



**SAN RAFAEL**

LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

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

**September 14, 2021 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=Uu1EamzY1R4>

**CALL TO ORDER**

Chair Cortes called the meeting to order at 6:02 P.M.

**Roll Call**

**Present:** Chair Cortes  
Trustee Duque Hughes  
Trustee Han  
Trustee Lentini  
Trustee Vahdat

**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

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve Regular Meeting Minutes of August 10, 2021**

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

Trustees provided comments.

The minutes of August 10, 2021 were approved as submitted.

Trustee Han moved, and Trustee Vahdat seconded to approve the minutes of the August 10, 2021 meeting.

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

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

Webstars Drop-in Tech Support and 3D Printing – Jill Tokutomi, Supervising Librarian  
Staff responded to questions from the Trustees.

Trustees provided comments

Chair Cortes invited public comment.

**Speaker(s):** Sunny

Presenter(s) responded to public comment.

Chair Cortes closed public comment.

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

Chair Cortes invited public comment.

**Speaker(s):** Sunny, Lori

In response to Sunny's comments, Mr. Bankhead stated he would follow up with their concerns.

In response to Lori's comments, Ms. Andrade-Wax explained that the minutes are prepared according to the City Clerk's standards and that the corresponding videos are posted online.

Chair Cortes closed public comment.

*\*Ms. Andrade-Wax joined the meeting at 6:26 PM during this agenda item.*

## **MATTERS BEFORE THE BOARD**

### **4. FY 2020-2021 4th Quarter Annual Revenue and Expenditure Budget Report**

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

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

Trustees provided comments.

*\*Mr. Bankhead pointed out a mistake on the agenda, item 4 should have noted 4th quarter, not 3rd quarter.*

### **5. Update on Universal Borrowing**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,

Staff responded to questions from the Trustees.  
Chair Cortes 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.**

Trustee Vahdat moderated an event on climate change and recognized the library's role in combating climate change through the shared resources libraries provide to the public. Specifically, books, which can be a drain on resources. Trustee Vahdat shared his appreciation for library staff.

## **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

Chair Cortes requested that the Library Board Work Plan be on the October meeting agenda.

Chair Cortes requested that the efforts of the library's work on diversity, equality, & inclusiveness be an agenda item for a future meeting.

Chair Cortes requested that all future Library & Recreation Department Friday Memos be emailed to the Library Board.

**NEXT MEETING: October 12, 2021**

## **FUTURE AGENDA TOPICS**

Realignment of library open hours to public use patterns and needs.

**ADJOURNMENT**

The meeting was adjourned at 7:27 P.M.