



SAN RAFAEL
LIBRARY AND RECREATION

**SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Tuesday, January 12, 2021
6:00 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-2020-1-12>

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 93378912245#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of December 8, 2020

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
Presentation on Book to Action Program by Supervising Librarian Jill Harris
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. MARINet RFID Update

BOARD REPORTS AND COMMENTS

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

STAFF REPORTS AND COMMENTS

6. 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: February 9, 2021

FUTURE AGENDA TOPICS

- Master Fee Schedule Update

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

December 8, 2020 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=ai-Hy5LJ5N8>

CALL TO ORDER

Acting Chair Cortes called the meeting to order at 6:01 P.M.

Roll Call

Present: Acting Chair Cortes
Trustee Duque Hughes
Trustee Lentini
Trustee Ross

Absent: None

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of October 13, 2020

The minutes of October 13, 2020 were approved as submitted.

Trustee Ross moved, and Trustee Lentini seconded to approve the minutes of the October 13, 2020 meeting.

Ayes: Trustees: Duque Hughes, Lentini, Ross, & Cortes

Noes: Trustees: None

Absent: Trustees: None
Abstain: Trustees: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

A. Introduction and Swearing-in of New Board Member Eric Han by Lindsay Lara, City Clerk

B. Presentation on Mall Library Improvements by Supervising Librarian Jill Tokutomi

Jill Tokutomi, Supervising Librarian, presented the staff report.

Staff responded to questions from the Trustees.

Acting Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

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

None.

MATTERS BEFORE THE BOARD

4. Selection of Commission Chair, Vice Chair and Committee Assignments

Henry Bankhead, Assistant Library and Recreation Director/City Librarian, requested that the Board have a discussion as to the selection of the Chair and Vice Chair.

Staff responded to questions from the Trustees.

Acting Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

Trustee Han moved, and Trustee Ross seconded to appoint Acting Chair Cortes as the New Chair.

Ayes: Trustees: Duque Hughes, Han, Lentini, Ross, & Cortes

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

Acting Chair Cortes appointed as Chair.

Trustee Lentini moved, and Trustee Duque Hughes seconded to appoint Trustee Ross as the new Vice Chair.

Ayes: Trustees: Duque Hughes, Han, Lentini, Ross, & Cortes
Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: None

Trustee Ross appointed as Vice Chair.

5. Review of Board of Trustees Meeting Schedule 2021

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

Staff responded to questions from the Trustees.

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

Trustees provided comments.

The 2021 schedule was adopted as submitted.

Trustee Han moved, and Trustee Lentini seconded to adopt the 2021 schedule as submitted.

Ayes: Trustees: Duque Hughes, Han, Lentini, Ross, & Cortes
Noes: Trustees: None
Absent: Trustees: None
Abstain: Trustees: None

2021 schedule adopted as submitted.

BOARD REPORTS AND COMMENTS

6. Trustee Lentini shared information about a Library Journal Conference she attended recently. She recommended everyone listen to the opening/closing plenary talks, which included information about how libraries are dealing with the Covid-19 Pandemic, shared spaces, and funding/financing libraries.

<https://www.libraryjournal.com/?event=library-design-online>

STAFF REPORTS AND COMMENTS

7. Staff provided updates regarding the following meetings and events:

Minutes subject to approval at the meeting of January 12, 2021

A. Measure D Parcel Tax Committee

The Committee met on Monday, November 30th where they approved their final Fiscal Year 19/20 Report, which will go before City Council on Monday, December 21st.

B. Friends of the San Rafael Public Library

The Friends are meeting on Wednesday, December 9th to discuss the future of the Friends Store.

C. San Rafael Public Library Foundation

The Foundation is meeting on Friday, December 11th. They will be interested in the progress of the Albert Park option new library conceptual design process

D. MARINet Board

The Board is meeting on Thursday, December 17th. At the last meeting, the Board decided to move forward with RFID implementation for the entire consortium.

E. NorthNet Board

Has not met for some time.

