BOARD OF LIBRARY TRUSTEES
MAY 13, 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-05-13-2025

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 831-2180-3595#

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 2-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 April 15, 2025
   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 2 minutes and should be respectful to the community.

SPECIAL PRESENTATIONS
2. Reopening Plan for Downtown Library 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. Update to Child Safety Policy and Computer and Internet Access Policy

   Recommended Action: Receive and Comment

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/.

BOARD OF LIBRARY TRUSTEES

MINUTES

SAN RAFAEL
LIBRARY AND RECREATION

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City Hall Large Conference Room, Third Floor
1400 5th Ave, San Rafael, CA
April 15, 2025 – 6:00 P.M.
Virtual Meeting Recording Link:
https://www.youtube.com/watch?v=GmXyAvjP4jk

CALL TO ORDER
Chair Andow called the meeting to order at 6:02 P.M.

Roll Call

Present:

        Trustee Cortes
        Trustee Kyle
        Trustee Lee
        Chair Andow

Absent:

        Trustee Vahdat

Also Present:
Alejandra Barrios, Librarian II (Interim Supervising Librarian)
Daniel Avalos, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Lea Aschkeans, Librarian II

MINUTES

1. **Approve Regular Meeting Minutes of March 11, 2025**
   Trustees provided comments.
   > The minutes of March 11, 2025 were approved as submitted.
   > Trustee Kyle moved, and Chair Andow seconded to approve the minutes of the March 11, 2025 meeting.

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

Minutes approved as submitted.

Chair Andow 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.   Creando Enlaces Conference
Staff responded to questions from the Trustees.
Trustees provided comments.
Chair Andow invited public comment; however, there was none.

OTHER AGENDA ITEMS

3.   Update on Library Programming
Staff responded to questions from the Trustees.
Trustees provided comments.
Chair Andow 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 Andow invited public comment for agenda item four and agenda item five; however, there was none.

*Trustee Cortes left the meeting at 7:13 P.M.

NEXT MEETING: May 13, 2025

<u>ADJOURNMENT</u>

The meeting was adjourned at 7:15 P.M.

SAN RAFAEL
THE CITY WITH A MISSION

LIBRARY BOARD OF TRUSTEES
AGENDA REPORT

May 13, 2025
Item #3

TITLE: UPDATE TO CHILD SAFETY POLICY AND COMPUTER AND INTERNET ACCESS POLICY

RECOMMENDATION:
That the Board receive the report and provide comment.

BACKGROUND:
The San Rafael Public Library (SRPL) initiated a comprehensive review of existing public-facing policies to ensure they remain clear, relevant, and aligned with our goal to serve our communities effectively. Staff developed a three-stage process, to review and update the Library policies. This structured review process—encompassing staff input, policy updates, and Library Board review—helps keep policies current, leverages the expertise of staff and Board members, fosters staff ownership of enforceable policies, and supports the organization's overall goals.

Several policies are due for review. The Child Safety Policy was last reviewed in 2016, and the Computer and Internet Access Policy was reviewed in 2017. As part of the Library's policy review process, Library staff were invited to review SRPL policies, compare similar policies from MARINet member libraries, provide input, and suggest edits based on their direct enforcement of these policies. The drafts of the Child Safety Policy and the Computer and Internet Access Policy have been updated to include staff feedback.

DISCUSSION:
Updating the Child Safety Policy and the Computer and Internet Use Policy helps the Library maintain a safe, welcoming, and inclusive environment for all patrons. These updates reflect current best practices and provide clear guidance to support staff in effectively managing day-to-day operations. The revised policies strengthen the Library's ability to offer equitable access to resources, protect the safety of children, and ensure responsible use of technology within a shared public space. Key changes include:

Child Safety Policy:
The proposed policy update clarifies guidelines for the use of the children's area, defines supervision expectations, and emphasizes parental responsibility. It outlines the minimum ages for independent children and caregivers and provides staff with clearer direction for addressing situations involving unattended children, disruptive behavior,

and those left at closing. Staff are still evaluating these recommendations and are interested in Library Board feedback.

