

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
REGULAR MEETING, FEBRUARY 14, 2017
SAN RAFAEL PUBLIC LIBRARY - DOWNTOWN MEETING ROOM
1100 E STREET STREET, SAN RAFAEL
6:00 PM**

**SARAH HOUGHTON, LIBRARY DIRECTOR, AND
CAROL MANASHIL, CHAIR, PRESIDING**

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

MEMBERS ABSENT: NONE

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
HENRY BANKHEAD, ASSISTANT DIRECTOR
LASHALLE LYONS, DOWNTOWN LIBRARY
CIRCULATION SERVICES SUPERVISOR

APPROVAL OF AGENDA

APPROVAL OF MINUTES

November minutes were approved unanimously on a motion by Nielsen and a second by Manashil, with Cantarutti abstaining due to absence from the meeting. December minutes were approved unanimously on a motion by Cantarutti and a second by Manashil, with Libresco and Nielsen abstaining due to absence from the meeting. January minutes were approved unanimously on a motion by Libresco and a second by Cantarutti, with Manashil and Nielsen abstaining due to absence from the meeting.

PUBLIC COMMENT

None

STAFF PRESENTATION

Lashalle Lyons discussed the recent 4 ½ day outage of the Library's primary systems (patron database, remote authentication, check-out and check-in system, etc.). This outage affected all of the libraries in MARINet. She talked about how, after the outage, the Downtown Library had 49 bins of materials backed up to check in. In an all-hands-on-deck situation when we went back online, all available library staff throughout the building were checking items in. The public was understandably frustrated by the outage but the staff handled the stress of the situation with grace and got through it.

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

There are seven leaks in the Downtown Library roof. The sump pump could not keep pace with the recent storms and the lower level became damp but thankfully there was no flooding. The digital controller for the HVAC system at the Downtown Library was replaced and we have heat in all rooms. We are still waiting for the ramp replacement for the Friends' Annex.

Library Activities

One Book One Marin for 2017

Marin's One Book One Marin selection for 2017 is Anthony Marra's *The Tsar of Love and Techno*. All of Marin is reading this book, and we have lots of events happening around the book throughout Marin, so join the experience and learn some history along the way. <http://onebookonemarin.org/>

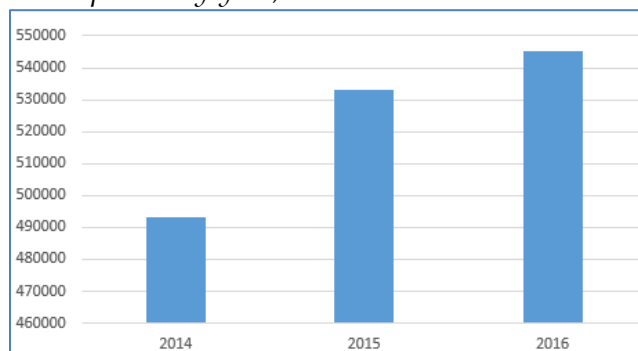
Posters at the Libraries

These posters can be found at the entrances and exits to our two libraries, in English and in Spanish. The American Library Association has stated that "ALA believes that the struggle against racism, prejudice, stereotyping, and discrimination is central to our mission." We at the San Rafael Public Library mirror that commitment to inclusion of all members of our community.

Borrowing History is Back & How Bibliocommons is Doing

Borrowing History (the successor to "My Reading History") is now available in the library catalog. People are *very* happy to have this feature restored. Also, since introducing our new Bibliocommons catalog, we've seen holds increase dramatically. From 2014 to 2015 we saw a huge increase when we eliminated the fifty cent fee for placing holds, and from 2015 to 2016 we credit the easier interface of Bibliocommons with the increase.

Holds placed by year, 2014 to 2016



Minutes of the Library Board of Trustees, p. 3

The Library Loves You Week

As is our tradition, in honor of Valentine's Day, the San Rafael Public Library is celebrating "The Library Loves You Week" from Monday, February 13th through Sunday, February 19th at both libraries – Downtown and Pickleweed. Each day the libraries will offer a different gift to the community.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: - The Friends rare and special book sale was successful, particularly on Sunday, which is the first time that day was included for this sale. The summer Library Lawn sale has been scheduled for June 17th. The Friends Board approved \$16,000 in funding for the Library's summer reading program.

SRPL Foundation: Nothing to report

Parcel Tax Committee: Nothing to report

OLD BUSINESS

None

NEW BUSINESS

Election of a new Board Chair: Carol Manashil agreed to serve as Chair, was nominated by Libresco, seconded by Cantarutti, and confirmed with a unanimous vote.

Elimination of Children's Internet Policy: This policy is largely a duplication of the existing Computer and Internet Access Policy so is being eliminated. This eliminated was approved unanimously on a motion by Cantarutti and a second by Manashil.

Slight edit to Computer and Internet Access Policy: One element from the Children's Internet Policy, that children's area computers are intended for residents 14 and under only, was added to the policy and capitalization of the word "internet" was made consistent. This revised version of the policy was approved unanimously on a motion by Libresco and a second by Cantarutti.

2016/2017 2nd Quarter Budget Report: Houghton presented the 2nd quarter budget report from the Library for both the General Fund and Parcel Tax budgets. We are on target with both budgets.

ADJOURNMENT

Meeting adjourned at 6:49 pm.

Respectfully submitted by Sarah Houghton