F. New Library Building Update

An architectural firm has been selected for the Albert Park option new library conceptual design. The contract will be presented to City Council in January 2021.

G. City Librarian Update

Library & Recreation facilities will be closed from Sunday, December 20th to Sunday, January 3rd, reopening on Monday, January 4th. This is due to City furloughs and City holidays.

The library is participating in the California Center for the Book, Book to Action Program this year and received an approximately \$1,000 grant to underwrite books. The book for this year is The Vanishing Half.

The Library received an industrial grade paper cutter, which was used at the now closed City Print Shop. It is being repurposed to make bookmarks in-house.

NEXT MEETING: January 12, 2021

FUTURE AGENDA TOPICS

RFID & Master Fee Schedule.

ADJOURNMENT

The meeting was adjourned at 7:39 P.M.



**January 12, 2021
Item #4**

TITLE: MARINet Radio Frequency Identification (RFID) Update

SUMMARY

MARINet is one of the few Bay Area library systems that does not use Radio Frequency Identification (RFID); this is a system where the unique identifier, the barcode, is encoded in a radio tag that is read by a specially designed reader in the form of a pad or surface. This system allows more efficient processing of books both manually and by automated systems, called Automated Materials Handling (AMH) systems, which will bulk sort returned materials without staff having to physically manipulate each item.

RECOMMENDATION:

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

BACKGROUND:

MARINet, which is comprised of all the libraries in Marin County including seven public libraries and two colleges, recently made a collective decision to add RFID tags to all materials (books, DVDs, etc.) in the system. This decision came after several years of discussion and consideration during which several members did not feel that RFID was needed or was a benefit for their libraries or communities. This decision was made in part because Marin County Free Library has offered to pay the initial cost of the tags to jump start this project. The MARINet board approved the project at their December 2020 meeting. The Board also approved the hiring of a consultant to identify the best RFID tags to purchase, as well as assisting with the implementation of this project.

DISCUSSION:

Privacy

When RFID was first introduced there were concerns about patron privacy and the use of RFID. Some of the concerns may have been due to misperceptions that personally identifiable information was encoded on the RFID tag that could be stolen, misused, or leaked. The RFID tag only contains the unique identifier for the item (i.e. the barcode) as well as additional metadata such as the format of the item (book or DVD), or the owning library. Largely, the use of RFID and AMH have become best practices within the library field and the initial concerns about patron privacy have been put to rest. General practice and MARINet plans are that the library card remains non-RFID enabled, and the patron's barcode is entered manually or by optical scanner.

Implementation

The implementation of RFID involves initially affixing RFID tags to the items in the library collection. Because we have not chosen a vendor the second step will be programming those RFID tags with the barcode information from the item to which they are attached. MARINet foresees a gradual process where member libraries can immediately start to affix the unprogrammed RFID tags to items that are circulating. This means that as part of the process, library staff would affix the tag to the item as well as systematically tag additional library items that remain on the library shelves.

Additionally, once a vendor has been selected, the Library would purchase equipment that would include RFID tag readers (frequently called "pads") and Automated Materials Handling (AMH) equipment. Equipment such as RFID enabled book returns and sorting systems which would be dependent on each library location to determine available space and funding. Last steps for implementation include programming the previously affixed tags, installing RFID pads to self-check machines and staff workstations, and moving forward with installing AMH configurations at necessary locations.

Efficiencies Gained

RFID and AMH systems benefit the library, and communities served, by increasing the accuracy and speed of materials checked in and out. When scanning individual items with a traditional optical scanner, staff members may skip an item, scan the wrong barcode, or not notice other errors. These mistakes take time to identify, and fix. This system allows staff to check-out/check-in materials in a more time efficient manner thus allowing more time for staff to provide more customer service, outreach, programs, and other patron services.

FISCAL IMPACT:

Although there is no financial impact associated with this item, future implementation of this project will include costs that are associated with the acquisition of Automated Materials Handling (AMH) equipment which will be shared with all other libraries within MARINet.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Henry Bankhead
Assistant Library & Recreation Director / City Librarian