



**BOARD OF LIBRARY TRUSTEES
JULY 11, 2023 AT 6:00PM
CITY HALL LARGE CONFERENCE ROOM
THIRD FLOOR
1400 5TH AVE, SAN RAFAEL, CALIFORNIA**

PARTICIPATE VIA ZOOM: <https://bit.ly/BLT-07-11-2023>

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

Call: (669) 444-9171 and enter 845-9271-9531#

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of June 13, 2023
Recommended Action – Approve as submitted

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the Library Board at this time on matters not on the agenda that are within its jurisdiction. Comments may be no longer than 3 minutes and should be respectful to the community.

OTHER AGENDA ITEMS

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

2. Downtown Library Modernization Project Update and Proposed Project Scope, staff report by Jill Tokutomi and presentation by representatives from Noll & Tam Architects
 - a. Recommended Action: Review and provide comment

STAFF LIAISON REPORT

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

COMMISSIONER REPORTS

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

ADJOURNMENT

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 online and in the city hall large conference room, third floor, 1400 5th Avenue, San Rafael, California placed with other agenda-related materials on the table in front of the location prior to the meeting. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing city.clerk@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. To request Spanish language interpretation, please submit an online form at <https://www.cityofsanrafael.org/request-for-interpretation/>.



SAN RAFAEL
LIBRARY AND RECREATION

BOARD OF LIBRARY TRUSTEES

MINUTES

**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.



**July 11, 2023
Item #2**

**TITLE: DOWNTOWN LIBRARY MODERNIZATION PROJECT UPDATE
AND PROPOSED PROJECT SCOPE**

RECOMMENDATION:

That the Board of Trustees review the report and associated attachments and provide comment.

BACKGROUND:

The San Rafael Public Library is in the preliminary design stage of a building modernization project for the Downtown Carnegie Library. Funding for this project comes from two separate State grants (the Building Forward State Grant and a Targeted State Grant), as well as Library reserve funds. The total project budget is \$3 million dollars, which includes project design, construction, and contingency.

The main scope of this project is to make life-safety and critical infrastructure improvements to the outdated building; this includes critical building maintenance and repairs, electrical and plumbing improvements, safety upgrades, and expanded public access in line with the Americans with Disability Act (ADA). Additionally, there is limited funding set aside for small-scale design improvements to create a more flexible, open space to better meet our operational needs.

After an extensive Request for Proposal (RFP) bidding process, in January 2023 the City awarded and negotiated a contract with [Noll & Tam Architects](#). Noll & Tam is a local Bay Area architectural firm with extensive experience in building and updating libraries. The Noll & Tam team has been working closely with Library and Public Works staff to determine how to best address the capital improvement needs within the project budget.

DISCUSSION:

On July 5th 2023, Noll & Tam submitted proposed floor plans to be reviewed by Library staff, the Board of Library Trustees, and members of the public (Attachment 1). The plans do not increase the footprint of the building, but rather update existing infrastructure and create a more efficient use of space. The sections below highlight some of the key improvements.

The project will address the following life-safety and critical infrastructure improvements:

- Replace the roof and improve access for maintenance
- Maintain and re-balance the HVAC system
- Upgrade electrical systems to meet code
- Upgrade the interior staircase for improved accessibility
- Upgrade existing plumbing and restroom infrastructure and add 2 additional ADA compliant restrooms (1 on each floor for a total of 4 public restrooms)
- Install a fire alarm system and illuminated exit signs
- Repair the floor and perform associated asbestos remediation
- Add an ADA accessible lift to downstairs staff work area and remove existing ramp
- Remove the non-safety interior glass walls outside the existing children's area

Additionally, the floor plans developed by Noll & Tam provide an overview of the proposed design improvements. These include:

- Replace lighting in the 1st and 2nd floor of the Carnegie wing
- Reconfigure the main entry lobby and make the children's area more open with an improved entryway
- Replace the existing children's service desk with a 2-person service desk that serves both the lobby and the children's area
- Reconfigure the children's area for more flexibility and opportunities for programming
- Return the current technical services staff work area to a small public programming room
- Relocate the public computing stations and Memory Lab from the 2nd floor Carnegie wing to the 2nd floor addition
- Redesign the 2nd floor Carnegie wing into a reading room with updated finishes, flexible collection and programming space
- Relocate the teen space and add two booths behind the service desk for public workspace, tutoring, etc.
- Replace some of the existing collection shelving with flexible mobile shelving
- Replace some furniture with updated furniture that is more ergonomic and attractive
- Install an Automated Materials Handling system
- Improve acoustics for existing staff offices
- Remove existing staff restrooms from downstairs staff work area and reconfigure space into a staff meeting room
- Create additional staff workspace with removal of ramp

Staff believe that the proposed changes will provide the greatest benefit in terms of both building usability and improving the public experience, while still considering the modest budget and the City's overall goal of pursuing a larger downtown library expansion.

