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**Main Library Meeting Room – 1100 E. St. San Rafael, CA 94901**

**March 3, 2020 – 6:00 P.M.**

**CALL TO ORDER**

Chair Brinckerhoff called the meeting to order at 6:04 P.M.

**Roll Call**

**Board Members Present:** Phyllis Brinckerhoff, Gregg Kellogg, Peter Lee, and Gil Pruitt

**Board Members Absent:** None

**Staff Present:** Henry Bankhead, Assistant Library & Recreation Director/City Librarian

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of December 9, 2019**

Board Member Lee asked to see the Staff Report to City Council for the December 16, 2019 City Council Meeting. Mr. Bankhead referred Board Member Lee to the City Clerk's website: <https://www.cityofsanrafael.org/public-meetings/>

A motion was made by Board Member Lee, seconded by Board Member Kellogg, to approve the minutes of the December 9, 2019 meeting as amended with a spelling

correction to Board Member Brinckerhoff's name. **The motion was approved unanimously.**

## **MEETING OPEN TO THE PUBLIC**

### **2. Public Comment**

None

## **MATTERS BEFORE THE COMMITTEE**

### **3. Review the FY 2019/2020 2nd Quarter Annual Revenue and Expenditure Budget Report**

Mr. Bankhead explained that a challenge the library is facing in establishing a budget is rising expenditures and falling revenues. He summarized the Library Parcel Tax Committee Agenda Report and presented the 2nd Quarter Budget and Expenditures Report (Attachment 1).

Mr. Bankhead shared that the Contractual Services line was overspent as the MARINet expenditure of approximately \$250,000 are paid in the first quarter of the fiscal year. He explained that the MARINet Board, comprised of Directors of participating Consortium Marin County Libraries, are exploring ways to reduce costs. Marin County Free Library contributes approximately 50% of the MARINet budget, the San Rafael Public Library contributes approximately 15%, and other Consortium Members contribute toward the remaining budget. Mr. Bankhead said that he is exploring many options to reduce MARINet costs. One option to save money is that the San Rafael Public Library can leave the Consortium, but that there are big risks and that public perception may be negative. He also mentioned that the cost sharing formula amongst the Consortium Libraries can be reviewed and adjusted.

Digital resources such as OverDrive (ebooks/audiobooks) are also paid through Measure D and these resources are the fastest growing service libraries offer. Digital resources provide instant access to a variety of offerings to the community. The physical library may be closed, but the community can access many resources online.

Mr. Bankhead explained that due to personnel changes and vacancies, the extra hire temporary hire lines are overspent. Measure D especially as Measure D is being depleted before the General Fund. Board Member Brinckerhoff asked why the Library & Recreation Director's salary is split half with the Library and half with the Community Center if she manages more staff on the Community Services side.

Board Member Lee asked about the County Administration Fee, how often it is paid and how it is calculated.

Mr. Bankhead explained that the County has stopped collecting fines and that the San Rafael Public Library has been lenient in collecting fines. Fines discriminates against adults as children fines are not collected. This is also an access issue. People will still be fined for lost/damaged items. Their account will be blocked if they do not return material or pay for lost/damaged items.

Board Member Lee requested that the City Council Meeting Staff Report from December 16, 2019 be emailed to him.

## **ADJOURNMENT**

The meeting was adjourned at 6:50 P.M.

**Tentative date for next meeting – May 19, 2020**