications, voter guides, and a program from Trustee Libresco on presidential polling.

**Update on Gigabit Broadband Project for Our Libraries:** The project is still on schedule for a January launch.

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

**Friends of the Library:** The Friends had a book sale at the Downtown Library last Saturday and are having a sale in the store the first week of December. The store has also had three new volunteers offer help at the store.

**SRPL Foundation:** The Foundation's annual meeting in October was well-attended and well-received. The November and December Foundation meetings have been canceled but the annual appeal letter will be going out this month.

**Parcel Tax Committee:** The committee is meeting on November 16 to review the draft report to City Council prepared by Carol Manashil and Phyllis Brinckerhoff.

### OLD BUSINESS

**Eliminating adult overdue fines:** After additional discussion, the Board voted 4-0 in favor of a one year pilot program of eliminating adult overdue fines. The absent Trustee, Melanie Leavitt Cantarutti, voted in favor of eliminating adult overdue fines at the previous meeting and reaffirmed her vote via email before this meeting.

### NEW BUSINESS

**December 13th meeting at Boro Community Center:** The Board of Trustees' December 13<sup>th</sup> meeting will be held at the Albert J. Boro Community Center in Meeting Room 4, located at 50 Canal Street.

**2016/2017 1st Quarter Budget Report:** The overall year-end activity was 29% expended. General Fund expenditures ended at 32% of budget and Parcel Tax expenditures ended

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at 17% of budget. The bulk of the over-expenditure is due to the MARINet annual dues being paid during the first quarter. In addition, the allocations for staffing will be adjusted at mid-year to match the terms of the negotiated labor agreements.

**Discussion of Strategic Plan Goals - special meeting/other tactics for discussion:** The Board agreed to have a special meeting to discuss the Library's Strategic Plan, and the Board's questions and suggestions for execution of the plan.

**Trustees' role in marketing and outreach - brainstorm:** The Trustees discussed some options for Board member roles for outreach and marketing. As this item was suggested by Trustee Cantarutti, Houghton will ask Cantarutti if she had specific ideas in mind and would like this item to be on next month's agenda for further discussion. The discussion about marketing ideas will probably be included in the more general discussions about the strategic plan.

### **ADJOURNMENT**

Meeting adjourned at 6:48pm.

*Respectfully submitted by Sarah Houghton*