FISCAL IMPACT:

There is no financial impact associated with the review of this item. The total project budget is \$3 million and will be funded through a Building Forward State Grant, a Targeted State Grant, and memorial funds donated to the City.

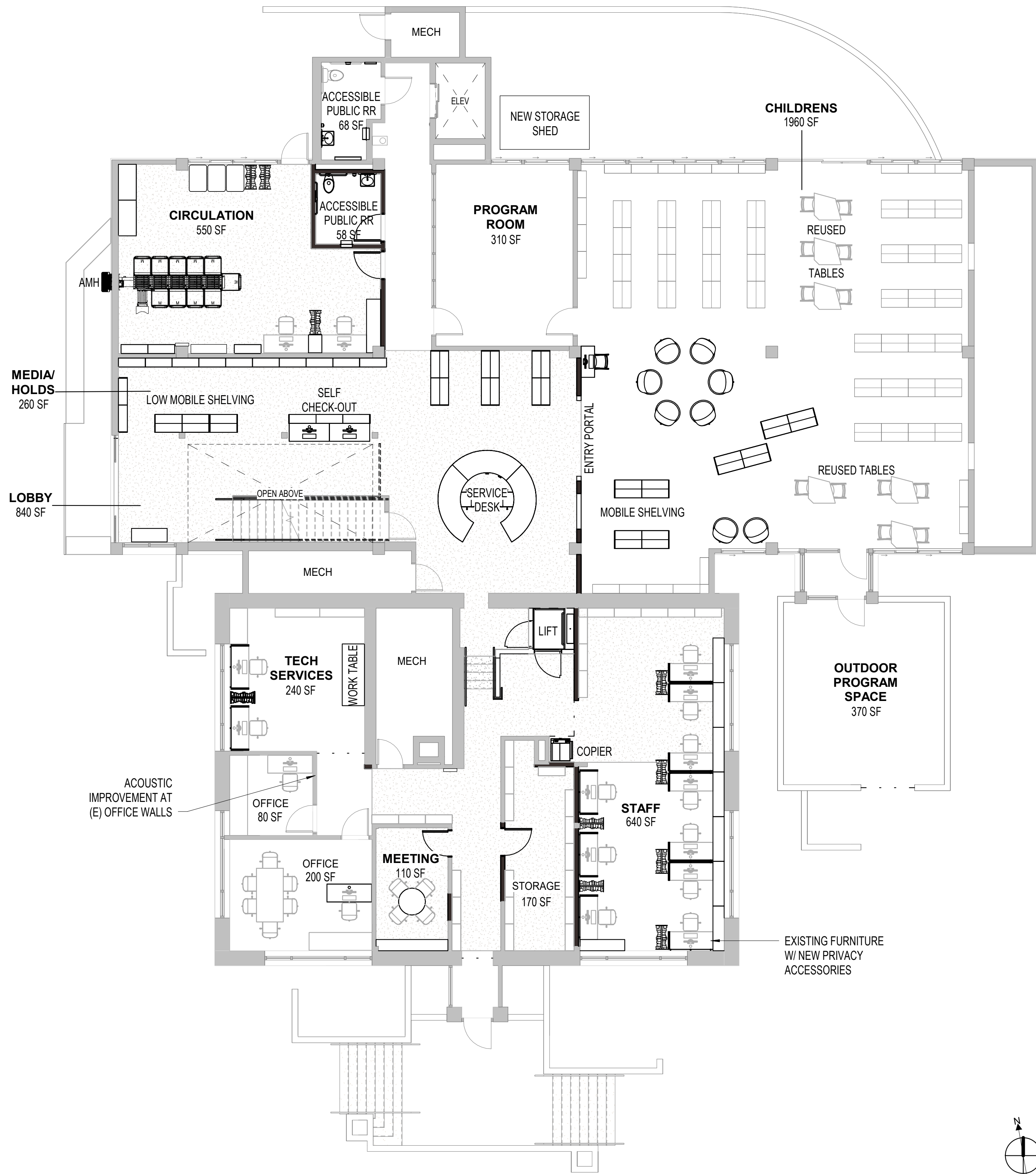
Submitted by:

