



**BOARD OF LIBRARY TRUSTEES**  
**JUNE 25, 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-06-25-2024>

Want to listen to the meeting over the phone?  
Call: (669) 444-9171 and enter 843-8721-2167#

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 [jjinder.banwait@cityofsanrafael.org](mailto:jjinder.banwait@cityofsanrafael.org).

## **AGENDA**

### **CALL TO ORDER – 6:00PM**

### **MINUTES**

1. Approve regular meeting minutes of May 14, 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. Older Adult Outreach and Your Library 24/7 Program, presented by William Calhoun

### **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. Operational Planning for Downtown Library Closure

### **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**

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**City Hall Large Conference Room, Third Floor**  
**1400 5th Ave, San Rafael, CA**  
**May 14, 2024 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=qdmfBXyL5HI>

**CALL TO ORDER**

Chair Vahdat called the meeting to order at 6:05 P.M.

**Roll Call**

**Present:**

Trustee Andow  
Trustee Cortes  
Trustee Kyle, *arrived at 6:29 PM, during item 2, a.*  
Trustee Lee, *arrived at 6:12 PM, during item 2, a.*  
Chair Vahdat

**Absent:**

None

**Also Present:**

Perla Maciel, Interim Supervising Librarian  
Alejandra Barrios, Interim Supervising Librarian  
Catherine Quffa, Library & Recreation Director  
Jinder Banwait, Administrative Analyst

**MINUTES**

**1. Approve Regular Meeting Minutes of February 13, 2024**

Trustees provided comments.

The minutes of February 13, 2024 were approved as submitted.

Trustee Cortes moved, and Trustee Andow seconded to approve the minutes of the February 13, 2024 meeting.

Ayes: Trustees: Andow, Cortes, and Vahdat

Noes: Trustees: None

Absent: Trustees: Kyle, Lee

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. a. **Reading Buddies Program**  
Staff report by Perla Maciel, Interim Supervising Librarian  
Staff responded to questions from the Trustees.  
Trustees provided comments.  
Chair Vahdat invited public comment; however, there was none.
- b. **Summer Reading Program**  
Staff report by Alejandra Barrios, Interim Supervising Librarian  
Staff responded to questions from the Trustees.  
Trustees provided comments.  
Chair Vahdat invited public comment; however, there was none.
- c. **Updated Designs for Downtown Library Renovation**  
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.

### **OTHER AGENDA ITEMS**

3. **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: June 11, 2024**

**ADJOURNMENT**

The meeting was adjourned at 7:41 P.M.



**June 25, 2024  
Item #3**

**TITLE: OPERATIONAL PLANNING FOR DOWNTOWN LIBRARY CLOSURE**

**RECOMMENDATION:**

That the Board of Trustees receive the report and provide comment.

**BACKGROUND:**

In 2021 and 2022, the City of San Rafael received a \$1M Targeted Grant and a \$2M Building Forward Grant, respectively, from the California State Library for infrastructure improvements to the Downtown Library. The goal of the Targeted grant is to improve the design and user experience at the library, while the focus of the Building Forward grant is to address life safety and critical infrastructure issues. While an important project that will address some of the most critical needs of an aging building, it will not address current deficiencies in library space.

In 2023, the City contracted with Noll & Tam Architects to develop architectural, engineering, and interior design plans for the Downtown renovation project. Those plans were presented to the Library Board of Trustees on [July 11, 2023](#) and [May 14, 2024](#). The City is currently in the process of securing permits and bids for construction.

