



**Tuesday, July 12, 2022
6:00 P.M.**

Virtual via Zoom

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://bit.ly/BLT-07-12-2022>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone?

Call: (669) 900-9128 and enter 952-5545-6309#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of June 14, 2022

MEETING OPEN TO THE PUBLIC

2. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*
3. Introductions/Awards/Recognitions/Presentations
 - Introduction of new Board Member Larry Andow
 - Presentation by Dan Cottrell: School Library Card Outreach

MATTERS BEFORE THE BOARD OF TRUSTEES

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Library Receives Grant from the Cushing Family Fund
5. Board Meeting Schedule: August and December

BOARD REPORTS AND COMMENTS

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

STAFF REPORTS AND COMMENTS

7. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:

NEXT MEETING: August 9, 2022

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



SAN RAFAEL
LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

**San Rafael Library – 1100 E Street, San Rafael, CA
June 14, 2022 – 6:00 P.M.**

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=qlyzUY0VSJg>

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
Trustee Lentini

Absent: Trustee Vahdat

Also Present: Lea Aschkenas, Librarian II
Henry Bankhead, Assistant Library & Recreation Director/City Librarian
Jinder Banwait, Administrative Analyst
Basia Jedruszczak, Librarian I
Katie Port, Supervising Librarian
Catherine Quffa, Library & Recreation Director
Jill Tokutomi, Supervising Librarian

AGENDA AMENDMENTS

None

MINUTES

1. Approve Regular Meeting Minutes of May 10, 2022

Chair Duque Hughes invited public comment; however, there was none.
Trustees provided comments.
The minutes of May 10, 2022 were approved as submitted.

Trustee Cortes moved, and Trustee Lentini seconded to approve the minutes of the May 10, 2022 meeting.

Ayes: Trustees: Cortes, Han, Lentini, and 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

Presentation by Jill Tokutomi: Summer Reading 2022

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. California Library Association Conference Report

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

Librarian, Lea Aschkenas, Librarian II, Basia Jedruszczak, Librarian I, and Katie Port, 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

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

None

STAFF REPORTS AND COMMENTS

6. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian and Catherine Quffa, 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: July 12, 2022

FUTURE AGENDA TOPICS

- None (other than what is on the workplan)

ADJOURNMENT

The meeting was adjourned at 7:04 P.M.

DRAFT



**July 12, 2022
Item #4**

TITLE: Library Receives Grant from the Cushing Family Fund

RECOMMENDATION:

That the Board of Trustees receive the report.

BACKGROUND:

The City of San Rafael, on behalf of the San Rafael Libraries, recently received a grant in the amount of \$38,465 from the Cushing Family Fund, a private donor-advised fund that provides grants to support public libraries in Marin County, California. This grant from the Cushing Family Fund of The Pittsburgh Foundation is to support new and ongoing digital and technology literacy at the San Rafael Public Library.

A representative from the Cushing Family Foundation reached out to staff in March 2022 to encourage the San Rafael Public Library to apply for this grant opportunity. After submitting an online application, the library received notification in June that we would be receiving the funding. The city recently received a check for the full amount of the grant.

DISCUSSION:

This grant will make possible the purchase of the following new technology items for the library:

- Three new Lulzbot 3D printers for the three library locations.
- Four additional Oculus Headsets to provide virtual reality experiences for patrons at all library locations.
- Eight more public computers distributed at all three library locations.
- Two new scanners and two new workstations for the Randy Coleman Memory lab at the downtown library.

The memory lab has been very popular, and more equipment will allow us to serve double the number of people who would like to convert their analog formats (photos, film, slides, cassette tapes, etc.) to digital. In addition, this grant will fund an online digital repository for local historical content and community created content enabling the library to showcase the Louise Boyd collection as well as documents, photos and video created by community members.

When the library has returned to normal hours, we did so with less than half of the number of public computers that we had pre-pandemic. As library usage continues to increase, we have seen a marked increase in the use of public computers. Additional computing stations will be a distinct benefit to the community and will help to further address the challenge of the digital divide where some of the most vulnerable in our community lack internet access.

FISCAL IMPACT:

There is no financial impact associated with this item.

Submitted by:

A handwritten signature in black ink, appearing to read 'Henry Bankhead', written over a light-colored rectangular background.

Henry Bankhead
Assistant Library & Recreation Director / City Librarian