



# SAN RAFAEL

LIBRARY AND RECREATION

## BOARD OF LIBRARY TRUSTEES

## MINUTES

San Rafael Library – 1100 E Street, San Rafael, CA

July 14, 2020 – 6:00 P.M.

Virtual Meeting Recording Link:

[https://www.youtube.com/watch?v=Ot7nW5gzLuQ&feature=emb\\_logo](https://www.youtube.com/watch?v=Ot7nW5gzLuQ&feature=emb_logo)

### **CALL TO ORDER**

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

### **Roll Call**

**Present:** Chair Libresco  
Trustee Cortes  
Trustee Duque Hughes  
Trustee Fromm  
Trustee Robert Ross

**Absent:** None

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Jill Harris, Supervising Librarian

### **AGENDA AMENDMENTS**

None.

### **MINUTES**

#### **1. Approve Regular Meeting Minutes of February 11, 2020**

The minutes of February 11, 2020 were approved as submitted.

Trustee Ross moved, and Trustee Cortes seconded to approve the minutes of the February 11, 2020 meeting.

Ayes: Trustees: Cortes, Duque Hughes, Fromm, Ross & Libresco

Noes: Trustees: None.

Absent: Trustees: None.

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introductions/Awards/Recognitions/Presentations**

#### **A. Introductions of new Board Member Adriana Duque Hughes**

Trustees introduced themselves and welcomed Trustee Adriana Duque Hughes to the Board of Library Trustees.

#### **B. Library Curbside Service – Ms. Harris**

Supervising Librarian Jill Harris presented the staff presentation.

Staff responded to questions from the Trustees.

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

Trustees provided comments.

Chair Libresco provided feedback and suggested posting the video from the presentation on the library's Facebook account.

### **3. Public Comment from the audience regarding items not listed on the agenda**

None

## **MATTERS BEFORE THE BOARD**

### **4. Library's COVID 19 Response and Service Modifications – Mr. Bankhead**

Henry Bankhead, Assistant Library and Recreation Director, presented the staff report.

Staff responded to questions from the Trustees.

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

Trustees provided comments.

Trustee Cortes provided feedback and suggested offering 3D printing as part of curbside services.

Chair Libresco provided feedback and suggested reaching out to the homeless population about services the library and the City is currently offering.

### **5. FY 2020/21 Library Budget Update – Mr. Bankhead**

Henry Bankhead, Assistant Library and Recreation Director, presented the staff report.

Staff responded to questions from the Trustees.

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

Trustees provided comments.

Board Member Ross left the meeting at approximately 7:30 P.M.  
Chair Libresco provided feedback and suggested offering as many programs as possible for children as they are currently out of school.

### **BOARD REPORTS AND COMMENTS**

6. None

### **STAFF REPORTS AND COMMENTS**

7. Staff provided updates regarding the following meetings and events:
  - A. Measure D Parcel Tax Committee  
No update.
  - B. Friends of the San Rafael Public Library  
No update.
  - C. San Rafael Public Library Foundation  
The San Rafael Public Library Foundation met twice and are planning their annual fundraising event.
  - D. MARINet Board  
The MARINet Board has been working together with the Marin County Health Office to deploy the library curbside services. Mr. Bankhead is now a Vice-Chair of the MARINet Board.
  - E. NorthNet Board  
The NorthNet Board, official State Library Consortium, has been working with a local San Rafael consultant on their response to the COVID 19 situation.
  - F. New Library Building Update  
The City decided to move forward with a Request for Proposal (RFP) for a new library conceptual plan and staff are working on the RFP. The 2003 and 2017 library study reports were requested to be placed online.
  - G. City Librarian Update  
Mr. Bankhead explained that the City and the Police Chief issued an official statement about racial justice and the library developed a booklist for the community specifically for racial justice.

**NEXT MEETING:** August 11, 2020

## **FUTURE AGENDA TOPICS**

- Racial Justice

## **ADJOURNMENT**

The meeting was adjourned at 7:50 P.M.