



**San Rafael Library – 1100 E Street, San Rafael, CA
February 8, 2022 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=yilL06nxmbk>

CALL TO ORDER

Chair Duque Hughes called the meeting to order at 6:01 P.M.

Roll Call

Present: Trustee Cortes
Chair Duque Hughes
Trustee Han, entered the meeting at 6:03 P.M.
Trustee Lentini

Absent: Trustee Vahdat

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

AGENDA AMENDMENTS

None.

MINUTES

1. Approve Regular Meeting Minutes of January 11, 2022

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

Trustees provided comments.

The minutes of January 11, 2022 were approved as submitted.

Trustee Lentini moved, and Trustee Cortes seconded to approve the minutes of the January 11, 2022 meeting.

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

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

New Library Video Game Collection – Basia Jędruszczak, Librarian

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

None.

MATTERS BEFORE THE BOARD

4. FY 2021- 2022 2nd Quarter Annual Revenue and Expenditure Budget Report

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City

Librarian

Staff responded to questions from the Trustees.

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

Trustees provided comments.

5. Allergy Awareness Signage Update

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City

Librarian

Staff responded to questions from the Trustees.

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

Trustees provided comments.

Mr. Bankhead summarized the feedback received regarding the Allergy Awareness Signage and said the updated sign will be presented at the next Library Board of Trustees meeting during item “Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff”, the updates to the sign will consist of:

- a. graphic showing typical items brought into the children's space, processed food containing nuts, peanut butter jelly sandwiches, granola bars, and various nuts
- b. educational material near the sign will be a display created using items already in the library's collection
- c. explanation at the bottom of the sign about the necessity of the sign
- d. the Spanish word/language for nut to be changed to something that is inclusive of various nuts
- e. the color of the sign to be yellow or another eye-catching color

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.

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

NEXT MEETING: March 8, 2022

FUTURE AGENDA TOPICS

- RFID Tagging Update

ADJOURNMENT

The meeting was adjourned at 7:05 P.M.