

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
TUESDAY, MARCH 11, 2014
DOWNTOWN LIBRARY MEETING ROOM
6:00 P.M.**

MEMBERS PRESENT: THOMAS ALLEN (CHAIR)
CAROL MANASHIL
KAREN NIELSEN
SEAN PRENDIVILLE
MELANIE LEAVITT CANTARUTTI

MEMBERS ABSENT: NONE

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
JILL HARRIS, CHILDREN'S LIBRARIAN
MADELINE MORK, FRIENDS OF THE LIBRARY

APPROVAL OF AGENDA

Agenda approved without changes unanimously on a motion by Nielsen and a second by Cantarutti.

APPROVAL OF MINUTES

January meeting minutes were approved unanimously on a motion by Nielsen and a second by Prendiville.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

STAFF PRESENTATION

Children's Librarian Jill Harris presented to the Board about her project over the past year to create the Middle School Lounge in the Children's Room of the Downtown Library. This grant-funded project resulted in a new space and collection devoted to middle schoolers, well-attended programs specifically for their needs, a middle school advisory group, and a partnership with Davidson Middle School.

REPORT FROM LIBRARY DIRECTOR

Current staff recruitments: The Library is currently recruiting for four positions including a bilingual children's librarian at Pickleweed and three library assistants Downtown.

New Library website: The library's new website launched and has been receiving an excellent reception so far.

Revised Guidelines for Library Use: The new policy went into effect on March 3rd. We have generally seen a positive acceptance of the new rules.

Downtown Library carpeting update: Library staff have selected new carpeting for the Downtown Library. The project will now go out to bid and then work will begin with the selected contractor.

Library Foundation study session: The Library Foundation will meet with City Council in a special study session on March 17th from 6-7pm to present an update on the Foundation's activities and next steps toward building a 21st century library Downtown.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: The Friends are getting ready for their book sale on March 15th with a preview for members on March 14th.

SRPL Foundation: The Foundation held its final visioning session on Friday, February 14th and will present to the City Council in a special Study Session on March 17th. Board of Trustees members are encouraged to attend.

Special Library Parcel Tax Committee: The committee met February 12th to review the upcoming 2014/2015 budget projections and agreed with the budget recommendations from the Library Director.

OLD BUSINESS

Budget planning for 2014/2015: Houghton presented additional information from the Finance Department regarding the upcoming 2014/2015 budget, including an additional \$30,000 added to the General Fund contract services line item to cover the real cost of the Library's dues to MARINet, that parcel tax revenues are expected to remain flat, and that there may be staffing cost increases per negotiations with SEIU.

Library Board of Trustees - summary for City Council: Manashil and Cantarutti presented their draft. Board members provided several edits. A revised version will be presented at the next meeting for approval.

NEW BUSINESS

Partnering with Library Foundation for future work: Houghton advised that following the Foundation's study session with City Council, the Board should expect to be working more closely and actively with the Foundation on community awareness and other activities surrounding building a new Downtown Library.

ADJOURNMENT

Meeting adjourned at 6:45 pm.

Respectfully submitted by Sarah Houghton