



**Tuesday, August 10, 2021  
6:00 P.M.**

**Virtual via Zoom**

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### **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-08-10-2021>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (720) 707-2699 and enter 895 1467 4425#

#### **CALL TO ORDER**

- Roll Call

#### **AGENDA AMENDMENTS**

#### **MINUTES**

1. Approve regular meeting minutes of June 8, 2021

#### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Introduction of new Board of Trustee member Alex Vahdat
  - Presentation - San Rafael Library's New Staff – Jamie Poirier, Supervising Librarian
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. Selection of Library Board of Trustees Vice Chair
5. Selection of One (1) Trustee to Serve on the Parks and Recreation Master Plan Steering Committee and One (1) Trustee to Serve as the Alternate

## 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: September 14, 2021**

## FUTURE AGENDA TOPICS

- Update on Universal Borrowing

## ADJOURNMENT

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### 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](mailto: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.*

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**San Rafael Library – 1100 E Street, San Rafael, CA  
June 8, 2021 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=hmkkU-ZX3hQ>

**CALL TO ORDER**

Co-Chair Ross called the meeting to order at 6:01 P.M.

**Roll Call**

**Present:** Trustee Duque Hughes  
Trustee Han  
Trustee Lentini  
Co-Chair Ross

**Absent:** Chair Cortes

**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**

Two bullet points under #3 should be agenda items #4 and #5.

**MINUTES**

**1. Approve Regular Meeting Minutes of May 11, 2021**

The minutes of May 11, 2021 were approved as submitted.

Trustee Han moved, and Trustee Lentini seconded to approve the minutes of the May 11, 2021 meeting.

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

**Noes:** Trustees: None

Absent: Trustees: Cortes  
Abstain: Trustees: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

San Rafael Libraries Reopening – Jill Harris, Supervising Librarian  
Jill Harris, Supervising Librarian, presented the staff report.

Staff responded to questions from the Trustees.

Co-Chair Ross 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. Savannah Messaging Platform**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,  
Staff responded to questions from the Trustees.

Co-Chair Ross invited public comment; however, there was none.

Trustees provided comments.

### **5. Lucas Valley Road Book Drop**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,  
Staff responded to questions from the Trustees.

Co-Chair Ross invited public comment; however, there was none.

Trustees provided comments.

## **BOARD REPORTS AND COMMENTS**

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

None.

## **STAFF REPORTS AND COMMENTS**

### **7. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff**

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian and Susan Andrade-Wax, Library & Recreation Director

Staff responded to questions from the Trustees.  
Trustees provided comments.

- 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: July 13, 2021**

**FUTURE AGENDA TOPICS**

Update on Universal Borrowing

**ADJOURNMENT**

The meeting was adjourned at 7:17 P.M.

DRAFT



**August 10, 2021  
Item #4**

**TITLE: SELECTION OF LIBRARY BOARD OF TRUSTEES VICE CHAIR**

**SUMMARY**

Annually, the Library Board of Trustees selects a Chair and Vice Chairperson to facilitate meetings. The Commission also reviews any board appointments and makes changes if needed.

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees select a new Vice Chairperson to fill out the term of Vice-Chair Ross whose term has ended. This Vice-Chair term expires in December 2021.

**BACKGROUND**

Annually, the Library Board of Trustees meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Board, to be held preferably in December of each year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Board members so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Board member would not serve as Chair more than once in seven consecutive years.

Since Vice Chair Ross did not re-apply to be on the Library Board of Trustees, the position of Vice Chair is currently vacant. Although the term of this position is usually a year, this appointment is to fill Trustees Ross' remaining term which expires in December 2021.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Board.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Henry Bankhead'.

Henry Bankhead  
Assistant Library & Recreation Director / City Librarian



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**August 10, 2021  
Item #5**

**TITLE: SELECTION OF ONE (1) TRUSTEE TO SERVE ON THE PARKS AND RECREATION MASTER PLAN STEERING COMMITTEE AND ONE (1) TRUSTEE TO SERVE AS THE ALTERNATE**

**SUMMARY:**

The City of San Rafael is about to begin the process of developing a comprehensive Parks and Recreation Master Plan that will inventory the City's current facilities and programs; and identify what parks and recreational facilities and funding mechanisms will be needed over the next ten (10) years.

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

At its regular meeting on July 6, 2021, the City Council approved the formation of the Parks and Recreation Master Plan Steering Committee to assist with the Parks and Recreation Master Plan process.

**RECOMMENDATION:**

That the Library Board of Trustees select one (1) Trustee to serve on the Parks and Recreation Master Plan Steering Committee and one (1) Trustee to serve as the Alternate.

## **BACKGROUND:**

There has been a significant growth in the demand for recreation services and facilities that is requiring a thorough assessment. In addition, the scope of recreational programming has been changing such that it is now defined not so much in terms of specific leisure activities, but in terms of meaningful experiences that contrast with work and school obligations, enhance personal skills and increase an awareness of the larger community.

To address this situation, the City Council's Goals and Objectives and Measure A Work Plan includes a Parks and Recreation Master Plan. This plan will provide a foundation for the future development and maintenance of parks, facilities, and amenities. Specifically, the Master Plan will analyze the use of existing facilities, assess their condition, gather community input, provide recommendations for improvement, and suggest funding/implementation strategies.

