



**BOARD OF LIBRARY TRUSTEES
AUGUST 13, 2024 AT 6:00PM
CITY HALL LARGE CONFERENCE ROOM
THIRD FLOOR
1400 5TH AVE, SAN RAFAEL, CALIFORNIA**

This meeting will be held in person. The meeting is being streamed live via Zoom:
<https://bit.ly/BLT-08-13-2024>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 885-4114-2430#

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.

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of June 25, 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. Introduction of Daniel Avalos, Assistant Library & Recreation Director

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. Other agenda items
 - a. Pickleweed Branch Library Renovation Project Update and Schematic Design Presentation
Recommended Action: Receive and Comment
 - b. Consider Canceling September Library Board Meeting
Recommended Action: Cancel September Library Board Meeting

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 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

June 25, 2024 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=B-6LP-UISuk>

CALL TO ORDER

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

Roll Call

Present:

Trustee Andow
Trustee Cortes
Trustee Kyle
Chair Vahdat

Absent:

Trustee Lee

Also Present:

William Calhoun, Librarian II
Catherine Quffa, Library & Recreation Director
Jinder Banwait, Administrative Analyst

MINUTES

1. Approve Regular Meeting Minutes of May 14, 2024

Trustees provided comments.

The minutes of May 14, 2024 were approved as submitted.

Trustee Cortes moved, and Trustee Andow seconded to approve the minutes of the May 14, 2024 meeting.

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

Noes: Trustees: None
Absent: Trustees: 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. Older Adult Outreach and Your Library 24/7 Program

Staff report by William Calhoun, Librarian II

Staff responded to questions from the Trustees.

Trustees provided comments.

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

OTHER AGENDA ITEMS

3. Operational Planning for Downtown Library Closure

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: August 13, 2024

ADJOURNMENT

The meeting was adjourned at 7:08 P.M.

DRAFT



**August 13, 2024
Item #3a**

TITLE: PICKLEWEED BRANCH LIBRARY RENOVATION PROJECT

RECOMMENDATION:

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

BACKGROUND:

The San Rafael Public Library currently has three physical locations. The original downtown library opened on January 9, 1909. The Pickleweed Library branch opened as part of the Albert J. Boro Community Center in July of 2006. A third location at the Northgate Mall was added on December 8, 2018.

Pickleweed Branch Library is 2,000 square feet, co-located with the Albert J. Boro Community Center and within Pickleweed Community Park. The facility is heavily utilized and is an important resource for a predominantly Spanish-speaking community. Under the Library and Recreation Department, the broader facility is an example of joint and collaborative use between the City's Library and Recreation Divisions.

The community's demand and practical need for more spacious, modern library facilities to serve the residents of San Rafael has been affirmed through numerous needs assessments, studies, and facility analyses. The [2019 Library Facilities Planning Study](#) identified the expansion of the current Pickleweed Branch Library as one opportunity for increasing library space for the community.

In 2022, the City secured a \$1,000,000 Building Forward Grant from the State Library Foundation to redesign and renovate the Pickleweed Library with the goal of increasing public space, improving accessibility and inclusivity, and improving means of egress. The Building Forward Grant requires a 100% project match, for which the City has allocated memorial funds that were donated to the City for the purpose of improved library facilities and services that are accessible to all.

In February 2024, the City issued an RFP for architectural, engineering, and interior design services for the renovation project. In April 2024, City Council approved an agreement with Jayson Architecture P.C. as the lead architect on the project.

DISCUSSION:

Since April, staff and Jayson Architecture have held bi-weekly meetings to discuss layout and design options for the Pickleweed Branch Library. Based on these

discussions, the project team has developed a proposed schematic design, which is included as Attachment 1. The current library branch floor plan is included as Attachment 2.

