

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, DECEMBER 13, 2016  
SAN RAFAEL PUBLIC LIBRARY - PICKLEWEED BRANCH  
ALBERT J. BORO COMMUNITY CENTER, MEETING ROOM 4  
50 CANAL STREET, SAN RAFAEL  
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

**MEMBERS PRESENT:** SEAN PRENDIVILLE, CHAIR  
CAROL MANASHIL  
MELANIE LEAVITT CANTARUTTI

**MEMBERS ABSENT:** JOSH LIBRESCO  
KAREN NIELSEN

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HENRY BANKHEAD, ASSISTANT DIRECTOR  
JILL TOKUTOMI, DOWNTOWN LIBRARY  
CHILDREN'S LIBRARIAN

**APPROVAL OF AGENDA**

With a slight change (from Jill Harris to Jill Tokutomi as the staff presenter), the agenda was approved unanimously on a 3-0 vote on a motion by Manashil and a second by Cantarutti.

**APPROVAL OF MINUTES**

As there was not a quorum of trustees who were present at the November meeting, minutes approval was tabled until the next meeting.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

Jill Tokutomi, Downtown Library Children's Librarian, presented about what's new in children's services for middle schoolers, her focus of work. One of the main focal points of her work has been outreach to Davidson and Miller Creek middle schools. Both middle schools now have monthly book clubs that Jill runs at the schools. With funding from the Friends, she created book club kits for these clubs and they can also be circulated to the public. Additional in-school programs include book talk programs at Miller Creek as well as starting the Queer Straight Alliance book club at Miller Creek. In-library programs for middle schoolers have included a tapagami class, henna

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program, anime workshop, a series of knitting classes, an upcycled book boxes craft, a circuit journals craft, and a fused plastic bag textiles class.

### **CORRESPONDENCE**

None

### **REPORT FROM LIBRARY DIRECTOR**

#### **Personnel Updates**

The Downtown Library currently has a vacancy in Adult Services for a Librarian I/II.

#### **City Council Actions**

At the City Council meeting on December 5th, Council accepted the 2015/2016 Annual Report from the Special Library Parcel Tax Committee.

#### **Facility Updates**

We are waiting for a new digital controller for the HVAC system at the Downtown Library. Unused magazine shelving was removed from the Downtown Library reading room to make more room for seating.

#### **Library Activities**

##### **MARINet 25th Anniversary Passport Program**

Pick up a special commemorative passport at any MARINet library, get it stamped as you visit new library locations, and your next vacation could be on us. Get more adventurous – try MARINet services, explore library archives, visit Friends bookstores – and you have an even better chance of winning fabulous prizes: \$250 Southwest Airlines gift cards, \$100 Amtrak gift certificates and \$50 Clipper Cards. Learn more about this exciting program at

[http://www.marinet.info/screens/25th\\_anniv\\_passport.html](http://www.marinet.info/screens/25th_anniv_passport.html)

##### **Library Holiday Closures**

Both the Downtown and Pickleweed Libraries will be closed for three days at a time for the Christmas and New Year's Holidays. We will close Saturday, December 24-Monday, December 25, and then again Saturday, December 31-Monday, January 2.

##### **The Library @ the Health Hub and Marin Clinics**

The Pickleweed Library is always working to collaborate with our community partners, non-Profit organizations and other service providers working in the Canal area. In November, we were very happy to begin a new collaboration with Marin Community Clinics that we hope to expand. On November 2nd we made our first outreach visit to a weekly event sponsored by Marin Community Clinics called Health Hubs. The Health Hub includes free and bilingual services such as farmer's market style food distribution, Zumba, nutrition education, healthy taste tests, health screenings and information about community organizations. We are a natural fit for this event; Alejandra and Mireya engaged with over 200 people describing our services, handing out book bags and giving out books from our donations box. Since we visited the Health Hubs we have had numerous new visitors who mentioned that they learned about us at this event. We will be visiting again on Dec. 7th and plan to visit once monthly.

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Working with the Health Hub has also helped us get in touch with others at Marin Clinics. We now have a nice semi-permanent display area in the pediatrics offices of the Clinics. We promote our events on top of a book shelf that is filled with donation books provided by the Friends of the Library, a great collaborative effort.

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

**Friends of the Library:** - The Friends had their annual holiday party in the book store last Thursday. Randy Coleman has resigned from the Friends Board.

**SRPL Foundation:** Jeff Schoppert has resigned from the Foundation Board. The Foundation does not plan to meet again until the results from the current facilities survey are ready to be presented.

**Parcel Tax Committee:** City Council accepted the annual report from the committee at their December 5<sup>th</sup> meeting.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

**Trustee appointments expiring in 2017:** Two Trustee terms expire in April 2017: Nielsen and Manashil. The City Clerk will post the announcement for applications in early 2017.

**Meeting schedule for 2017:** This Board's meeting schedule for 2017 does not include any holiday conflicts, except possibly February 14<sup>th</sup> as Valentine's Day.

**Update to Guidelines for Library Use to reflect new mission statement:** The update to the Guidelines for Library Use, replacing the old mission statement with the new one, was unanimously approved on a 3-0 vote on a motion from Cantarutti and a second from Manashil.

**Budget priorities for 17/18 (inc. additional funds from Measure D):** Manashil spoke in favor of making the print books a priority as the City should not rely on the Friends volunteers to fund core services like the book collection. In relation to the staff position suggestions, Prendiville asked where the person would physically be stationed as there is no new space for staff in the Library. Houghton concurred. Cantarutti spoke in favor of prioritizing the technology funding over something like the audio visual budget. Both Cantarutti and Manashil spoke in favor of prioritizing the program budget, as with the book collection, this is a core library service that the City should be funding. Prendiville inquired about how successful the ½ time school outreach librarian would be given the difficulty we've had partnering with some of the public schools.

### **ADJOURNMENT**

Meeting adjourned at 7:24 pm.

*Respectfully submitted by Sarah Houghton*