



**BOARD OF LIBRARY TRUSTEES
NOVEMBER 14, 2023 AT 6:00PM
CITY HALL LARGE CONFERENCE ROOM
THIRD FLOOR
1400 5TH AVE, SAN RAFAEL, CALIFORNIA**

This meeting will be held in person. The meeting is being streamed live via Zoom:
<https://bit.ly/BLT-11-14-2023>

Want to listen to the meeting over the phone?
Call: (669) 444-9171 and enter 865-4861-5928#

How to participate in the meeting:

- Provide comments in-person at the meeting. You are welcome to come to the meeting and provide public comment in-person. Each speaker will have 3-minutes to provide public comment.
- Submit your comments by email by 4:00 p.m. the day of the meeting. Comments can be submitted to jinder.banwait@cityofsanrafael.org.

AGENDA

CALL TO ORDER – 6:00PM

MINUTES

1. Approve regular meeting minutes of October 10, 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.

SPECIAL PRESENTATIONS

2. Staff presentation by Basia Jędruszczak

OTHER AGENDA ITEMS

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

3. Selection of Board Chair and Vice Chair
Recommendation: Select a new Chair and Vice Chair
4. Review the 2024 Board of Trustees Meeting Schedule
Recommendation: Review the meeting schedule for 2024 and revise as necessary
5. Review of 2024 Board of Trustees Workplan
Recommendation: Review the draft work plan and provide input

STAFF LIAISON REPORT

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

COMMISSIONER REPORTS

7. 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

October 10, 2023 – 6:00 P.M.

Virtual Meeting Recording Link:

<https://www.youtube.com/watch?v=Y74zIqoFoyM>

CALL TO ORDER

Chair Vahdat called the meeting to order at 6:01 P.M.

Roll Call

Present:

Trustee Andow
Trustee Kyle
Trustee Lee
Chair Vahdat

Absent:

Trustee Cortes

Also Present:

Catherine Quffa, Library & Recreation Director

Jinder Banwait, Administrative Analyst

Jill Tokutomi, Assistant Library & Recreation Director/City Librarian

Katie Port, Supervising Librarian

MINUTES

1. Approve Regular Meeting Minutes of September 12, 2023

Trustees provided comments.

The minutes of September 12, 2023 were approved as submitted.

Trustee Andow moved, and Trustee Lee seconded to approve the minutes of the September 12, 2023 meeting.

Ayes: Trustees: Andow, Kyle, and Lee

Noes: Trustees: None

Absent: Trustees: Cortes
Abstain: Trustees: Vahdat

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. Getting to Know the SRPL Collections

Staff report by Katie Port, 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. Overview of State Report Statistics FY18- FY23

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

Staff responded to questions from the Trustees.

Trustees provided comments.

Chair Vahdat invited public comment.

Trustee Kyle left the meeting at 6:58 P.M. after item 3.

Speaker: Richard Sears

STAFF LIAISON REPORT

Question asked by a member of the public,

Speaker: Richard Sears

4. 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

and Catherine Quffa, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

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

COMMISSIONER REPORTS

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

Trustee Lee commented.

NEXT MEETING: November 14, 2023

ADJOURNMENT

The meeting was adjourned at 7:11 P.M.

DRAFT



**November 14, 2023
Item #3**

TITLE: SELECTION OF BOARD CHAIR AND VICE CHAIR

RECOMMENDATION:

That the Board select a new Chair and Vice Chairperson for the period January – December 2024.

DISCUSSION

The role of the Chair is to facilitate meetings per the posted agendas, ensure that the public and Trustees are provided appropriate time to comment, and maintain decorum throughout the meeting. The role of the Vice Chair is to perform the above duties in the absence of the Chair.

As defined in [The San Rafael Board, Commission, Committee Rules & Procedures](#), the election shall be by majority vote; the term of service shall be 1 year, beginning in January. The appointments of the respective Chair and Vice-Chair offices are to be rotated among the Board members based on tenure. In the case of identical term limits, tenure shall be determined by alphabetical order of last name.

The Rules and Procedures also note that in the event the current Chair or Vice-Chair has served less than one year, the Board may choose to re-elect them for an additional term. Additionally, if there is limited tenure among the other Commissioners, then a Commissioner may be appointed as an officer more than once in the number of years there are members.

