



---

**San Rafael Library – 1100 E Street, San Rafael, CA**  
**February 11, 2020 – 6:00 P.M.**

**CALL TO ORDER**

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

**Roll Call**

**Board Members Present:** Josh Libresco, Jaimi Cortes, Claudia Fromm, Beverly Rose, and Robert Ross

**Board Members Absent:** None

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

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of January 14, 2020**

Chair Libresco requested that the following be added to page four (4), item seven (7), letter F, at the end of the last paragraph:

- a. Links to the 2017 and 2019 Carnegie Building Studies.
- b. Correction - change item eight (8) to item seven (7).

A motion was made by Board Member Ross, seconded by Board Member Fromm, to approve the minutes of the January 14, 2020 meeting. **The motion was approved unanimously.**

## **MEETING OPEN TO THE PUBLIC**

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

#### **Presentation – Mystery Maker Bags**

Ms. Harris presented on a library program called Mystery Maker Bags, which is specifically made available during Creativity Month (January). Participants make something utilizing the bag and the included supplies. This program is mainly self-driven, drop-in, low cost, and is more process-based, focusing on the participant's experience rather than the creation. **No action required.**

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

A member of the public asked if there was going to be any discussion on the new library project. Ms. Andrade-Wax provided an update. She shared that the staff are developing a request for proposal (RFP) and that the scope of work is currently being defined. Staff are determining whether a concept plan or schematic plan should be included in the scope of work for the RFP. There is a discussion about the process and expanding the role and the makeup of the sub-committee to include additional members. A cost estimate request will also be included in the RFP.

## **MATTERS BEFORE THE BOARD**

### **4. Allergy Awareness Signage**

Mr. Bankhead explained that the signage will serve as an awareness message and not as a ban of peanut and other tree nut products. He shared that if peanuts and other tree nuts are prohibited, the policy must be enforced, which means that the City can be held liable if someone is exposed to these products. Board Member Cortes provided examples of signage that emphasized the message with large font and easy to understand graphics. She recommended language such as "nut-free zone" in large font at the top, "please do not bring items with nuts into this area" in small font at the bottom under a large graphic (graphic showing various types of nuts) in the middle. Ms. Andrade-Wax recommended presenting the conceptual signage to the City Attorney for review.

A motion was made by Board Member Cortes, seconded by Board Member Ross, to accept the report with the shared recommendations. **The motion was approved unanimously.**

**5. Review of Board of Trustees Draft Workplan for 2020**

Ms. Andrade-Wax explained that the proposed workplan is a document to help plan meetings throughout 2020. The topics are only predictions and can be added/removed at any time with the Board's feedback and input.

Board Member Cortes suggested adding the Fees/Fines topic to the workplan.

Board Member Ross suggested adding the incentivization of cooperative behavior to the workplan.

Board Member Rose suggested including library use statistics with the quarterly budget report.

Board Member Ross suggested inviting other City Board & Commissions and members from neighboring cities/libraries a couple of times a year to host an open forum.

Board Member Cortes suggested that the workplan be a "living" document where it can be modified throughout the year. Ms. Andrade-Wax confirmed that the workplan is a guiding document and that as it is updated, it will be included with future meeting packets.

**No action taken by the Board.**

**6. FY 2019/2020 Library Budget Mid-Year Status Report**

Mr. Bankhead shared the Library Fiscal Year 2020 Second (2nd) Quarter Budget Report and explained that the expenditures are on target.

**BOARD REPORTS AND COMMENTS**

7. Board Member Cortes attended the Making Ends Meet in Marin event on January 28th at First 5 Marin, presented by the California Budget & Policy Center. Part of the discussion were library fines and how these fines can be stressors adding to the already high housing and childcare costs in Marin County. However, libraries also provide resources and services to reduce or eliminate financial stressors. Free resources such as Discover & Go Passes and the Library Park Pass Program.

Organizations website links:

<https://calbudgetcenter.org/>

<http://first5marin.org/children-families-first/>

Ms. Andrade-Wax left the meeting at approximately 7:20 P.M.

## **STAFF REPORTS AND COMMENTS**

8. Staff provided updates regarding the following meetings and events:
  - A. The Measure D Parcel Tax Committee has not recently met.
  - B. The Friends of the San Rafael Public Library will meet on Wednesday, February 12th.
  - C. The San Rafael Public Library Foundation, nothing new to report.
  - D. The MARINet Board met and are still looking at placing a book drop on Lucas Valley Road. The budget for FY21 is being finalized. The cost to the San Rafael Public Library will be increasing for FY21 by approximately \$10,000 to about \$281,000. The delivery contract with Sprint Delivery Services is being negotiated and may increase by 35%.
  - E. The NorthNet Board met on Friday, February 7th. MARINet and NorthNet are collaborating and seeing Link+ cost savings. State grants are also helping with these cost savings. NorthNet is also looking into collaborating with libraries statewide in sharing eBooks resources. Recovering Together LSTA grant information was also presented at the meeting. This grant helps libraries impacted by recent fires. Lunch at the Library program was introduced as well where State funding will provide lunches to children during school closures. Organizations in the local community will collaborate with libraries in providing this service.
  - F. New building update provided under item three (3) above.
  - G. City Librarian Update
    - a. The Northgate Mall would like to extend the library contract another year.
    - b. Gary Raggianti from the San Rafael Public Library Foundation received a Lifetime Achievement Honoree Award from the MCBA.
    - c. Various types of story times have been taking place recently. One future story time coming up is a Disaster Awareness Story Time that will be performed by the City's Emergency Management Project Manager, Quinn Gardener.

**NEXT MEETING: March 10, 2020**

**FUTURE AGENDA TOPICS**

Allergy Awareness Month (May), potential display and presentation by Library staff

General Disaster Planning, potential presentation by the City's Emergency Management Project Manager, Quinn Gardener

**ADJOURNMENT**

The meeting was adjourned at 7:47 P.M.