



**San Rafael Library – 1100 E Street, San Rafael, CA
November 9, 2021 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=-5njdygEE4o>

CALL TO ORDER

Chair Cortes called the meeting to order at 6:00 P.M.

Roll Call

Present: Chair Cortes
Trustee Duque Hughes (*entered meeting immediately after roll call*)
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

1. Henry Bankhead, Assistant Library & Recreation Director/City Librarian identified a mistake on the Agenda under Future Agenda Topics, “Review of Library Budget FY **2020/21**, 2nd Quarter” should have been “Review of Library Budget FY **2021/22**, 2nd Quarter”.
2. Chair Cortes identified a mistake on the Agenda under Matters Before the Boards of Trustees, “Selection of **Commission** Chair and Vice Chair” should have been “Selection of **Board** Chair and Vice Chair”.
3. Chair Cortes informed everyone she needed to leave at 6:30 PM. Trustee Duque Hughes volunteered to be the Acting Chair during Chair Cortes’ absence. **Chair Cortes left the meeting at 6:30 PM** after Agenda Item 2 was presented.

4. Chair Cortes recommended moving Agenda Items that required a vote to the top of the Agenda, the **actual order of the Agenda** was:
 1. Approve regular meeting minutes of October 12, 2021
 2. Selection of Commission Chair and Vice Chair
 3. Review of Board of Trustees Meeting Schedule 2022
 4. Introduction/Awards/Recognitions/Presentations, Presentation: ESL Conversation Club, Supervising Librarian Jill Tokutomi
 5. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*
 6. FY 2021-2022 1st Quarter Annual Revenue and Expenditure Budget Report
 7. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.
 8. 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

MINUTES

1. Approve Regular Meeting Minutes of October 12, 2021

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

Trustees provided comments.

The minutes of October 12, 2021 were approved as submitted.

Trustee Vahdat moved, and Trustee Duque Hughes seconded to approve the minutes of the October 12, 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

ESL Conversation Club – Supervising Librarian Jill Tokutomi

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

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

Chair Duque Hughes invited public comment.

Speaker(s): Sunny

In response to Sunny’s comments, Ms. Andrade-Wax explained that all City meetings along with the agenda and agenda packets will show when “City of San Rafael Public Meetings” is searched online.

Chair Duque Hughes closed public comment.

MATTERS BEFORE THE BOARD

4. FY 2021- 2022 1st Quarter Annual Revenue and Expenditure Budget Report

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

Staff responded to questions from the Trustees.

Trustees provided comments

Chair Duque Hughes invited public comment.

Speaker(s): Sunny

Chair Duque Hughes closed public comment.

5. Selection of Commission Chair and Vice Chair

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

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustees nominated Trustee Duque Hughes to be the Chair.

Chair Cortes moved, and Trustee Han seconded to elect Trustee Duque Hughes as the new Chair.

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

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

Trustee Duque Hughes was selected as the new Chair.

Trustees nominated Trustee Lentini to be the Vice Chair.

Trustee Cortes moved, and Chair Duque Hughes seconded to elect Trustee Lentini as the new Vice Chair.

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

Trustee Lentini was selected as the new Vice Chair.

6. Review of Board of Trustees Meeting Schedule 2022

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

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustee Vahdat identified November 8, 2022 as a potential conflict due to elections
taking place on that date. November 15, 2022 was proposed and accepted.

Trustee Lentini moved, and Trustee Han seconded to accept the schedule with the
specified change from November 8, 2022 to November 15, 2022.

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

The scheduled was accepted with the change specified.

BOARD REPORTS AND COMMENTS

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

Chair Duque Hughes attended the Gartner Reimagine HR Conference.

STAFF REPORTS AND COMMENTS

8. 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: January 11, 2022

FUTURE AGENDA TOPICS

- RFID Tagging Update
- Review of Library Budget FY 2021/22, 2nd Quarter
- Mobile Shelving
- National Library Week

ADJOURNMENT

The meeting was adjourned at 7:19 P.M.