



**SAN RAFAEL**  
LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

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

**September 8, 2020 – 4:30 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=wD90sx-LbPU>

**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 – left meeting at 5:24 PM  
Trustee Lentini

**Absent:** Trustee Ross

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Nadine Hade, Finance Director

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve Regular Meeting Minutes of August 11, 2020**

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

Trustee Fromm moved, and Trustee Lentini seconded to approve the minutes of the August 11, 2020 meeting.

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

**Noes:** Trustees: None

Absent: Trustees: Ross  
Abstain: Trustees: None

*Minutes approved as submitted*

## **MEETING OPEN TO THE PUBLIC**

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

#### **A. Presentation on City of San Rafael Financial Status from City Finance Manager Nadine Hade**

Nadine Hade, Finance Director, presented the staff report.

Staff responded to questions from the Trustees.

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

Trustees provided comments.

Chair Libresco requested the presentation slides be emailed to the Board.

Trustee Cortes suggested offering 3D printing and perhaps charging a nominal fee to cover associated costs.

### **3. Public Comment from the audience regarding items not listed on the agenda** None.

## **MATTERS BEFORE THE BOARD**

### **4. Review of Appointment for Library and Community Center Working Group – Mr. Bankhead & Ms. Andrade-Wax**

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.

Chair Libresco suggested an RFP (Request for Proposal) for the current Downtown Library location so that the City Council can review that location and the Albert Park location with similar comparable data.

Chair Libresco suggested that Trustee Lentini and he himself represent the Library Board, with Trustee Cortes as the alternate.

Chair Libresco suggested that the Trustees that are absent be notified of the situation before the next meeting. Ms. Andrade-Wax said that staff would communicate with those board members that were absent.

Ms. Andrade-Wax said she would clarify with the City Attorney and City Clerk whether Trustee Lentini can represent both groups (Library Board & Library Foundation) independently or count as a representative collectively. She recommended moving the agenda item to the next meeting.

**Board Member Fromm left the meeting at approximately 5:24 P.M.**

**5. Review of Universal Borrowing for Library E-resources – 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 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  
Working on annual report.

B. Friends of the San Rafael Public Library  
Meeting on September 9, 2020.

C. San Rafael Public Library Foundation  
Discussing the upcoming fundraising appeal letter to their membership.

D. MARINet Board  
Discussing RFID and automated materials handling. The County may have funding to implement this at all their locations.

E. NorthNet Board  
Discussing shared disaster response scenario.

F. New Library Building Update  
RFP.

G. City Librarian Update

Curbside Service Update

Serving approximately 100 users daily and open 6 days a week at the Downtown location. Open 4 days a week at the Pickleweed location. Preparing for reopening the Downtown and Pickleweed locations with limited capacity. The demand for curbside service continues to be very high.

**NEXT MEETING:** October 13, 2020

**FUTURE AGENDA TOPICS**

None.

**ADJOURNMENT**

The meeting was adjourned at 6:25 P.M.