



**BOARD OF LIBRARY TRUSTEES
SEPTEMBER 9, 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-09-09-2025>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 882-4013-8025#

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 May 13, 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. Introduction of Shani Boyd, Supervising Librarian
3. Love Your Library 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.

4. Update to Child Safety Policy and Computer and Internet Access Policy
Recommended Action: Approve Policies

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

May 13, 2025 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=flvnbcqHUI4>

CALL TO ORDER

Chair Andow called the meeting to order at 6:00 P.M.

Roll Call

Present:

Trustee Cortes
Trustee Kyle
Trustee Lee
Trustee Vahdat
Chair Andow

Absent:

None

Also Present:

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

MINUTES

1. Approve Regular Meeting Minutes of April 15, 2025

Trustees provided comments.

The minutes of April 15, 2025 were approved as submitted.

Trustee Lee moved, and Trustee Kyle seconded to approve the minutes of the April 15, 2025 meeting.

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

Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: Vahdat

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. Reopening Plan for Downtown Library by Daniel Avalos**
Staff responded to questions from the Trustees.
Trustees provided comments.
Chair Andow invited public comment; however, there was none.

OTHER AGENDA ITEMS

- 3. Update to Child Safety Policy and Computer and Internet Access Policy by Daniel Avalos**
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
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.

NEXT MEETING: June 10, 2025

ADJOURNMENT

The meeting was adjourned at 6:42 P.M.



**September 9, 2025
Item #4**

TITLE: APPROVAL OF UPDATED CHILD SAFETY POLICY AND COMPUTER AND INTERNET ACCESS POLICY

RECOMMENDATION:

That the Board approve the updated Child Safety Policy and Computer and Internet Access Policy.

BACKGROUND:

The San Rafael Public Library (SRPL) has undertaken a comprehensive review of its public-facing policies to ensure they remain clear, current, and aligned with the Library's mission to serve the community effectively. As part of this review, staff updated the Child Safety Policy (last reviewed in 2016) and the Computer and Internet Access Policy (last reviewed in 2017).

The update process included staff input, comparison with policies from MARINet member libraries, and revisions based on practical enforcement experience. The Library Board of Trustees reviewed the two policies and provided comment during the May 13, 2025, meeting. Both policies were then reviewed by the City Attorney's Office to ensure compliance with applicable laws and best practices.

DISCUSSION:

The updated policies reflect current standards, clarify expectations for patrons, and provide staff with clear guidance for implementation.

Key updates include:

- **Child Safety Policy:** Clarifies use of the children's area, defines supervision expectations and minimum ages for unattended children, and emphasizes parental responsibility. The revisions also provide staff with clearer directions when addressing unattended or disruptive children and situations at closing.
- **Computer and Internet Access Policy:** Reorganized into clearly defined sections for improved readability, with actionable guidelines for use of shared computers and personal devices. Updates include clarification that guest passes are intended for visitors, not regular users, and strengthened language on parental responsibility for children's internet use.

Both policies have been reviewed by the City Attorney's Office and are now ready for Board approval.

FISCAL

There is no fiscal impact associated with these policy updates

IMPACT:

Submitted by:

A handwritten signature in blue ink, appearing to be 'D. Avalos', with a stylized flourish extending to the right.

Daniel Avalos
Assistant Library & Recreation Director

Attachment 1 – Child Safety Policy
Attachment 2 – Computer and Internet Use Policy

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 who are at least fifteen years old 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 15 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 15 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

Purpose

The Library's computer and internet access is intended to support the Library's mission 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.