The proposed design strives to maximize the limited space and to create a more cohesive library space. The key features of the design include:

- Better integrating and utilizing the current computer lab as library space and designating it as a children's room.
- Re-locating the police substation to create an improved entryway into the library.
- Re-designing the restrooms from the current over-sized, single gender restrooms into two smaller, single-stall, gender neutral facilities.
- Re-locating the staff office to be more accessible and functional.
- Replacing the back wall with windows and adding an additional door, creating more flow between the indoor and outdoor space, and improving means of egress.

The proposed design also includes new shelving, furniture, and design elements throughout the library.

The project team is currently costing the preferred design, which will inform the final project scope. Additionally, staff are sharing the design with the Library Board of Trustees and the Pickleweed Advisor Committee for feedback. The design will also be shared with the community at the Movies in the Park event on August 23rd, at Pickleweed Park.

The City is aiming to start construction on the Pickleweed Branch renovation project in the Summer 2024, after the Downtown Library renovation project and [the Pickleweed Park Enhancement project](#) are completed.

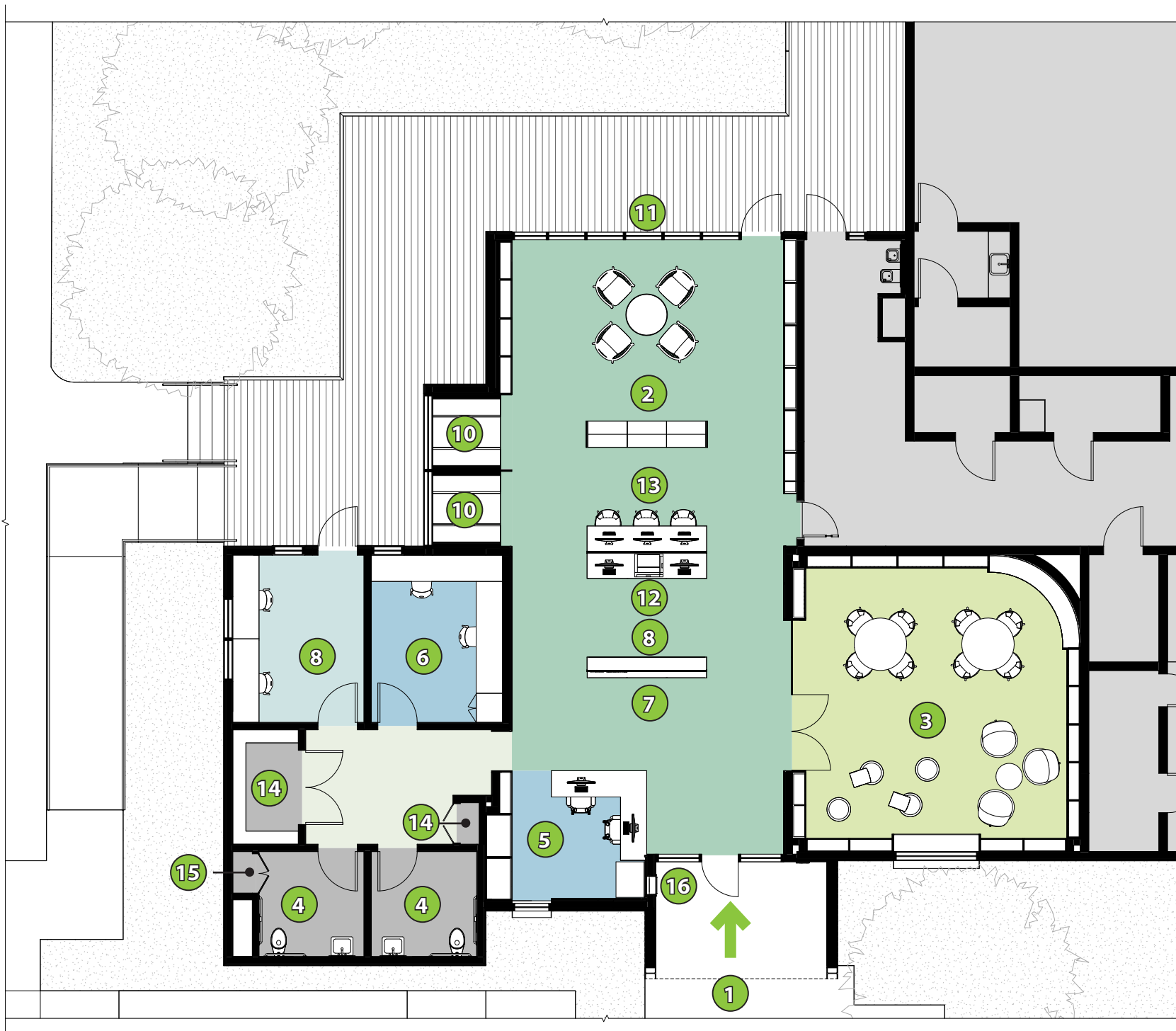
Submitted by:



Catherine Quffa
Library & Recreation Director

Attachments:

1. Pickleweed Branch Library Proposed Design
2. Pickleweed Branch Library Current Floorplan

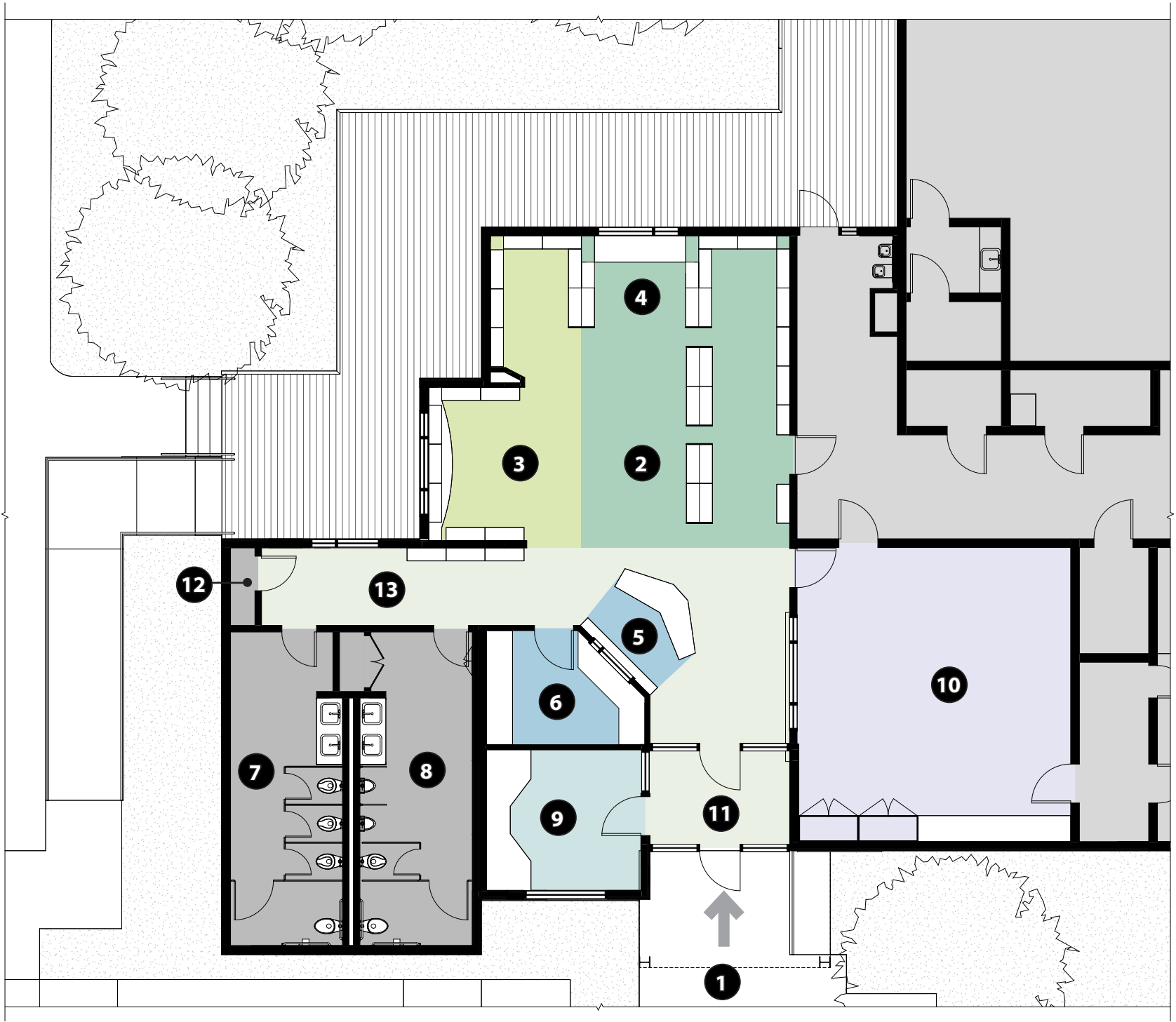


LEGEND

- COLLECTIONS / READING ROOM
- KIDS
- STAFF
- CIRCULATION
- COMMUNITY POLICING
- SUPPORT
- NOT IN CONTRACT

KEYNOTES

- 1 MAIN ENTRY
- 2 READING ROOM
- 3 CHILDREN'S ROOM
- 4 SINGLE OCCUPANCY RESTROOM
- 5 CIRCULATION DESK
- 6 STAFF OFFICE
- 7 NEW BOOKS
- 8 HOLDS
- 9 PUBLIC SAFETY OFFICE
- 10 STUDY BOOTH
- 11 GLASS WALL
- 12 SELF-CHECK / OPAC / PRINT RELEASE
- 13 PUBLIC COMPUTERS
- 14 STORAGE
- 15 SUPPLY CLOSET
- 16 BOOK RETURN



LEGEND

- COLLECTIONS / READING ROOM
- KIDS
- STAFF
- CIRCULATION
- COMMUNITY POLICING
- COMPUTER CENTER
- SUPPORT
- NOT IN CONTRACT

KEYNOTES

- 1** MAIN ENTRY
- 2** ADULT'S COLLECTION
- 3** CHILDREN'S COLLECTION
- 4** TEEN'S COLLECTION
- 5** CIRCULATION DESK
- 6** STAFF OFFICE
- 7** WOMEN'S RESTROOM
- 8** MEN'S RESTROOM
- 9** PUBLIC SAFETY OFFICE
- 10** COMPUTER CENTER
- 11** VESTIBULE
- 12** STORAGE
- 13** HALLWAY



**August 13, 2024
Item #3b**

TITLE: CONSIDER CANCELING SEPTEMBER LIBRARY BOARD MEETING

RECOMMENDATION:

That the Board of Trustees cancel the September meeting.

BACKGROUND:

The Library Board of Trustees meetings are scheduled the second Tuesday of the month at 6pm. Typically, the Board elects to cancel one summer meeting (in 2024 the July meeting was canceled) and the December meeting. The next Library Board meeting is scheduled for September 10th.

DISCUSSION:

From September 2nd to 15th, the Downtown Library will be closed to begin renovations. During this two-week period, staff will be supporting the closure of the main library; transferring furniture, collections, and other items to the pop-up library; organizing the remaining collection for storage; and setting up [the pop-up library at 1009 4th St.](#)

Given the large level of staff work required for this move and that it coincides with the next Board meeting, staff are recommend cancelling the September Library Board meeting. Additionally, there are no time-sensitive items for the Board to review at the September meeting. If desired, the Board could consider reinstating the December meeting, if needed.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Catherine Quffa'.

Catherine Quffa
Library & Recreation Director