



**SAN RAFAEL**

LIBRARY AND RECREATION

**BOARD OF LIBRARY TRUSTEES**

**MINUTES**

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**City Hall Large Conference Room, Third Floor**

**1400 5th Ave, San Rafael, CA**

**November 14, 2023 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=PawU8FBYeXE>

**CALL TO ORDER**

Chair Vahdat called the meeting to order at 6:00 P.M.

**Roll Call**

**Present:**

Trustee Andow (arrived at 6:07 P.M.)

Trustee Cortes

Trustee Lee

Chair Vahdat

**Absent:**

Trustee Kyle

**Also Present:**

Catherine Quffa, Library & Recreation Director

Basia Jędruszczak, Supervising Librarian

Jinder Banwait, Administrative Analyst

**MINUTES**

- 1. Approve Regular Meeting Minutes of October 10, 2023**  
***(occurred after agenda item 2 so that Trustee Andow could be present)***

Trustees provided comments.

The minutes of October 10, 2023 were approved as submitted.

Trustee Andow moved, and Trustee Vahdat seconded to approve the minutes of the October 10, 2023 meeting.

Ayes: Trustees: Andow, Lee, and Vahdat  
Noes: Trustees: None  
Absent: Trustees: Kyle  
Abstain: Trustees: Cortes

*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. SRPL Branches Services**

Staff report by Basia Jędruszczak, Supervising Librarian

Staff responded to questions from the Trustees.

Trustees provided comments.

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

## **OTHER AGENDA ITEMS**

### **3. Selection of Board Chair and Vice Chair**

Staff report by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board agreed to select Trustee Vahdat as the Chair and Trustee Andow as the Vice Chair.

Trustee Cortes moved, and Trustee Lee seconded the selection of 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 was selected as the Vice Chair.*

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

**4. Review the 2024 Board of Trustees Meeting Schedule**

Staff report by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board accepted the schedule with one change, go dark in July 2024 instead of August 2024. The meeting in August is scheduled for August 13, 2024.

Trustee Vahdat moved, and Trustee Andow seconded to accept the 2024 schedule with the amendment.

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

Noes: Trustees: None

Absent: Trustees: Kyle

Abstain: Trustees: None

*2024 meeting schedule accepted with one amendment.*

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

**5. Review of 2024 Board of Trustees Workplan**

Staff report by Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

The Board accepted the workplan with recommended changes.

Trustee Vahdat moved, and Trustee Cortes seconded to accept the 2024 workplan with the amendments.

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

Noes: Trustees: None

Absent: Trustees: Kyle

Abstain: Trustees: None

*2024 workplan accepted with a few amendments.*

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 Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.  
Trustees provided comments.

### **COMMISSIONER REPORTS**

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

Trustees provided comments.

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

**NEXT MEETING: February 13, 2024**

### **ADJOURNMENT**

The meeting was adjourned at 7:06 P.M.