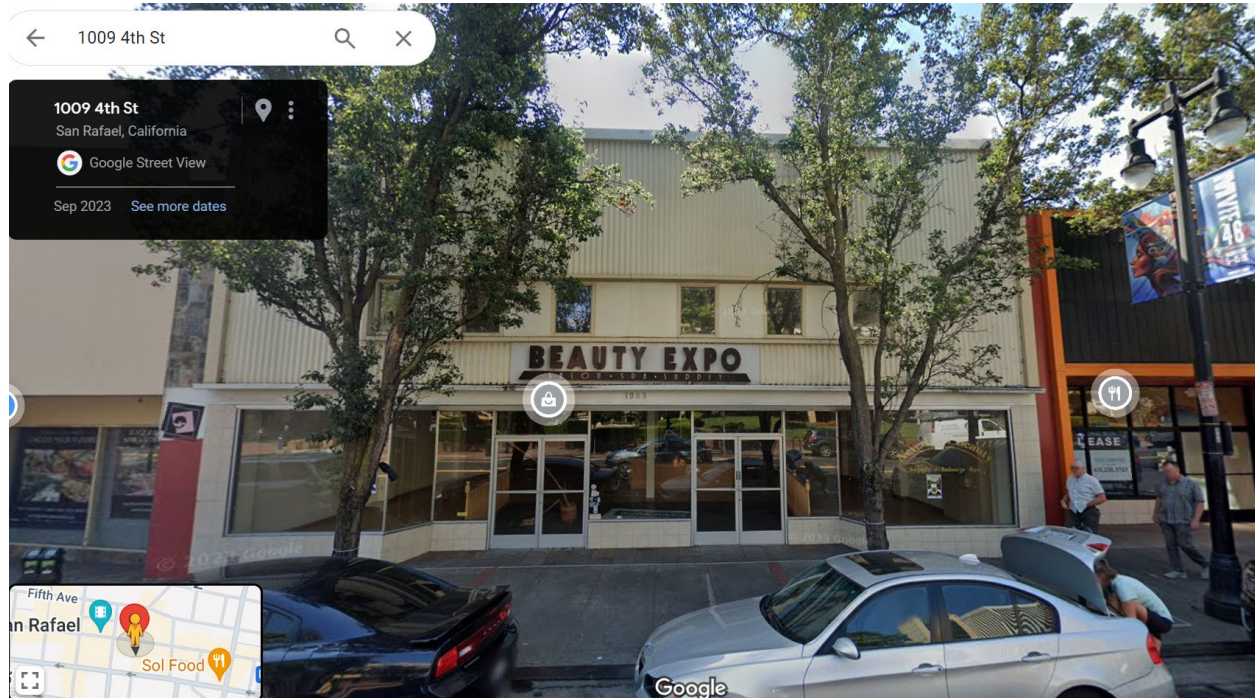
Construction is expected to begin mid-to-late September 2024 and to take six to eight months. The Downtown Library will be closed to staff and the public during construction.

**DISCUSSION:**

With the planned closure of the main Downtown Library, staff have been exploring options to continue library service in central San Rafael. Library staff worked with the City Economic Development team to evaluate alternative downtown locations and identified 1009 4<sup>th</sup> St, the home of the former Beauty Expo and located across from the Bank of America (picture below), as the best option in terms of location, amount and layout of space, and cost.

In June, the City entered into a lease agreement with the property owner of 1009 4<sup>th</sup> Street to occupy the building for pop-up library operations starting in September 2024, with an estimated opening date of September 16<sup>th</sup>.

## 1009 4<sup>th</sup> Street Exterior:



Staff have been working with Facilities By Design, a space planner that specializes in library move and temporary operation planning, to develop interior layout options for the pop-up library space. While staff are still finalizing the details, the pop-up location will include space for childrens, adults, programming, circulation, technical services, library and administrative staff. The collection will focus on new and popular items as well as holds pick-up. The pop-up library will also offer public wifi and chromebook access, similar to what is currently offered at the Northgate branch. The proposed layout (included as Attachment 1) focuses on mobile shelving and furniture, which will offer significant flexibility once the library opens.

In addition to working on services, operations, and logistics of the downtown pop-up location, staff have also been evaluating service levels at the Pickleweed and Northgate branches. The smaller downtown location frees up staff capacity to temporarily expand service at the other San Rafael Public Library locations.

Staff have developed the below hours of operation (Table 1) that can be supported by existing staff levels during the Downtown closure. The days highlighted in pink have been changed from the current hours.

**Table 1: Temporary Hours During Downtown Library Renovation**

	M	Tu	We	Th	Fri	Sa	Su	Total Hours
Downtown	10am-7pm	10am-7pm	10am-7pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	55
Pickleweed	10am-5pm	12pm-7pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	Closed	42
Northgate	Closed	10am-5pm	12pm-7pm	10am-5pm	10am-5pm	10am-5pm	Closed	35

This schedule increases service hours at all locations and also addressing operational challenges with the existing schedule. Specifically, the current schedule does not allow for any time when all staff are present, but the library is not open. As such, the library cannot hold all staff meetings, trainings, etc. without closing the library and adjusting staff schedules. By concentrating the library evening hours to Monday-Wednesday, that allows for the library to hold meetings Thursday morning without impacting the public.

An additional consideration is that the Pickleweed Branch renovation is expected to begin shortly after the Downtown Library reopens. This gives the City additional opportunities to adjust hours. Staff are taking this opportunity to explore alternative schedules that may be implemented long-term, based on impact to both staff and the community.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Catherine Quffa', written in a cursive style.

Catherine Quffa  
Library & Recreation Director

Attachments:

1. Proposed Downtown Pop-Up Library Layout



