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**City Hall Large Conference Room, Third Floor  
1400 5th Ave, San Rafael, CA  
June 13, 2023 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=0AOK60C6tww>

**CALL TO ORDER**

Chair Vahdat called the meeting to order at 6:02 P.M.

**Roll Call**

**Present:**

Trustee Andow  
Trustee Cortes  
Trustee Lee  
Chair Vahdat

**Absent:**

Trustee Kyle

**Also Present:**

Jinder Banwait, Administrative Analyst  
Daniel Cottrell, Supervising Librarian  
Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

**MINUTES**

**1. Approve Regular Meeting Minutes of April 11, 2023**

Trustees provided comments.

The minutes of April 11, 2023 were approved as submitted.

Trustee Andow moved, and Trustee Cortes seconded to approve the minutes of the April 11, 2023 meeting.

Ayes: Trustees: Andow, Cortes, Lee, and Vahdat

Noes: Trustees: None

Absent: Trustees: Kyle

Abstain: Trustees: None

*Minutes approved as submitted.*

Chair Vahdat invited public comment; however, there was none.

## **OPEN TIME FOR PUBLIC EXPRESSION**

**Public Comment from the audience regarding items not listed on the agenda.**

None

## **SPECIAL PRESENTATIONS**

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

Special Presentation by Daniel Cottrell, Supervising Librarian – Automated Materials Handling

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

## **OTHER AGENDA ITEMS**

### **3. Welcome New Board Members**

Introduction by Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

### **4. Selection of Chair and Vice Chair**

Presentation by Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

Trustee Vahdat was selected as the Chair and Trustee Andow was selected as the Vice Chair.

Trustee Cortes moved, and Trustee Lee seconded to select Trustee Vahdat as the Chair and Trustee Andow as the Vice Chair.

Ayes: Trustees: Andow, Cortes, Lee, and Vahdat

Noes: Trustees: None

Absent: Trustees: Kyle

Abstain: Trustees: None

*Trustee Vahdat was selected as the Chair and Trustee Andow as the Vice Chair.*

Chair Vahdat invited public comment; however, there was none.

**5. Summer Reading Plans 2023**

Presentation by Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

**STAFF LIAISON REPORT**

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

Presentation by Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment; however, there was none.

**COMMISSIONER REPORTS**

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

Trustee Andow asked if the Board of Library Trustees prepared an annual report for City Council. Jill Tokutomi to follow up with the City Clerk.

**NEXT MEETING: July 11, 2023**

**ADJOURNMENT**

The meeting was adjourned at 7:10 P.M.