

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
TUESDAY, AUGUST 12, 2014
DOWNTOWN LIBRARY MEETING ROOM
6:00 P.M.**

MEMBERS PRESENT: CAROL MANASHIL
KAREN NIELSEN
SEAN PRENDIVILLE
MELANIE LEAVITT CANTARUTTI

MEMBERS ABSENT: HANNA RODRIGUEZ-FARRAR

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
MADELINE MORK, FRIENDS OF THE LIBRARY
EDITH STOVER, PRESIDENT, FRIENDS OF THE
LIBRARY

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

May meeting minutes were approved 4-0 with one abstention on a motion by Nielsen and a second by Manashil. Cantarutti abstained as she was not present at the last meeting.

PUBLIC COMMENT

None

STAFF PRESENTATION

Adult Services Supervisor Pam Klein spoke to the Board about the last year's work in Adult Services, including the soon-to-launch Tech Zone, centralizing all of the public use computers upstairs, and the extensive programming for teens and adults.

CORRESPONDENCE

None

REPORT FROM LIBRARY DIRECTOR

Downtown Library Carpeting Project: The project is functionally completed and the feedback on the new carpeting has been great.

Incident Reports: We continue to have incidents with patron behavior in the Library but police calls have decreased due to the presence of the security guard.

New Children's Librarian at Pickleweed: Laura Millison joined the Pickleweed Library as a Children's Librarian. Laura's position will focus on outreach to the youth in the Canal community.

Historical Finds: In the course of the carpeting project, numerous historical items were discovered in closets. We hope to digitize some of these and put them on our website.

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: The Friends are holding an in-store sale August 26-30. An art book sale will be held at the Library October 3 and 4. The annual rare book sale will take place at the Downtown Library November 7 and 8.

SRPL Foundation: Pam Dixon and Joe O'Hehir are new Foundation Board members. The Foundation will hold an annual meeting October 9th at Falkirk with speakers from other library construction projects.

Special Library Parcel Tax Committee: This committee has not met; nothing to report.

OLD BUSINESS

None

NEW BUSINESS

New trustee (begins next month): Hanna Rodriguez-Farrar: A new Board roster and Library organizational chart were distributed to the Board members.

Visitor today from Friends of the Library President, Edith Stover: Stover described the Friends activities, including the Friends Books store, a desire to raise membership numbers, and the various programs at the Library that the Friends generously support.

October 14th meeting - meeting with City Council: This Board's regular October meeting will include time with the City Council. The one-pager that Manashil and Cantarutti drew up regarding the Board's activities will be used as a conversation starting point. We will discuss at our September meeting

Visit from Foundation President (Gary Ragghianti) October 14th as well?: The Board agreed to ask Mr. Ragghianti to reschedule to a different meeting.

Meeting with the Mayor and reps from Board of Trustees, Foundation Board, and Friends Board - September 22nd at 5pm: Sean Prendiville, Gary Ragghianti, Edith Stover, and Sarah Houghton will meet with Mayor Gary Phillips to discuss the Foundation and Friends future fundraising efforts as well as the Library's need to renew the Parcel Tax.

Goals and Objectives 2014/2015: Suggestions were made to ensure an ongoing focus on teen programming, an emphasis on the library being an educational place for lifelong learning, and on the library getting a presence in the local schools – to both students and teachers.

Draft community survey: As part of the visioning training the Library will be organizing early 2015, we are conducting a community survey about awareness of efforts to build a new library, and priorities for a new library. The most up-to-date version of the draft survey was distributed to the Board members and feedback requested by Friday, August 15th.

2013-2017 Library Strategic Plan - update with achievements to date: Achievements for the first 2 ½ years of the life of the Strategic Plan were distributed, along with the areas we wish to focus on more in the upcoming years – marketing and staff and user education.

2014/2015 budget allocations: The final 2014/2015 budget was distributed to the Board members. All allocations were as requested and as planned as of the Director's last update.

Possible new annual dinner meeting: The Board would like to hold its January meeting offsite as a dinner meeting, possibly with a speaker, somewhere in San Rafael. We will further plan this in upcoming meetings.

ADJOURNMENT

Meeting adjourned at 7:25 pm.

Respectfully submitted by Sarah Houghton