The Master Plan will be based upon the 2040 General Plan which set forth specific actions to help implement public facilities and community programs, objectives and policies. This process shall meet the City's goal to provide a diverse and inclusive process. After significant collaboration between the consultant, City staff, Parks & Recreation Master Plan Steering Committee, and the community, the Master Plan will be a valuable strategic guide and create a roadmap for both current and future development.

## **ANALYSIS:**

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

## **DISCUSSION:**

### **Steering Committee**

The 15-person Steering Committee will be instrumental in guiding the project team regarding engaging the community and reviewing content before releasing the Master Plan to a broader audience. The project team will meet with this group 5-7 times throughout the process. Each meeting will focus on presenting the project team's research, exploring the City's history of parks/recreation, and strategizing on how to engage the community during workshops most effectively.

The Steering Committee includes individuals who come from diverse backgrounds to get input and feedback from the broadest cross-section. Throughout the process, the Steering Committee will be the project team's primary support in spreading the word about engagement and answering questions about local knowledge and City culture.



- One (1) Park and Recreation Commissioner
- One (1) Pickleweed Advisory Committee Member (Non-P & R Commissioner)
- One (1) Library Board of Trustees Member
- One (1) Bicycle & Pedestrian Advisory Committee Member
- One (1) Age-Friendly Task Force Board Member
- One (1) ADA Advisory Committee Member or Marin Center for Independent Living
- Two (2) Youth Sports Organizations Board Members (1 Field Based Youth Sport & 1 Non-Field Based Youth Sport)
- One (1) Local Non-Profit Recreation Service Provider Representative
- One (1) Local Non-Profit Multi-Cultural Social Service Provider
- One (1) Artworks Downtown Representative
- One (1) Marin Conversation League Representative (Open Space)
- One (1) SRCS District Representative
- One (1) Marin County Parks Representative
- One (1) Chamber of Commerce Representative

The Park and Recreation Commission, Library Board of Trustees, Pickleweed Advisory Committee, Bicycle & Pedestrian Advisory Committee and Age-Friendly Task Force representatives will be selected from their respective memberships. The other advisory groups and/or organizations will each select a representative.

### **Committee Roles and Expectations**

To assure a successful and timely process, it is important to define the role of the Committee. Similar to other recently formed committees, staff have identified the following roles and responsibilities:

- Be informed, collaborative and solution oriented. Be committed to attending meetings, reviewing relevant information and being prepared to balance individual and special interests for the overall good of the community.
- Provide a forum for community discussion. Actively engage the community in a constructive dialogue about the options for future services and facilities. Be open to varied comment and viewpoints.
- Provide input on draft products. Review and provide input on draft documents as requested by staff.
- Keep their respective commission, committee and/or agency informed and up to date regarding Committee activity. Keeping the lines of communication open at their commission, committee or agency assures that there is collective collaboration throughout the process which helps lead to a successful conclusion.
- Provide recommendations as requested by City staff. Providing recommendations to the City Council and/or commissions is important to assure they receive guidance prior to making decisions needed to formally adopt the Master Plan.

## **COMMUNITY OUTREACH OF MASTER PLAN PROCESS:**

### **Community Engagement Process**

Creating a shared vision for San Rafael's diverse population means creating a multi-pronged community outreach plan. To ensure the project team receives the most feedback from the broadest cross-section of the City, the process will solicit input through community meetings, surveys, and interviews with community stakeholders. The purpose is to collect as much information as possible to create a complete understanding of how San Rafael's current park and the recreational system is meeting or failing to meet community needs.

### **Stakeholder Interviews**

Interviews with selected stakeholders such as key City personnel and community leaders to gain valuable perspective regarding needs, expectations, and current conditions.

### **Focus Groups**

Focus Groups are a critical tool for understanding the community's concerns, opportunities, values, and needs. Focus Group meetings would provide an in-depth discussion with a select group of experts and constituents on specific topics. This will allow the project team to leverage the community's existing knowledge to collect as much pertinent information as possible in a comfortable, open forum. Participants will represent a myriad of community partners, non-profits, activists, volunteers, and employees.

### **Community Workshops**

Community workshops will be held to get feedback from a larger group of San Rafael residents. Workshops will be held during weekday evenings in different areas of the City to make it more convenient for people to attend.

### **Statistically Valid Survey & Open Participation Survey/Questionnaires**

The purpose of this survey is to receive an objective, unbiased response from constituents. Surveys will be made available in both English and Spanish. These surveys will be in addition to the community workshops, series of focus groups, and advisory committee meetings that involved a broad spectrum of stakeholders.

### **City Website**

All meeting information and materials will be available on the City's website and City staff will encourage participants to provide the City with their e-mail addresses in order to keep them informed of the processes progress and upcoming meetings and events.

### **FISCAL IMPACT:**

Although there are no costs associated with the review of this item, the City has allocated \$250,000 in Measure A funding for the development of the City-wide Parks and

Recreation Master Plan. The project has been programmed into the City's FY 2021-2022 Capital Improvement Program (CIP) Budget and Measure A – Work Plan.

**ALTERNATIVE ACTION:**

Any other action as determined by the Board of Trustees.

Submitted by:

A handwritten signature in dark ink, appearing to read "Susan L. Andrade-Wax". The signature is fluid and cursive, with a large initial 'S'.

Susan Andrade-Wax, Library and Recreation Director