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

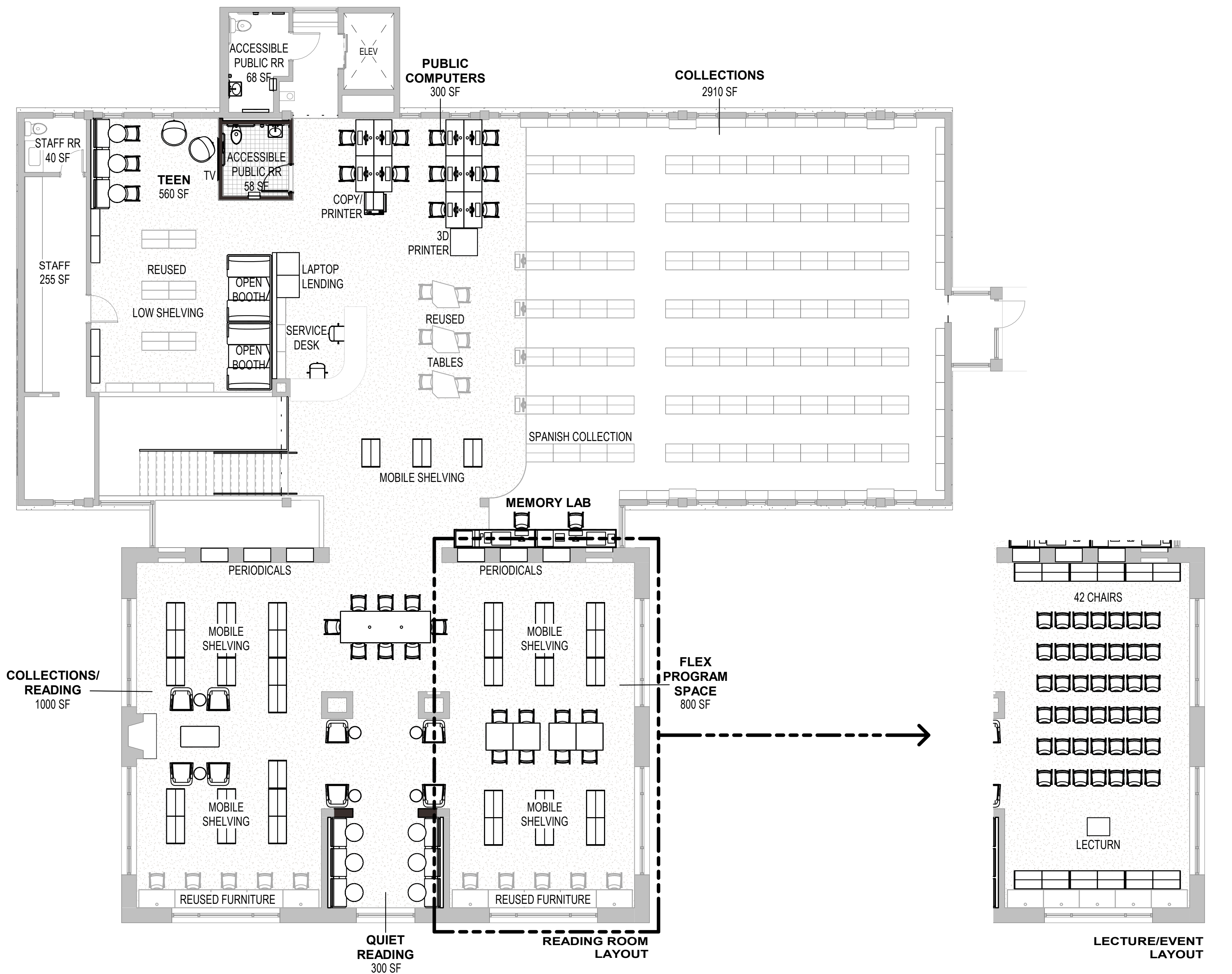
Jill Tokutomi
Assistant Library & Recreation Director / City Librarian

Attachments:

