

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, JANUARY 10, 2017
SAN RAFAEL PUBLIC LIBRARY - DOWNTOWN MEETING ROOM
1100 E STREET STREET, SAN RAFAEL
6:00 PM**

SEAN PRENDIVILLE, CHAIR, PRESIDING

MEMBERS PRESENT: SEAN PRENDIVILLE, CHAIR
JOSH LIBRESCO
MELANIE LEAVITT CANTARUTTI

MEMBERS ABSENT: CAROL MANASHIL
KAREN NIELSEN

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

APPROVAL OF AGENDA

The agenda was approved unanimously on a 3-0 vote on a motion by Cantarutti and a second by Libresco.

APPROVAL OF MINUTES

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

PUBLIC COMMENT

None

STAFF PRESENTATION

Pam Klein, Adult Services Supervisor at the Downtown Library reported on the continuation of the Color Me Calm workshops along with a new Zentangle workshop. The Downtown Library is again offering the Apple class series, again with high attendance. One Book One Marin programs will begin soon for this year's book choice: *The Tsar of Love and Techno*. Klein also spoke about her participation on the City's Homelessness Issues committee and about the work that both the City and County are doing to serve our homeless residents.

CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Personnel Updates

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

Facility Updates

We are still waiting for a new digital controller for the HVAC system at the Downtown Library.

Library Activities

Evaluating information and spotting fake news: Downtown Library's Children's Services Supervisor, Jill Harris, created a guide for kids and teens (and their parents and caregivers) to help them evaluate information sources, learn basic information literacy skills, internet safety tips, and how to spot fake news. The guide can be found here: <https://srpubliclibrary.org/kids/digital-resources/information-literacy-kids>

New Library app: The MARINet libraries have launched a new free app, available on Android and Apple devices, called "MARINet Libraries." The app stores an image of your library barcode so you can check-out with your phone; search for items, place holds, and renew; see a map of library locations with open hours and contact info; and scan the barcode/ISBN of any book and go right to the library's catalog to instantly search to see if libraries in Marin have it.

February Training for Library Staff: Staff from libraries throughout MARINet have the chance to attend two full-day classes in February from acclaimed trainer Edmond Otis: "Making Libraries Safe and Sane – Dealing with Difficult Patrons" and "Resilience in the Face of Stress, Change, and Conflict."

Bay Area Discovery Museum Staff Fieldtrip: This past October, the Downtown Library's Children's Room staff along with Lea from Pickleweed hit the road for a tour of the Bay Area Discovery Museum in Sausalito. Staff brought back ideas for maker programs and other services for our residents.

Gigabit Broadband update: The project to bring CENIC's gigabit broadband connections to all public libraries in Marin continues. The anticipated launch date is, as of now, sometime in February.

Stay and Play at the Downtown Library: The Downtown Library now offers play time after all three of the weekly storytimes, with a collection of educational toys sponsored by the Friends of the Library. Stay and Play is a great way to extend the storytime experience, and reinforces the importance of play in early literacy and learning.

American Library Association Midwinter Conference: Director Houghton will be attending this conference in Atlanta later in January and will be presenting "21st Century Library Ethics" to the Future of Libraries Symposium, as well as working on two committees – the Office of Intellectual Freedom Publications Committee & working as the Library & Information Technology Association's delegate to the ALA Legislation Assembly.

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Trustee Resignation

Trustee Prendiville announced that he will be resigning from his position as a Library Trustee, effective immediately. The other Trustees and Library staff thank Prendiville for his thirteen years of service not only on the Board of Trustees but also with library outreach efforts and ballot measures.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: - The special comic book sale brought in \$1028. The rare and special book sale will be taking place January 27 and 28.

SRPL Foundation: The Foundation meets next week after a brief hiatus. The facilities survey is completed and Group4 is analyzing the results, which will be presented along with the rest of the needs assessment to the various groups involved, and ultimately presented to the City Council at a study session (precise timeline still undetermined).

Parcel Tax Committee: Nothing to report

OLD BUSINESS

Budget recommendations for Measure D funds: Houghton presented what Library staff will recommend to the City Manager for the expenditure of the approximately \$177,000 in additional funds from Measure D for the fiscal year beginning July 1, 2017. Library staff is still working out the process by which these recommendations will be presented to City Council.

NEW BUSINESS

Trustees attending occasional City Council meetings: Houghton presented a list of nationally observed library events and celebrations and suggested these would be good opportunities for the Trustees to speak at City Council during public comment. Houghton is happy to provide more information or talking points on any of these issues, or others identified by the Trustees that they wish to highlight to City Council.

Plans for unused fund balance from Measure C (as of 6/30/17): Library staff is proposing, at the end of the term of the existing Special Library Parcel Tax (Measure C), to roll over any unused monies into the Capital Reserve Fund dedicated to new and improved library facilities in San Rafael. In advance of this meeting, Houghton sought the input of the Special Library Parcel Tax Committee who agreed that this would be an appropriate use of unused monies, assuming the Library did not have any other needs for the funds between now and June 30th. The Trustees agreed that this seemed an appropriate use of the balance of the fund.

Quarterly update on Strategic Plan accomplishments: Houghton presented the final update of accomplishments on the various goals and strategies from the 2012-2017 plan. At this point, the new strategic plan for 2017-2018 is in place, and quarterly updates on achievements will continue to come to this Board.

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Quarterly update on outreach efforts: Houghton presented the first quarterly update specifically about outreach efforts of bringing library services and resources out of the library buildings and into the community. Future quarterly updates will continue.

ADJOURNMENT

Meeting adjourned at 7:12 pm.

Respectfully submitted by Sarah Houghton