Computer and Internet Access Policy:
The policy has been reorganized into clearly defined sections to improve accessibility and ease of use. Within the Public Use and Conduct section, staff have reformatted existing content into clear, actionable guidelines for patrons using shared public access computers or personal devices at any library branch. A new guideline clarifies that one-time-use guest passes for computer access are intended for visitors, not for regular use by individuals eligible for a library card. Additional revisions also emphasize that parents are responsible for overseeing their children's internet use. It is important to note that this policy has not yet undergone legal review, which will be critical given the complexity and legal nuance of this particular policy.

Next Steps:
Evaluate Board's comments and continue to refine proposed policies as appropriate. Seek legal review of updated policies as necessary. The final versions of these policies will be brought back to the Library Board for adoption.

FISCAL IMPACT
There is no fiscal impact associated with these policy updates.

Submitted by:

Daniel Avalos
Assistant Library & Recreation Director

Attachment 1 – Current Child Safety Policy
Attachment 2 – Updated Child Safety Policy
Attachment 3 – Current Computer and Internet Use Policy
Attachment 4 – Updated Computer and Internet Use Policy

Child Safety Policy

Child Safety Policy

The San Rafael Public Library is dedicated to providing a safe and welcoming environment for families and children. To make the Library an enjoyable place and to encourage a love of books, reading, and learning, we offer designated children's areas, programs, and services for children. We hope you will help your children make effective use of the Library and assist them in selecting books and materials, using technology, or attending programs. Together, we can provide a fun and positive experience when visiting the San Rafael Public Library.

Access to Children's Areas
The Children's Area is specifically designed to serve the needs of young customers in our libraries. Children and their caregivers can browse and select materials and use the children's area and technology. Teens and adults in the Children's Area are encouraged to browse and select materials in the Children's Area as well; however, to preserve the Children's Area for use by children, teens and adults not accompanied by children will be asked to use other areas of the libraries for reading, studying, and other activities. Children are defined as individuals 14 years old and younger.

Unattended Children
Staff members are not responsible for supervising individual children. If your child is under the age of 8, please be sure he/she is supervised at all times by a responsible caregiver aged 15 or older. If library staff cannot locate a parent or caregiver, local law enforcement will be notified to assure the child's safety.

Parent Expectations and Responsibilities
Because the Library is a public place, children's safety cannot be guaranteed. Children may encounter hazards such as stairs, elevators, doors, furniture, electrical equipment, or other Library customers. The conduct, safety, and supervision of children while on Library premises is the responsibility of parents, guardians, and caregivers. It is the responsibility of parents, guardians, and caregivers to determine the needs of their children and to provide supervision accordingly. While our staff values the safety of children, only parents, guardians, and caregivers can provide appropriate supervision of children.

Staff Role
The library encourages frequent visits by children and their families. However, library staff cannot provide child care or assume responsibility for children's safety. Parents, guardians, teachers and caregivers, not library staff, are responsible for the behavior and safety of

children visiting the library. Staff cannot be placed in the position of supervising unattended children.

Approved by the Library Board of Trustees January 12, 2016

[DRAFT] Child Safety Policy

Purpose

The San Rafael Public Library welcomes children and families and is committed to providing a safe, inclusive, and welcoming environment. This policy is designed to promote a safe and respectful space for all users and supports staff in maintaining a welcoming public space.

Use of the Children's Area

The Children's Area is specifically designed to meet the needs of young library patrons.

- Children and their caregivers are encouraged to explore and select materials, as well as utilize the children's area and available technology.
- Teens and adults are welcome to browse materials in the children's area. Teens and adults not accompanied by children will be kindly asked to use other library areas for reading, studying, and other activities.

Age Requirements and Supervision

- Children under the age of 8 must be accompanied and directly supervised at all times by a responsible caregiver who is at least 14 years old and capable of ensuring the child's safety and appropriate behavior while in the library.
- Children ages 8 and older may use the library independently, provided they can follow rules and behave in accordance with our guidelines for library use.
- If an unattended child of any age is found in distress, behaving disruptively, or unable to care for themselves, library staff may take appropriate steps as outlined below.

