



SAN RAFAEL
LIBRARY AND RECREATION

**SAN RAFAEL PUBLIC LIBRARY
BOARD OF TRUSTEES
AGENDA**

**Tuesday, January 10, 2023
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-01-10-2023>

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 885-2339-3740#

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of December 13, 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
 - Assistant Director transition, presented by Catherine Quffa and Jill Tokutomi

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. Review of Board of Trustees Workplan 2023

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: February 14, 2023

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
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.

DRAFT



**January 10, 2023
Item #4**

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

RECOMMENDATION:

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

BACKGROUND:

During the December Library Board of Trustees meeting, Trustees discussed the 2023 schedule. Trustees recommended that the item be continued to the January 2023 meeting, when the City would have more clarity on the guidelines around returning to an in-person/hybrid format for Board and Commission meetings.

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.

DISCUSSION:

Proposed Board of Trustees Meeting Schedule

January 10, 2023
February 14, 2023
March 7, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
September 12, 2023
October 10, 2023
November 14, 2023

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:

A handwritten signature in black ink, appearing to read "Jill Tokutomi", with a stylized flourish at the end.

Jill Tokutomi

Interim Assistant Library & Recreation Director / City Librarian



**January 10, 2023
Item #5**

**TITLE: REVIEW OF PROPOSED LIBRARY BOARD OF TRUSTEES
WORK PLAN FOR 2023**

RECOMMENDATION:

That the Board of Trustees review the draft work plan and provide input.

BACKGROUND:

Starting in 2020, the Library Board of Trustees requested the opportunity to discuss and provide input on short-term and long-term objectives for the San Rafael Public Library. These objectives are provided in the form of a work plan that helps the Board and staff anticipate and balance items to be discussed on the agenda of each monthly meeting. The 2020 plan was drafted in February 2020, and further revised in August 2020 in light of the 2020 Covid-19 pandemic. Staff drafted subsequent work plans in 2021 and 2022 that were presented to the Board.

DISCUSSION:

Staff drafted a proposed one-year work plan for 2023 designed to inform the community of our shared vision, and to provide the Board with ongoing feedback regarding the Library's facilities, programs and services, policies, and allocation of resources.

At this time, City staff is seeking the Board of Trustees assistance in refining or amending the draft work plan for 2023. The Work Plan will help to facilitate and generate agenda items that will be scheduled for future Library Board of Trustees meetings.

FISCAL IMPACT:

There is no financial impact associated with the review of this item.

ALTERNATIVE ACTION

Any other action as determined by the Board.

Submitted by:



Jill Tokutomi
Interim Assistant Library & Recreation Director / City Librarian

Attachment:

1. Library Board of Trustees Draft Work Plan for 2023

**Library Board of Trustees
Workplan – 2023**

Meeting Date	Agenda Items	Presentations
January 10	<ul style="list-style-type: none"> • Review of Board of Trustees Meeting Schedule 2023 • Proposed Workplan 2023 	Leadership Transition
February 14	<ul style="list-style-type: none"> • Update on MARINet Changes 	Cohesive visuals and branding
March 14	<ul style="list-style-type: none"> • Review of updated open hours 	Collection HQ
April 11	<ul style="list-style-type: none"> • Downtown Library Renovation Project 	Outreach to older adults
May 9	<ul style="list-style-type: none"> • TBD 	Leadership Transition
June 13	<ul style="list-style-type: none"> • Summer at the Library 	Collections TBD
July 11	<ul style="list-style-type: none"> • Automated Materials Handling Overview 	Summer outreach to schools
August 8	<ul style="list-style-type: none"> • DARK 	
September 12	<ul style="list-style-type: none"> • BISAC Classification System 	Programming/Promo TBD
October 10	<ul style="list-style-type: none"> • Pickleweed Branch Renovation Project 	Collections TBD
November 14	<ul style="list-style-type: none"> • Selection of Commission Chair, Vice Chair and Committee Assignments • Review of Board of Trustees Meeting Schedule 2024 	Outreach TBD
December 12	<ul style="list-style-type: none"> • DARK 	

Possible topics: 3D Printing, Virtual Reality Programming, Accessible Computing, Services to Spanish Speaking Patrons, Communication to patrons, Open Forum with Invitees from other Boards & Commissions