



# SAN RAFAEL

LIBRARY AND RECREATION

## BOARD OF LIBRARY TRUSTEES

## MINUTES

San Rafael Library – 1100 E Street, San Rafael, CA

October 13, 2020 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=qgrQvWySppg>

### **CALL TO ORDER**

Acting Chair Ross called the meeting to order at 6:00 P.M.

### **Roll Call**

**Present:** Acting Chair Ross  
Trustee Cortes  
Trustee Duque Hughes  
Trustee Lentini

**Absent:** Trustee Fromm

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Jill Harris, Supervising Librarian  
Jamie Poirier, Supervising Librarian

### **AGENDA AMENDMENTS**

None.

### **MINUTES**

#### **1. Approve Regular Meeting Minutes of September 8, 2020**

The minutes of September 8, 2020 were approved as submitted.

Trustee Cortes moved, and Trustee Lentini seconded to approve the minutes of the September 8, 2020 meeting.

**Ayes:** Trustees: Cortes, Duque Hughes, Lentini, & Ross

**Noes:** Trustees: None

Absent: Trustees: Fromm  
Abstain: Trustees: None

*Minutes approved as submitted*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introductions/Awards/Recognitions/Presentations**

#### **A. Presentation on Personalized Reading Picks by Supervising Librarian Jill Harris**

Jill Harris, Supervising Librarian, presented the staff report.

Staff responded to questions from the Trustees.

Acting Chair Ross invited public comment; however, there was none.

Trustees provided comments.

### **3. Public Comment from the audience regarding items not listed on the agenda**

None.

## **MATTERS BEFORE THE BOARD**

### **4. Review of Appointment for Library and Community Center Working Group – Mr. Bankhead & Ms. Andrade-Wax**

Henry Bankhead, Assistant Library and Recreation Director/City Librarian, presented the staff report.

Staff responded to questions from the Trustees.

Acting Chair Ross invited public comment; however, there was none.

Trustees provided comments.

Acting Chair Ross moved, and Trustee Lentini seconded to appoint Trustee Cortes and Trustee Lentini to the Library and Community Center Working Group with Trustee Duque Hughes as the alternate.

Ayes: Trustees: Cortes, Duque Hughes, Lentini, & Ross

Noes: Trustees: None

Absent: Trustees: Fromm

Abstain: Trustees: None

*Trustee Cortes and Trustee Lentini appointed with Trustee Duque Hughes as the alternate.*

**5. Review of Proposed Collection and Development Policy and Gift and Donation Policy – Ms. Poirier**

Jamie Poirier, Supervising Librarian, presented the staff report.

Staff responded to questions from the Trustees.

Acting Chair Ross invited public comment; however, there was none.

Trustees provided comments.

**BOARD REPORTS AND COMMENTS**

6. Trustee Cortes shared information about a free leadership opportunity for anyone who lives or works in Marin. Leadership for Equity and Opportunity.  
<https://www.marinpromisepartnership.org/posts/register-now-leadership-for-equity-and-opportunity/>

Trustee Cortes shared concerns about the recent resignation of Chair Libresco.

**STAFF REPORTS AND COMMENTS**

7. Staff provided updates regarding the following meetings and events:

A. Measure D Parcel Tax Committee  
Has not met.

B. Friends of the San Rafael Public Library  
Had a great book sale that generated between \$500-\$1,000. They will meet on October 14, 2020.

C. San Rafael Public Library Foundation  
Cancelled October meeting.

D. MARINet Board  
Discussing RFID during the meeting on October 14, 2020.

E. NorthNet Board  
Has not met.

F. New Library Building Update  
Release of the RFP (Request for Proposal) for a conceptual design of the Albert Park option.

G. City Librarian Update  
Public computing at Pickleweed. Continue curbside at Downtown. Browsing collection at the Northgate Mall in partnership with the County Library.

All actions dependent on the COVID-19 situation.

**NEXT MEETING:** December 8, 2020

Acting Chair Ross moved, and Trustee Cortes seconded to cancel the November meeting as the meeting date fell on a City furlough day.

Ayes: Trustees: Cortes, Duque Hughes, Lentini, & Ross  
Noes: Trustees: None  
Absent: Trustees: Fromm  
Abstain: Trustees: None

*November meeting cancelled.*

**FUTURE AGENDA TOPICS**

Meeting schedule for 2021. Election for Chair and Vice Chair. Quarterly budget report.

**ADJOURNMENT**

The meeting was adjourned at 7:19 P.M.