



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.