



SAN RAFAEL CITY COUNCIL STAFF REPORT	
Department: City Clerk	
Prepared by: Lindsay Lara, City Clerk	City Manager Approval:

TOPIC: BOARD OF LIBRARY TRUSTEES VACANCY

SUBJECT: CALL FOR APPLICATIONS TO FILL ONE UNEXPIRED FOUR-YEAR TERM TO THE END OF APRIL 2023 ON THE BOARD OF LIBRARY TRUSTEES DUE TO THE RESIGNATION CATHERINE SUMSER

RECOMMENDATION:
It is recommended that the City Council approve the following actions:

1. Call for applications to fill one unexpired four-year term to the end of April 2023;
2. Set deadline for receipt of applications for Tuesday, February 25, 2020 at 5:00 p.m. at City Hall in the City Clerk’s Office, Room 209; and

BACKGROUND:
The Board of Library Trustees is an advisory board that meets monthly with responsibility to provide support for the Library Director, support the Library Foundation in its quest for a new library, serve as advocates for the Library to the City Council, and help increase the visibility of the Library in the community. [Meetings](#) are held on the second Tuesday of each month at 6:00 p.m. at the Downtown San Rafael Library, Library Meeting Room, San Rafael, California 94901.

ANALYSIS:
The term of Catherine Sumser is set to expire on April 30, 2023 and on January 14, 2020 she submitted her resignation to the City Clerk’s Office. Members of the Committee shall be at least 18 years of age and reside within the City limits. By approving this item, staff will be able to release a Call for Applications for eligible and interested community members to apply. Once applications are received and reviewed, the City Clerk’s Office will schedule a special City Council meeting where the City Council will interview candidates and make a selection to appoint candidates to the Board of Library Trustees.

FISCAL IMPACT: There is no fiscal impact associated with this item.

RECOMMENDED ACTION: Approve the following:

1. Call for applications to fill one unexpired four-year term to the end of April 2023;

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

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2. Set deadline for receipt of applications for Tuesday, February 25, 2020 at 5:00 p.m. at City Hall in the City Clerk's Office, Room 209; and

ATTACHMENT:

1. Application Materials
2. Resignation Letter



One Vacancy - City of San Rafael Board of Library Trustees

APPLICATIONS to serve on the Board of Library Trustees, City of San Rafael, to fill **one unexpired four-year term to the end of April 2023**, may be obtained at the City Clerk's Office, City Hall, 1400 Fifth Avenue, Room 209, San Rafael and on the website at: <https://www.cityofsanrafael.org/boards-commissions/>. The deadline for filing applications is **Tuesday, February 25, 2020, at 5:00 p.m.** in the City Clerk's Office.

ONLY RESIDENTS OF THE CITY OF SAN RAFAEL MAY APPLY.

The Board of Library Trustees regularly meets on the second Tuesday of every month at 6:00 p.m. in the Library Meeting Room.

Interviews of applicants will be held at a Special City Council meeting on a date to be determined.

An excerpt from the San Rafael Municipal Code re: Board of Library Trustees membership, terms of Board members, powers and duties, etc., is also attached.

Lindsay Lara
City Clerk
City of San Rafael

Dated: February 4, 2020



Boards and Commissions Application

Applicant Information

Full Name: _____

*Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

*Phone: _____ *Email _____

Resident of San Rafael for _____ years.

Employer: _____

Occupation: _____

Business Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Education

Supplemental Questions

Participation in the following civic activities:

Member of the following civic organizations:

My reasons for wanting to serve are:

Describe possible areas in which you may have a conflict of interest with the City:

Demographics (Optional)

The demographic information you choose to provide is **VOLUNTARY** and **OPTIONAL** and refusal to provide it will not subject you to any adverse treatment. This information will be considered confidential, kept separate from your application and will not be used for evaluating applications or making appointments. The City of San Rafael will use this information solely to conduct research and compile statistical reports regarding the composition of its Board and Commission applicants.

Ethnicity:

- American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: a person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

To which gender to your most identify?

- Male
- Female
- Nonbinary or Third Gender
- Prefer to self-describe
- Prefer not to say

How old are you?

- Under 18

- 18-24 years old
- 25-34 years old
- 35-44 years old
- 45-54 years old
- 55-64 years old
- 65-74 years old
- 75+ years old

Signature

Signature: _____ Date: _____

Filing Deadline:

Date: Tuesday, February 25, 2020
Time: 5:00 p.m.

Mail or deliver to:

City of San Rafael, Dept. of City Clerk
City Hall, 1400 Fifth Avenue, Room 209
San Rafael, CA 94903

*Information kept confidential, to the extent permitted by law.

SAN RAFAEL CHARTER

ARTICLE IX Public Library, Section 1. BOARD OF LIBRARY TRUSTEES.

