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**San Rafael Library – 1100 E Street, San Rafael, CA**  
**November 4, 2021 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=J66-XqkOQGY>

**CALL TO ORDER**

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

**Roll Call**

**Present:** Acting Chair Brinckerhoff  
Member Grasso  
Member Kellogg  
Member Pruitt  
Member Young

**Absent:** None

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

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve regular meeting minutes of June 24, 2021**

The minutes of June 24, 2021 were approved as submitted.

Member Kellogg moved, and Member Grasso seconded to approve the minutes of the June 24, 2021 meeting.

Ayes: Members: Grasso, Pruitt, & Acting Chair Brinckerhoff

Noes: Members: None

Absent: Members: None  
Abstain: Members: Kellogg & Young  
*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introduction of New Members**

*\*Agenda item 2 occurred at the start of the meeting before agenda item 1.*

The Library Parcel Tax Committee members introduced themselves to the new member, Member Young.

Staff responded to questions from the Committee Members.

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

Committee Members provided comments.

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

None

## **MATTERS BEFORE THE COMMITTEE**

### **4. Review of FY 2020/2021 4th Quarter Annual Revenue and Expenditure Budget Report**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian, Review of FY 2020/2021 4th Quarter Annual Revenue and Expenditure Budget Report

Staff responded to questions from the Committee Members.

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

Committee Members provided comments.

Acting Chair Brinckerhoff requested that the General Fund/Parcel Tax proportionality percentage for FY2020/2021 be included in the annual report for the City Council.

*\*Agenda Packet, Attachment 1, bottom left, under Other Budget Sources, the \$24,301 amount includes actual funding of \$10,501 and pledged funding of \$13,800. Therefore, this number will be changed to \$10,501 as that was the actual funding for FY2020/2021.*

**5. Selection of Chair and Vice-Chair**

The Library Parcel Tax Committee members nominated members for Chair and Vice-Chair. Member Kellogg was selected as the Chair and Member Young was selected as the Vice-Chair.

Staff responded to questions from the Committee Members.

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

Committee Members provided comments.

Member Kellogg was selected as the Chair.

Acting Chair Brinckerhoff moved, and Member Young seconded the selection of Member Kellogg as the Chair.

Ayes: Members: Grasso, Kellogg, Pruitt, Young, & Acting Chair Brinckerhoff

Noes: Members: None

Absent: Members: None

Abstain: Members: None

*Member Kellogg selected as the new Chair.*

Member Young was selected as the Vice-Chair.

Member Pruitt moved, and Chair Kellogg seconded the selection of Member Young as the Vice-Chair.

Ayes: Members: Brinckerhoff, Grasso, Pruitt, Young, & Chair Kellogg

Noes: Members: None

Absent: Members: None

Abstain: Members: None

*Member Young selected as the new Vice-Chair.*

**ADJOURNMENT**

The meeting was adjourned at 6:51 P.M.

**Tentative date for next meeting – TBD**