



# SAN RAFAEL

LIBRARY AND RECREATION

## BOARD OF LIBRARY TRUSTEES

## MINUTES

San Rafael Library – 1100 E Street, San Rafael, CA  
December 13, 2022 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=DM4743xxhEk>

### **CALL TO ORDER**

Chair Duque Hughes called the meeting to order at 6:04 P.M.

### **Roll Call**

**Present:** Trustee Andow  
Trustee Cortes  
Chair Duque Hughes  
Trustee Lentini  
Trustee Vahdat

**Absent:** None

**Also Present:** Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Daniel Cottrell, Supervising Librarian  
Catherine Quffa, Library & Recreation Director

### **AGENDA AMENDMENTS**

None

### **MINUTES**

#### **1. Approve Regular Meeting Minutes of October 11, 2022**

*(November 2022 meeting was cancelled due to lack of quorum)*

Trustees provided comments.

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

Trustee Andow moved, and Trustee Cortes seconded to approve the minutes of the October 11, 2022 meeting.

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

*Minutes approved as submitted.*

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

### **MEETING OPEN TO THE PUBLIC**

**2. Public Comment from the audience regarding items not listed on the agenda**  
None

**3. Introductions/Awards/Recognitions/Presentations**

Presentation by Daniel Cottrell – Library All Staff Day

Staff responded to questions from the Trustees.

Trustees provided comments.

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

### **MATTERS BEFORE THE BOARD**

**4. Review of Board of Trustees Meeting Schedule 2023**

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

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board of Trustees agreed to continue having the meetings on the second Tuesday of each month at 6 P.M., keep the January 10, 2023 scheduled meeting, and discuss any date changes/cancellations for 2023 at the January 10, 2023 meeting.

Trustee Lentini moved, and Trustee Vahdat seconded to meet on January 10, 2023 and discuss schedule changes at that meeting.

Ayes: Trustees: Andow, Cortes, Lentini, Vahdat, and Duque Hughes

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

*January 10, 2023 meeting scheduled, changes to be discussed at that meeting.*

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

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

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

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board of Trustees agreed to select Trustee Lentini as Chair and Trustee Vahdat as the Vice Chair.

Trustee Duque Hughes moved, and Trustee Cortes seconded the selection of Trustee Lentini as the Chair and Trustee Vahdat as the Vice Chair.

Ayes: Trustees: Andow, Cortes, Lentini, Vahdat, and Duque Hughes

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

*Trustee Lentini selected as the Chair and Trustee Vahdat selected as the Vice Chair.*

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

**BOARD REPORTS AND COMMENTS**

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

Trustee Cortes inquired whether the City of San Rafael will give Land Acknowledgements at meetings and recommended adding this topic as a future agenda item. Ms. Quffa stated that staff would consult with the City Clerk.

**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 & Recreation Director/City Librarian and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

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

**NEXT MEETING: January 10, 2023**

**FUTURE AGENDA TOPICS**

- Review of Board of Trustees Meeting Schedule 2023

### **ADJOURNMENT**

The meeting was adjourned at 7:09 P.M.