



**Tuesday, December 13, 2022  
6:00 P.M.**

**Virtual via Zoom**

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### **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-12-13-2022>

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) 444-9171 and enter 815-8552-6324#

#### **CALL TO ORDER**

- Roll Call

#### **AGENDA AMENDMENTS**

#### **MINUTES**

1. Approve regular meeting minutes of October 11, 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
  - Presentation by Supervising Librarian Dan Cottrell on Library All Staff Day

#### **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. Review of Board of Trustees Meeting Schedule 2023
5. Selection of Chair and Vice Chair

#### **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: January 10, 2023**

## **ADJOURNMENT**

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### **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](mailto: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.*

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**SAN RAFAEL**

LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

**San Rafael Library – 1100 E Street, San Rafael, CA  
October 11, 2022 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

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

**CALL TO ORDER**

Trustee Cortes called the meeting to order at 6:01 P.M.

**Roll Call**

**Present:** Trustee Andow  
Trustee Cortes  
Trustee Vahdat

**Absent:** Trustee Lentini  
Chair Duque Hughes

**Also Present:** Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Katie Port, Supervising Librarian

**AGENDA AMENDMENTS**

None

**MINUTES**

**1. Approve Regular Meeting Minutes of September 13, 2022**

Trustees provided comments.

The minutes of September 13, 2022 were approved as submitted.

Trustee Andow moved, and Trustee Vahdat seconded to approve the minutes of the September 13, 2022 meeting.

Ayes: Trustees: Andow, Cortes, and Vahdat

Noes: Trustees: None

Absent: Trustees: Lentini and Duque Hughes

Abstain: Trustees: None

*Minutes approved as submitted.*

Trustee Cortes 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 Katie Port: Meet the New Library Staff

Staff responded to questions from the Trustees.

Trustees provided comments.

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

### **MATTERS BEFORE THE BOARD**

**4. Book Challenges: Principles of Intellectual Freedom Create a High Bar for Removal of Library Materials from the Public Library**

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

Staff responded to questions from the Trustees.

Trustees provided comments.

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

### **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

Staff responded to questions from the Trustees.

Trustees provided comments.

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

**NEXT MEETING: November 8, 2022**

**FUTURE AGENDA TOPICS**

- None (*other than what is on the workplan*)

**ADJOURNMENT**

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

DRAFT



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**December 13, 2022  
Item #4**

**TITLE:           REVIEW OF THE BOARD OF TRUSTEES MEETING SCHEDULE FOR  
2023**

**SUMMARY**

Annually, the Library Board of Trustees reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

**RECOMMENDATION:**

It is recommended that the Board review its meeting schedule for 2023 and revise as necessary.

**BACKGROUND:**

The Library Board of Trustees currently meets on the second Tuesday of each month at 6:00 p.m. Annually, the Board of Trustees reviews its annual meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts. Meetings that could potentially conflict with a City Council meeting on the same date need to be either cancelled or re-scheduled.

Board of Trustees Meeting Schedule

- January 10, 2023
- February 14, 2023
- March 14, 2023
- April 11, 2023
- May 9, 2023 (Lag BaOmer)
- June 13, 2023
- July 11, 2023
- August 15, 2023
- September 12, 2023
- October 10, 2023
- November 14, 2023
- December 12, 2023 (Feast of Our Lady of Guadalupe)

In 2022, the Board cancelled the August meeting. The Board had also been considering cancelling the December meeting, however the November meeting where this was to have been discussed did not take place for lack of a quorum. Cancelling the August and December meetings is a common practice amongst other City Boards and Commissions to avoid conflicts during the summer and winter holidays. The Board may wish to consider doing the same in 2023.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Board.

Submitted by:



Henry Bankhead  
Assistant Library & Recreation Director / City Librarian



**SAN RAFAEL**  
THE CITY WITH A MISSION

**LIBRARY BOARD OF TRUSTEES  
AGENDA REPORT**

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**December 13, 2022  
Item #5**

**TITLE: SELECTION OF BOARD CHAIR AND VICE CHAIR**

**SUMMARY**

Annually, the Library Board of Trustees selects a Chair and Vice Chairperson to facilitate meetings. The Board also reviews any board appointments and makes changes if needed.

**RECOMMENDATION:**

It is recommended that the Library Board of Trustees select a new Chair and Vice Chairperson and review board assignments as needed for the period January – December 2023.



**BACKGROUND**

Annually, the Library Board of Trustees meets in regular session and selects a chairperson and vice chairperson. The election shall be by majority vote of the Board, to be held preferably towards the end of each calendar year. The term of service for these offices shall be one year, beginning in January of each year. The intent is that the appointments of the respective Chair and Vice-Chair offices be rotated among the Board members so that everyone gets an opportunity to serve. With the establishment of two (2) four-year term limits for all Commissions and Boards, generally a Board member would not serve as Chair more than once in seven consecutive years.

**FISCAL IMPACT:**

None

**ALTERNATIVE ACTION**

Any other action as determined by the Board.

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