Unattended or At-Risk Children

Library Staff will act if a child is:

- Left alone and under the age of 8 without a caregiver aged 14 or older.
- Behaving in a manner that is disruptive.
- Unable to provide contact information for a caregiver when needed.
- Left at the library at closing.

Staff members are not responsible for supervising individual children. If library staff cannot locate a parent or caregiver, local law enforcement will be notified to assure the child's safety.

Library Staff Limitations

The conduct, safety, and supervision of children while on Library premises is the responsibility of parents, guardians, and caregivers. Library staff:

- Cannot supervise children or assume caregiver responsibilities.
- Are not permitted to transport children.

Computer and Internet Access Policy

The library's computer and internet access is intended to fulfill, in part, the library's mission of developing resources and services that meet the cultural, informational, recreational, and educational needs of the San Rafael community, and of supporting the individual's right to know by providing free access to information.

The library adheres to the American Library Association's policy statement *Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights*, which supports the right of individuals to choose library materials for themselves, including those in electronic formats.

Just as with printed material, not all information available on the internet is accurate, complete, up-to-date, lawful, or philosophically acceptable to all individuals. The library does not limit access to sites on the internet or censor information that some may find offensive. The library does not monitor an individual's use of the internet; nor does the library employ filtering software.

Computer users are cautioned that the library is a public area that is shared by Library users of all ages, backgrounds, and sensibilities. Users of both their own computing devices and those provided by the library are asked to respect the sensibilities of others when accessing potentially offensive information or images.

Library computers shall not be used for any illegal purpose, including, but not limited to, the viewing, receiving or dissemination of sexually explicit, obscene, or harmful images prohibited by law. (See, San Rafael Municipal Code section 8.36.010; California Penal Code Penal Code Sections 311 et seq. and 313 et seq.; and the Federal Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2252).

Violation of use of the computers/internet or of the library's other related policies (e.g. Guidelines for Library Use) may result in suspension of library privileges and/or criminal prosecution.

The library encourages parents and guardians to participate with their children in using library resources and the internet. The Library affirms the right and responsibility of a parent to determine and monitor their child's internet access. As with other library materials, restriction of a child's access to the internet is the responsibility of the parent or legal guardian. Computers reserved for the exclusive use by children, or children with guardians, are available in children's areas of the Library. Children must be 14 years of age or younger to use internet computers in the children's area

Approved by the Library Board of Trustees February 14, 2017

[DRAFT]Computer and Internet Access Policy

Purpose

The Library's computer and internet access is intended to support the Library's goal of developing resources and services that meet the cultural, informational, recreational, and educational needs of the San Rafael community.

Access to Electronic Information

The Library adheres to the American Library Association's policy statement, Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights, which supports the right of individuals to select library materials for themselves, including those in electronic formats.

As with printed materials, not all information available on the internet is accurate, complete, current, lawful, or acceptable to all individuals. The Library does not limit access to websites, censor online content, or use filtering software. Similarly, the Library does not monitor individual internet usage.

Public Use and Conduct

The Library is a shared public space. Users are expected to follow these guidelines when using library computers or their own devices:

- Library cardholders must use their own library card to access public computers. Guest passes are intended for one-time use by visitors and are not available for regular use by those eligible for a library card.
- Users must respect the sensibilities of others when accessing information or images, particularly content that could be considered offensive. Content displayed on screens may be visible to others, including children.
- Library computers and internet access must not be used for illegal purposes, including, but not limited to, viewing, receiving, or distributing sexually explicit, obscene, or harmful material prohibited by law. (Relevant laws include, San Rafael Municipal Code section 8.36.010; California Penal Code Penal Code Sections 311 et seq. and 313 et seq.; and the Federal Protection of Children Against Sexual Exploitation Act of 1977 (18 USC 2252).

All users must comply with this policy and the Library's Guidelines for Library Use. Failure to do so may result in suspension of library privileges and/or criminal prosecution.

Parental Responsibility

The Library encourages parents and guardians to actively engage with their children when using library resources, including the internet. It is the parent's or legal guardian's responsibility to determine and monitor their child's internet use, as library staff do not restrict access. Computers designated for children are available in the Children's Area.