Chair Vahdat and Vice Chair Andow were appointed in June 2023, after Trustee Lentini termed off of the Board. Staff would recommend that the Board consider re-appointing Chair Vahdat and Vice Chair Andow, as they have not had the opportunity to serve a full year term, and many of the current Board members are early in their tenure.

FISCAL IMPACT:

None

Submitted by:

A handwritten signature in blue ink, appearing to be 'C. A. Q.' or similar.

Catherine Quffa
Library & Recreation Director



**November 14, 2023
Item #4**

TITLE: REVIEW OF THE 2024 BOARD OF TRUSTEES MEETING SCHEDULE

RECOMMENDATION:

That the Board review, revise as necessary, and adopt a meeting schedule for 2024.

DISCUSSION:

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 meeting schedule to consider canceling or re-scheduling meetings due to holidays or other conflicts.

Proposed Board of Trustees Meeting Schedule

February 13, 2024

March 12, 2024

April 9, 2024 (Spring Break for San Rafael and Miller Creek School Districts)

May 14, 2024

June 11, 2024

July 9, 2024

September 10, 2024

October 8, 2024

November 12, 2024

In 2023, the Board cancelled the August and December meetings. 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. Staff recommend that the Board continue this practice in 2024.

Staff are also recommending that the Board cancel the January meeting for 2024. Last year, the January meeting was used to review the calendar and work plan for the coming year, which the Board is doing at this November meeting. Further, there are no time sensitive items planned for the Board to review. Given current capacity limitations, staff recommend that the Board also consider canceling the January meeting.

FISCAL IMPACT:

None

Submitted by:

A handwritten signature in blue ink, appearing to read 'C. Quffa', written in a cursive style.

Catherine Quffa
Library & Recreation Director



**November 14, 2023
Item #5**

**TITLE: REVIEW OF PROPOSED LIBRARY BOARD OF TRUSTEES
WORK PLAN FOR 2024**

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. Staff drafted subsequent work plans in 2021, 2022, and 2023 that were presented to the Board.

DISCUSSION:

Staff drafted a proposed one-year work plan for 2024 designed to inform the community and to provide the Board with ongoing feedback regarding the Library's facilities, programs, services, and policies. The work plan is designed to be a flexible document that can be adapted as needs arise throughout the year and gives staff and the Board an opportunity to discuss what topics might be of most interest and importance.

At this time, staff is seeking Board assistance in refining and providing feedback on the draft work plan for 2024. 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.

Submitted by:

A handwritten signature in blue ink, appearing to read 'Catherine Quffa'.

Catherine Quffa
Library & Recreation Director

Attachment:

1. Library Board of Trustees Draft Work Plan for 2024

**Library Board of Trustees
Workplan – 2024**

Meeting Date	Agenda Items
January 10	<ul style="list-style-type: none"> • DARK
February 14	<ul style="list-style-type: none"> • Update on MARINet Changes • Computing and Technology at the Library
March 14	<ul style="list-style-type: none"> • Pickleweed Branch Renovation Project Overview • Services to Spanish Speaking Patrons
April 11	<ul style="list-style-type: none"> • Review of Updated Library Policies • De-Escalation Staff Training
May 9	<ul style="list-style-type: none"> • Library and Recreation Department Goals for FY25
June 13	<ul style="list-style-type: none"> • Summer at the Library • Northgate Programming and Outreach
July 11	<ul style="list-style-type: none"> • Downtown Library Renovation Closure Plan • California Library Association Conference
August 8	<ul style="list-style-type: none"> • DARK
September 12	<ul style="list-style-type: none"> • Pickleweed Branch Renovation Project Conceptual Design • Pickleweed Programming and Community Connections
October 10	<ul style="list-style-type: none"> • FY24 California State Library Data
November 14	<ul style="list-style-type: none"> • Selection of Commission Chair, Vice Chair and Committee Assignments • Review of Board of Trustees Meeting Schedule 2025 • Review of Board of Trustees Work Plan 2025
December 12	<ul style="list-style-type: none"> • DARK

Possible topics: Friends of the San Rafael Public Library Overview, Services to Older Adults