



**Tuesday, September 8, 2020
4:30 P.M.**

Virtual via Zoom

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/BLT-2020-09-08>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (669) 900-9128 and enter 814-7053-6308#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of August 11, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Presentation on City of San Rafael Financial Status from City Finance Manager
Nadine Hade

3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE BOARD OF TRUSTEES

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Review of Appointment for Library and Community Center Working Group
5. Review of Universal Borrowing for Library E-resources

BOARD REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.

STAFF REPORTS AND COMMENTS

7. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:
 - A. Measure D Parcel Tax Committee
 - B. Friends of the San Rafael Public Library
 - C. San Rafael Public Library Foundation
 - D. MARINet Board
 - E. NorthNet Board
 - F. New Library Building Update
 - G. City Librarian Update

NEXT MEETING: October 13, 2020

FUTURE AGENDA TOPICS

- Review of City Master Fee Study Recommendations (Library)
- Book Industry Standards and Communications (BISAC)

ADJOURNMENT

Notice

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 in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@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. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL
LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

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

August 11, 2020 – 4:30 P.M.

Virtual Meeting Recording Link:

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

CALL TO ORDER

Chair Libresco called the meeting to order at 4:30 P.M.

Roll Call

Present: Chair Libresco
Trustee Cortes
Trustee Duque Hughes
Trustee Fromm
Trustee Lentini
Trustee Ross – joined meeting at 5:30 PM

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 July 14, 2020

The minutes of July 14, 2020 were approved as submitted.

Trustee Cortes moved, and Trustee Fromm seconded to approve the minutes of the July 14, 2020 meeting.

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

Noes: Trustees: None
Absent: Trustees: Ross
Abstain: Trustees: Lentini

Minutes approved as submitted

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

A. Introductions of new Board Member (alternate) Cheryl Lentini

Trustees introduced themselves and welcomed Trustee Lentini to the Board of Library Trustees.

B. Racial and Social Equity – 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.

Trustee Cortes provided feedback and suggested continuing the discussion in an upcoming meeting about the library potentially eliminating fines/fees.

Trustee Fromm provided feedback and suggested doing older adult outreach.

Trustee Fromm provided feedback and suggested providing additional material about antisemitism.

PUBLIC COMMENT: Stacey (no last name)

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

None

MATTERS BEFORE THE BOARD

4. Review of Draft Teen Space Safety Policy – 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.

5. **Review of FY 2019-2020 Fourth Quarter Library Budget Report – 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 joined the meeting at approximately 5:30 P.M.

6. **Review of 2020 Revised Library Board of Trustees Workplan – Mr. Bankhead & Ms. Andrade-Wax**
Susan Andrade-Wax, Library & Recreation Director and 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 Ross provided feedback and suggested we invest the donated trust funds to maximize impact. Ms. Andrade-Wax shared that the City Finance Director will be attending an upcoming meeting where she can address the City's investment strategies.

BOARD REPORTS AND COMMENTS

7. None

STAFF REPORTS AND COMMENTS

8. Staff provided updates regarding the following meetings and events:
 - A. Measure D Parcel Tax Committee
Meeting on August 18, 2020.
 - B. Friends of the San Rafael Public Library
Lawn Book Sale tentatively scheduled for September 26, 2020. Site Specific Plan safety guidelines will be implemented.
 - C. San Rafael Public Library Foundation
The San Rafael Public Library Foundation met virtually through Zoom. They discussed the upcoming fundraising appeal letter to their membership.
 - D. MARINet Board
The MARINet Board discussed whether to offer Kanopy as a consortium. They also discussed the Califa Membership fees.

E. NorthNet Board

No update.

F. New Library Building Update

A meeting is scheduled with the consultant and an update will be available next month.

G. City Librarian Update

The library is now providing curbside display of new books/items at the window near the E St. entrance. Items displayed are available to checkout at the door.

NEXT MEETING: September 8, 2020

FUTURE AGENDA TOPICS

- Update about any feedback from library users about what is and isn't working with the library curbside service. Mr. Bankhead provided an update and may provide additional information at the next meeting.

ADJOURNMENT

The meeting was adjourned at 6:12 P.M.



**September 8, 2020
Item #4**

TITLE: REVIEW OF APPOINTMENTS TO THE LIBRARY AND COMMUNITY CENTER WORKING GROUP FOR THE PUBLIC LIBRARY AND COMMUNITY CENTER CONCEPTUAL DESIGN

SUMMARY

In response to the recent study findings, on October 7, 2019 the City Council directed City staff to issue a Request for Proposals (RFP) for architectural services to develop a conceptual design for a combined library and community center at Albert Park. The Library and Community Center Working Group will assist with the selection of an architectural firm and participate in a planning process that identifies and develops architectural concepts and a preferred design alternative.

