



**BOARD OF LIBRARY TRUSTEES
NOVEMBER 12, 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-11-12-2024>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 868-5999-7831#

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.

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of October 8, 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. Staff presentation by Daniel Avalos

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. Selection of Board Chair and Vice Chair
Recommendation: Select a new Chair and Vice Chair
4. Review the 2025 Board of Trustees Meeting Schedule
Recommendation: Review the meeting schedule for 2025 and revise as necessary

STAFF LIAISON REPORT

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

COMMISSIONER REPORTS

6. 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

October 8, 2024 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=sNi39PpgRuU>

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:

Jennifer Kiefer, Interim Technical Services Supervisor

Perla Maciel, Interim Supervising Librarian

Daniel Avalos, Assistant Library & Recreation Director/City Librarian

Jinder Banwait, Administrative Analyst

MINUTES

1. Approve Regular Meeting Minutes of August 13, 2024

Trustees provided comments.

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

Trustee Andow moved, and Trustee Lee seconded to approve the minutes of the August 13, 2024 meeting.

Ayes: Trustees: Andow, Cortes, and Lee
Noes: Trustees: None
Absent: Trustees: Kyle
Abstain: Trustees: Vahdat

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. Path of a Book by Jennifer Kiefer, Interim Technical Services Supervisor and Perla Maciel, Interim 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. Fiscal Year 2023-2024 Statistics

Staff report by Daniel Avalos, Assistant Library & Recreation Director/City Librarian

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 Daniel Avalos, Assistant Library & Recreation Director/City Librarian

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: November 12, 2024

ADJOURNMENT

The meeting was adjourned at 6:52 P.M.



SAN RAFAEL

THE CITY WITH A MISSION

**LIBRARY BOARD OF TRUSTEES
AGENDA REPORT**

**November 12, 2024
Item #3**

TITLE: SELECTION OF BOARD CHAIR AND VICE CHAIR

RECOMMENDATION:

That the Board select a new Chair and Vice Chairperson for the period January – December 2025.

DISCUSSION

The role of the Chair is to facilitate meetings per the posted agendas, ensure that the public and Trustees are provided appropriate time to comment, and maintain decorum throughout the meeting. The role of the Vice Chair is to perform the above duties in the absence of the Chair.

As defined in [The San Rafael Board, Commission, Committee Rules & Procedures](#), the election shall be by majority vote; the term of service shall be 1 year, beginning in January. The appointments of the respective Chair and Vice-Chair offices are to be rotated among the Board members based on tenure. In the case of identical term limits, tenure shall be determined by alphabetical order of last name.

The Rules and Procedures also note that in the event the current Chair or Vice-Chair has served less than one year, the Board may choose to re-elect them for an additional term. Additionally, if there is limited tenure among the other Commissioners, then a Commissioner may be appointed as an officer more than once in the number of years there are members.

Submitted by:

Daniel Avalos
Assistant Library & Recreation Director



**November 12, 2024
Item #4**

TITLE: REVIEW OF THE 2025 BOARD OF TRUSTEES MEETING SCHEDULE

RECOMMENDATION:

That the Board review, revise as necessary, and adopt a meeting schedule for 2025.

DISCUSSION:

The Library Board of Trustees currently meets on the second Tuesday of each month at 6:00 p.m. Annually, the Board of Trustees reviews its meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Proposed Board of Trustees Meeting Schedule

January 14, 2025

February 11, 2025

March 11, 2025

April 8, 2025 (San Rafael City Schools and Miller Creek's Spring Break is April 7-11)

May 13, 2025

June 10, 2025

August 12, 2025

September 9, 2025

October 14, 2025

November 11, 2025

In 2024, the Board cancelled the July and December meetings. Cancelling a summer meeting and the December meeting is a common practice amongst other City Boards and Commissions to avoid conflicts during the summer and winter holidays. Staff recommend that the Board continue this practice in 2025.

Submitted by:

Daniel Avalos
Assistant Library & Recreation Director