



**BOARD OF LIBRARY TRUSTEES**  
**MAY 14, 2024 AT 6:00PM**  
**CITY HALL LARGE CONFERENCE ROOM**  
**THIRD FLOOR**  
**1400 5<sup>TH</sup> AVE, SAN RAFAEL, CALIFORNIA**

This meeting will be held in person. The meeting is being streamed live via Zoom:  
<https://bit.ly/BLT-05-14-2024>

Want to listen to the meeting over the phone?  
Call: (669) 444-9171 and enter 842-4515-4826#

How to participate in the meeting:

- Provide comments in-person at the meeting. You are welcome to come to the meeting and provide public comment in-person. Each speaker will have 3-minutes to provide public comment.
- Submit your comments by email by 4:00 p.m. the day of the meeting. Comments can be submitted to [jinder.banwait@cityofsanrafael.org](mailto:jinder.banwait@cityofsanrafael.org).

**AGENDA**

**CALL TO ORDER – 6:00PM**

**MINUTES**

1. Approve regular meeting minutes of February 13, 2024  
*Recommended Action – Approve as submitted*

**OPEN TIME FOR PUBLIC EXPRESSION**

The public is welcome to address the Library Board at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than 3 minutes and should be respectful to the community.

**SPECIAL PRESENTATIONS**

2. Special Presentations:
  - a. Reading Buddies Program, presented by Perla Maciel
  - b. Summer Reading Program, presented by Alejandra Barrios
  - c. Updated Designs for Downtown Library Renovation, presented by Catherine Quffa

**OTHER AGENDA ITEMS**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

3. No Other Agenda Items

**STAFF LIAISON REPORT**

4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.

**COMMISSIONER REPORTS**

5. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.

**ADJOURNMENT**

*Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting, shall be available for inspection online and in the city hall large conference room, third floor, 1400 5th Avenue, San Rafael, California placed with other agenda-related materials on the table in front of the location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing [city.clerk@cityofsanrafael.org](mailto:city.clerk@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.*



**SAN RAFAEL**  
LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

**City Hall Large Conference Room, Third Floor  
1400 5th Ave, San Rafael, CA  
February 13, 2024 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=wXRSlyS-iKE>

**CALL TO ORDER**

Chair Vahdat called the meeting to order at 6:01 P.M.

**Roll Call**

**Present:**

Trustee Andow  
Trustee Cortes  
Trustee Lee  
Chair Vahdat

**Absent:**

Trustee Kyle

**Also Present:**

Catherine Quffa, Library & Recreation Director  
Katie Port, Supervising Librarian  
Jinder Banwait, Administrative Analyst

**MINUTES**

**1. Approve Regular Meeting Minutes of November 14, 2023**

Trustees provided comments.

The minutes of November 14, 2023 were approved as submitted.

Trustee Lee moved, and Trustee Cortes seconded to approve the minutes of the November 14, 2023 meeting.

Ayes: Trustees: Andow, Cortes, Lee, and Vahdat

Noes: Trustees: None  
Absent: Trustees: Kyle  
Abstain: Trustees: None

*Minutes approved as submitted.*

Chair Vahdat invited public comment; however, there was none.

## **OPEN TIME FOR PUBLIC EXPRESSION**

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

None

## **SPECIAL PRESENTATIONS**

### **2. Staff presentation on MARINet**

Staff report by Katie Port, Supervising Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

## **OTHER AGENDA ITEMS**

### **3. Library Operational Assessment**

Staff report by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

## **STAFF LIAISON REPORT**

### **4. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff.**

Presentation by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

## **COMMISSIONER REPORTS**

**5. Other brief reports on any meetings, conferences, and/or seminars attended by the Board members.**

Trustees provided comments.

Chair Vahdat invited public comment for agenda item four and agenda item five; however, there was none.

**NEXT MEETING: March 12, 2024**

**ADJOURNMENT**

The meeting was adjourned at 7:12 P.M.

DRAFT