RECOMMENDATION:

That the Board of Trustees will appoint/re-appoint two (2) Board members to the Library and Community Center Working Group.

BACKGROUND:

The City has been highlighting the need for newer, bigger library facilities since 1970. Based on the most recent analysis, three sites were identified for a new downtown library, with a combined Library and Community Center at Albert Park emerging as the recommended option to council. The Albert Park project would result in 26,000 square feet of library space and 17,700 square feet of community center space. In response to the recent study findings, on October 7, 2019 the City Council directed City staff to issue a Request for Proposals (RFP) for architectural services to develop a conceptual design and cost estimate for a combined library and community center at Albert Park.

DISCUSSION:

The Request for Proposal for the combined Library and Community Center in Albert Park will include:

- Conceptual building floor plans, with all rooms and internal divisions shown.
- Conceptual site plan including surrounding parking and landscaping.
- Elevations/renderings of building exterior, all sides, illustrating multiple architectural design and vocabulary concepts.

- Sections through building and site showing relationship of new and existing features.

The architectural firm will also facilitate four (4) virtual meetings with the Library and Community Center Working Group to discuss and refine architectural concepts and develop a preferred design alternative incorporating feedback from Working Group.

The expanded working group will be composed of two (2) members from each of the following groups: City Council, Library Board of Trustees, Park and Recreation Commission, Friends of the Library, Library Foundation and City staff.

The tentative timeline for the project:

| Event | Due Date |
|--|--------------------------------|
| RFP Release: | September 21, 2020 |
| Pre-Proposal Video Conference:* | October 8 at 10:00 a.m. |
| Final Proposals Due: | October 26, 2020 |
| Consultant Virtual Interviews: Week of | November 30, 2020 |
| Consultant Selected: | December 14, 2020 |
| Contract Awarded: | February 1 2021 |
| Project Completion: | June 30, 2021 |

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian



**September 8, 2020
Item #5**

TITLE: UNIVERSAL BORROWING FOR E-RESOURCES

SUMMARY

The best practices of California Public Libraries are to allow any person who lives in the state to have the ability to get a library card and use the resources of any library. The common practice in the San Francisco Bay area is to extend universal borrowing to physical and e-resources. Currently, MARINet restricts access to electronic resources that are purchased by one library but not for the entire consortium, as well as restricting access to all cardholders who do not reside in Marin County.

RECOMMENDATION:

That the Board of Trustees review the report and provide feedback.

BACKGROUND:

The current practice in MARINet is to restrict access to electronic resources that are purchased by one library but not for the entire consortium. For example, San Rafael might purchase a database that the entire consortium does not want to have as a group. MARINet then denies access to members from other cities who have not purchased this database. The reasoning is that the City would have paid a reduced cost just for its members to have access, not the whole county. This practice flies in the face of universal borrowing.

The practice called “Universal Borrowing” in California is to allow any person who lives in the state to have the ability to get a library card and use the resources of any library. The common practice in the San Francisco Bay area is to extend universal borrowing to physical and e-resources. For example, a San Rafael resident can go to Berkeley or San Francisco and obtain a library card that gives them access to the full suite of e-resources those libraries provide. At the same time, a local resident who lives in an unincorporated portion of San Rafael would be denied access to a resource that the San Rafael Library pays for separate from the Marin County Free Library. This policy has been particularly unfortunate when a person who is a teacher at one of our city schools is denied access to our ebook collection because their home address is in Petaluma. As a result, they are denied access to community resources which impacts their ability to teach utilizing the resources the City owns.

DISCUSSION:

In the current climate of examining equity and privilege, this anomalous, though locally accepted, practice in Marin County directly contradicts the library’s mission to provide equal access to all cardholders.

MARINet is needlessly restricting access both within the county, among our internal library jurisdictions, as well as to those who do not live in Marin but work or attend school here. The idea that this is a restraint placed on us by vendors is a fallacy – this is an entirely self-constructed barrier to access. This is a practice rarely seen in any other California libraries. The accepted practice among both vendors and libraries is to allow universal borrowing of digital resources to anyone with a state of California address. MARINet is far out of step with the rest of our state, and it’s hurting our residents, workers, and visitors.

Universal borrowing of digital materials is an issue of fair access. It is an equity issue. In a profession where equal access to all materials is the highest priority, in an environment where it is standard practice to apply this principle regardless of format, being an outlier consortium that doesn’t permit universal borrowing of all materials is behaving inequitably. It is out of alignment with what libraries want to be, who we need to serve, and with our professional mission.

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian