



---

**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:

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 4<sup>th</sup>. 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.