1. Proposed Floor Plans
2. Existing Floor Plans



1 01 - FLOOR PLAN
D1.2 1/8" = 1'-0"



2 02 - FLOOR PLAN
D1.2 1/8" = 1'-0"

PROPOSED FLOOR PLANS

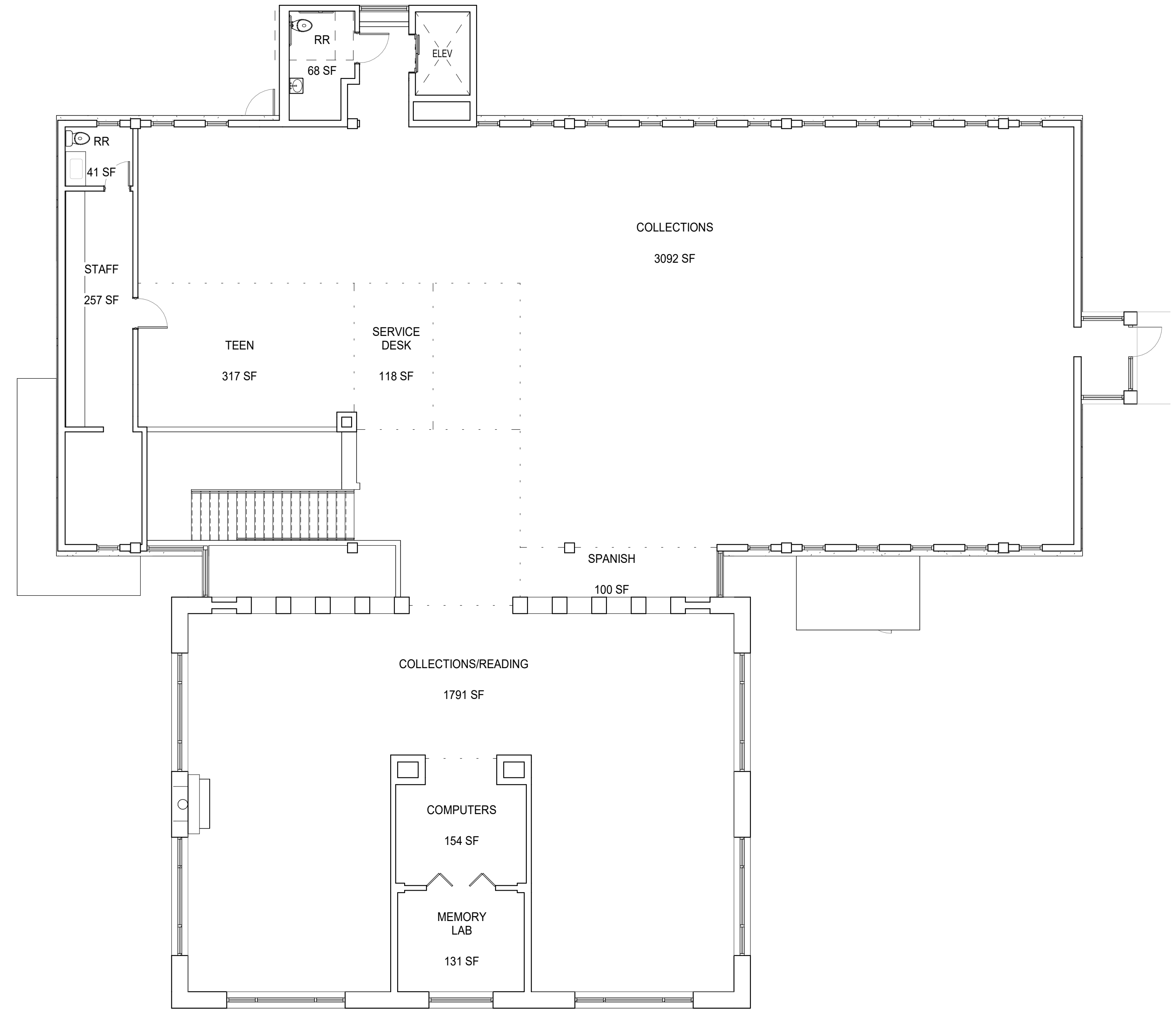
07/05/23

Downtown Library Renovation
San Rafael Public Library

NOLL & TAM
ARCHITECTS



FIRST FLOOR - EXISTING
1/8" = 1'-0"



SECOND FLOOR - EXISTING
1/8" = 1'-0"