



**BOARD OF LIBRARY TRUSTEES
JANUARY 14, 2025 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-01-14-2025>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 893-3555-3510#

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 November 12, 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: Student MyCard Program

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. Review of 2025 Board of Trustees Workplan
Recommendation: Review the draft work plan and provide input

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

November 12, 2024 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=esoHFf-IL7I>

CALL TO ORDER

Trustee Cortes called the meeting to order at 6:02 P.M.

Roll Call

Present:

Trustee Cortes
Trustee Kyle
Trustee Lee
Chair Vahdat, arrived at 6:06 P.M.

Absent:

Trustee Andow

Also Present:

Daniel Avalos, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Catherine Quffa, Library & Recreation Director

MINUTES

1. Approve Regular Meeting Minutes of October 8, 2024

Trustees provided comments.

The minutes of October 8, 2024 were approved as submitted.

Trustee Lee moved, and Trustee Kyle seconded to approve the minutes of the October 8, 2024 meeting.

Ayes: Trustees: Cortes, Kyle, and Lee

Noes: Trustees: None
Absent: Trustees: Andow and Vahdat
Abstain: Trustees: None

Minutes approved as submitted.

Trustee Cortes 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 (CLA Conference) 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.

OTHER AGENDA ITEMS

3. Selection of Board Chair and Vice Chair

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

Staff responded to questions from the Trustees.

Trustees provided comments.

Trustee Andow selected as the Chair and Trustee Kyle selected as the Vice-Chair.

Trustee Vahdat moved, and Trustee Cortes seconded to approve the selection of Chair and Vice-Chair.

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

Noes: Trustees: None

Absent: Trustees: Andow

Abstain: Trustees: None

Trustee Andow selected as the Chair and Trustee Kyle selected as the Vice-Chair.

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

4. Review the 2025 Board of Trustees Meeting Schedule

Staff report by Daniel Avalos, Assistant Library & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director
Staff responded to questions from the Trustees.

Trustees provided comments.

The 2025 Board of Trustees Meeting Schedule was approved with two changes:

- Move the April 8, 2025 meeting to April 15, 2025
- Move the November 11, 2025 meeting to November 18, 2025

Trustee Vahdat moved, and Trustee Cortes seconded to approve the 2025 meeting schedule with the two specified changes.

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

Noes: Trustees: None

Absent: Trustees: Andow

Abstain: Trustees: None

The 2025 Board of Trustees Meeting Schedule was approved with the two changes of dates, April 8 to April 15 and November 11 to November 18.

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

STAFF LIAISON REPORT

5. 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 and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

COMMISSIONER REPORTS

6. 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 five and item six; however, there was none.

NEXT MEETING: January 14, 2025

ADJOURNMENT

The meeting was adjourned at 6:46 P.M.

DRAFT



**January 14, 2025
Item # 3**

**TITLE: REVIEW OF PROPOSED LIBRARY BOARD OF TRUSTEES
WORKPLAN FOR 2025**

RECOMMENDATION:

That the Board of Trustees review the drafted workplan and provide input.

BACKGROUND:

Since 2020, staff have been drafting work plans to outline the short-term and long-term goals for the San Rafael Public Library, giving the Library Board of Trustees the opportunity to discuss and provide input on these goals. The work plan helps the Board and staff anticipate and balance agenda items for each monthly meeting.

DISCUSSION:

Staff have drafted a proposed one-year work plan for 2025, aimed at informing the community and providing the Board with ongoing feedback about the Library's facilities, programs, services, and policies. The work plan is designed to be flexible, allowing for adjustments as needs emerge throughout the year, and offers staff and the Board the opportunity to discuss topics of greatest interest and importance.

Staff are requesting the Board's input to refine and provide feedback on the draft workplan for 2025. This work plan will help shape and direct the agenda items for the upcoming Library Board of Trustees meetings.

FISCAL IMPACT:

There is no fiscal impact associated with the review of this item.

Submitted by:

Daniel Avalos
Assistant Library & Recreation Director

Attachment:

1. Proposed Library Board of Trustees 2025 Workplan

Library Board of Trustees Workplan – 2025

Meeting Date	Agenda Items
January 14	<ul style="list-style-type: none"> • Student MyCard Presentation • Review of Board of Trustees Work Plan 2025
February 11	<ul style="list-style-type: none"> • Introduction to Library Policy Review Process • Reading Together, Growing Together: Book Club for Diverse Community
March 11	<ul style="list-style-type: none"> • New Library Programs Presentation • Update on Library Structure
April 15	<ul style="list-style-type: none"> • Pickleweed Branch Plan for Closure • SRPL Onboarding/Training Plan
May 13	<ul style="list-style-type: none"> • Downtown Reopening Plan • Library Policy Review – Topic TBD
June 10	<ul style="list-style-type: none"> • Summer Reading Plan for 2025 • Library Services in North San Rafael
July	<ul style="list-style-type: none"> • DARK
August 12	<ul style="list-style-type: none"> • Downtown Site Visit
September 9	<ul style="list-style-type: none"> • Citywide Goals & Objectives • Library Policy Review – Topic TBD • Collection Development Plan & Policy Update
October 14	<ul style="list-style-type: none"> • Measure P Update
November 18	<ul style="list-style-type: none"> • FY25 California State Library Data • Selection of Commission Chair, Vice Chair and Committee Assignments • Review of Board of Trustees Meeting Schedule 2026
December	<ul style="list-style-type: none"> • DARK

Possible topics: Future Grant Opportunities, Library & Recreation Program Plan/Strategy