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

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=2J5vVW9nrFQ>

**CALL TO ORDER**

Chair Duque Hughes called the meeting to order at 6:03 P.M.

**Roll Call**

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

**Absent:** Trustee Lentini

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

**AGENDA AMENDMENTS**

None.

**MINUTES**

**1. Approve Regular Meeting Minutes of February 8, 2022**

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

Trustees provided comments.

The minutes of February 8, 2022 were approved as submitted.

Trustee Cortes moved, and Trustee Vahdat seconded to approve the minutes of the February 8, 2022 meeting.

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

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

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

#### **Introduction – Catherine Quffa, Incoming Library & Recreation Director**

Staff responded to questions from the Trustees.

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

Trustees provided comments.

#### **New Manga Collection by 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**

None.

## **MATTERS BEFORE THE BOARD**

### **4. Community Wellness Assistant Program 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.

Trustee Vahdat asked when this presentation will be presented at the California Library Association Conference.

### **5. 1000 Books before Kindergarten Program Update**

Presentation by Jill Tokutomi, Supervising Librarian

Staff responded to questions from the Trustees.

Chair Duque Hughes 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.

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

Trustees provided comments.

**NEXT MEETING: April 12, 2022**

## **FUTURE AGENDA TOPICS**

- RFID Tagging Update

## **ADJOURNMENT**

The meeting was adjourned at 7:06 P.M.