

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
TUESDAY, September 8, 2015  
DOWNTOWN LIBRARY MEETING ROOM  
6:00 P.M.**

**MEMBERS PRESENT:** MELANIE LEAVITT CANTARUTTI  
CAROL MANASHIL (chaired meeting)  
KAREN NIELSEN  
HANNA RODRIGUEZ-FARRAR

**MEMBERS ABSENT:** SEAN PRENDIVILLE, CHAIR

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
HENRY BANKHEAD, ASSISTANT DIRECTOR  
JOSHUA ALPERIN, PICKLEWEED SUPERVISING  
LIBRARIAN  
MADELINE MORK, FRIENDS OF THE LIBRARY

**APPROVAL OF AGENDA**

The agenda was approved unanimously on a motion by Nielsen and a second by Rodriguez-Farrar.

**APPROVAL OF MINUTES**

August minutes were approved (with a correction to the Friends report) on a motion by Cantarutti and a second by Nielsen (with Rodriguez-Farrar abstaining as she was not in attendance).

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

New Library staff members Henry Bankhead (Assistant Library Director) and Joshua Alperin (Pickleweed Supervising Librarian) were introduced to the Board of Trustees. Both bring a wealth of experience and are fortunate additions to our wonderful team!

**CORRESPONDENCE**

None

**REPORT FROM LIBRARY DIRECTOR**

Personnel Updates: Jill Harris was selected as the Library's new Downtown Library Children's Services Supervising Librarian. Harris has worked for SRPL as a Children's Librarian for close to five years. We have three vacant positions still: half-time Downtown Circulation Library Assistant, half-time Pickleweed Librarian, and a three-quarter-time Downtown Children's Librarian.

City Council Actions: On September 8<sup>th</sup> the Library will be providing an informational item to the City Council about our intent to renew the Special Library Parcel Tax in June 2016.

Facility Updates: We are waiting on four projects: new shelving to be installed in the Downtown picture book area, new safe installation Downtown, water fountain replacement Downtown, and CAT5 cable installation at both libraries to prepare for installing new, more accurate people counters.

San Rafael City Schools Community Resources Fair: Children's Librarians Jill Harris and Margaret Stawowy participated in the SRCS Community Resources Fair to share information about library services for teachers, support staff, and students.

Additional Donation from the Kay Corlett Trust: An additional \$5,836.77 was gifted to the Library as the last part of the Corlett gift bringing the total to \$468,833.77.

Needs Assessment Project: The first phase of the project, the needs assessment itself, should be completed by the end of September.

## **REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS**

Friends of the Library: The Friends Book Store will take part in the wine tasting summer stroll on Saturday. The Friends will hold an art and cooking special book sale on September 25 and 26. Additionally, the Book Store will take part in LitQuake on October 7<sup>th</sup>.

SRPL Foundation: The Foundation will be meeting on Friday and is planning for their annual meeting and program. An announcement should be forthcoming on that soon.

Special Library Parcel Tax Committee: The group will be meeting in October to write the annual report to City Council.

## **OLD BUSINESS**

Special Library Parcel Tax Renewal: Houghton noted that at the close of this meeting, she will be going to the City Council meeting tonight to present the Library Parcel Tax renewal proposition.

## **NEW BUSINESS**

2014/2015 final budget report: The Library's end of year budget report for 2014/2015 was reviewed by the Board. 97% of the allocated General Fund budget was spent and 96% of the allocated Parcel Tax budget was spent. Revenue from the Special Library Parcel Tax was approximately \$7,000 less than the estimate.

Alternative location for November and December meetings: Due to two virtual author visit programs in the meeting room, Houghton will seek out alternative meeting spaces for the Board's November and December meetings.

## **ADJOURNMENT**

Meeting adjourned at 6:26 pm.

*Respectfully submitted by Sarah Houghton*