There shall be a board of *library* trustees to be appointed by the council, the exact number of which shall be set by ordinance or resolution of the council, one of whom may be a councilman. The members of the board shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the council. The terms of office of members of the board shall be staggered in the manner provided by resolution of the council. The board of *library* trustees shall exercise such powers and perform such duties as may be prescribed or conferred in this charter or by the ordinances of the city. (Assembly Concurrent Resolution No. 121, August 20, 1973: Senate Concurrent Resolution No. 46, May 31, 1967.)

2.16.030 Board of library trustees.

A board of library trustees is created. (Ord. 889 § 6, 1967)

2.16.031 Trustee membership--Compensation.

The board of library trustees shall consist of five members appointed by the city council, one of whom may be a councilman. All members shall serve without compensation. (Ord. 889 § 7 (part), 1967)

2.16.032 Trustee term of office and removal.

The members of the board of library trustees shall serve for a term of four years and shall be subject to removal by the affirmative vote of three members of the city council. The terms of office of members of the board of library trustees shall be staggered in the manner provided by resolution of the city council. (Ord. 889 § 7 (part), 1967)

2.16.033 Trustee powers and duties.

Subject to the direction and control of the city council, as provided in Section 2.04.030 of this code, the powers and duties of the board of library trustees shall be:

To assess and evaluate current and long-range needs of the library; to formulate and adopt policies, rules and regulations with respect to programs and facilities to meet such needs of the community, including recommendations for sites and design of facilities. Such formulations and adoptions shall be made in conjunction with recommendations of the librarian;

To review, comment and make recommendations regarding the annual operating budget of the library;

To receive, and review periodic reports from the librarian concerning the general operations and functions of the library;

To recommend ways to inform the citizens of San Rafael as to the various programs, services, and assistance which the library affords all citizens;

To promote intergovernmental cooperation in the development of library services, patronage and usage;

To perform such other duties as may be prescribed by the city council.
(Ord. 1131 § 3, 1974: Ord. 889 § 7 (part), 1967).

NOTICE TO BOARD & COMMISSION APPLICANTS

REGARDING ETHICS TRAINING

On January 1, 2006, a new law became effective that requires two (2) hours of ethics training of the local legislative bodies by January 1, 2007. This new law defines a local legislative body as a "Brown Act" governing body, whether permanent or temporary, decision-making or advisory, and created by formal action of the City Council. In other words, any person serving on a City Council, Board, Commission, or Committee created by the Council is subject to this ethics training requirement. After this initial class, training will be required every two years.

Ethics training can be accomplished by taking a 2-hour class, self-study, or an on-line class. You may seek reimbursement for taking any authorized ethics class. The city staff member that is assigned to your committee can help you with the reimbursement process.

After you have completed the ethics class, the original certificate needs to be given to the City Manager's Office for record-keeping, with a copy kept for your records.

AB 1234 (Salinas). Local Agencies: Compensation and Ethics

Chapter 700, Statutes of 2005

This law does the following:

- **Ethics Training:** Members of the Brown Act-covered decision-making bodies must take two hours of ethics training every two years, if they receive compensation or are reimbursed expenses. The training can be in-person, on-line, or self-study. For those in office on 1/1/06, the first round of training must be completed by 1/1/07.
- **Expense Reimbursement -- Levels:** Local agencies which reimburse expenses of members of their legislative bodies must adopt written expense reimbursement policies specifying the circumstances under which expenses may be reimbursed. The policy may specify rates for meals, lodging, travel, and other expenses (or default to the Internal Revenue Service's (IRS) guidelines). Local agency officials must also take advantage of conference and government rates for transportation and lodging.
- **Expense Reimbursement -- Processes:** Local agencies, which reimburse expenses, must also provide expense reporting forms; when submitted, such forms must document how the expense reporting meets the requirements of the agency's expense reimbursement policy. Officials attending meetings at agency expense must report briefly back to the legislative body at its next meeting.

From: [Kate Sumser](#)
To: [Henry Bankhead](#); [Susan Andrade-Wax](#); [Brenna Nurmi](#); [Lindsay Lara](#)
Subject: Letter of Resignation
Date: Tuesday, January 14, 2020 11:23:02 AM

Hi Henry, Susan, Brenna and Lindsay,

I am writing to let you know that I will no longer be able to fulfill my duties as a member of the Board of Trustees for the Library.

I've been thinking long and hard about this. I am going to be beginning law school in San Francisco in August. I thought I would be able to continue for a while longer in my position, but the other parts of my life have gotten too hectic for me to balance all of this before I begin law school.

Thank you so much for this opportunity. I love the library, and would love to support in another capacity if you need it - please let me know how I can be an advocate for you all moving forward.

I'm sorry for the last minute notice. I appreciate your understanding.

Feel free to share this with the other board members.

Sincerely,

Kate Sumser