

**MINUTES OF THE REGULAR MEETING OF THE  
SAN RAFAEL LIBRARY BOARD OF TRUSTEES  
REGULAR MEETING, DECEMBER 8, 2015  
CITY MANAGER CONFERENCE ROOM  
1400 5<sup>th</sup> AVENUE, SAN RAFAEL  
6:00 PM  
SEAN PRENDIVILLE, CHAIR, PRESIDING**

**MEMBERS PRESENT:** SEAN PRENDIVILLE, CHAIR  
MELANIE LEAVITT CANTARUTTI  
KAREN NIELSEN

**MEMBERS ABSENT:** HANNA RODRIGUEZ-FARRAR  
CAROL MANASHIL

**OTHERS PRESENT:** SARAH HOUGHTON, LIBRARY DIRECTOR  
MADELINE MORK, FRIENDS OF THE LIBRARY

**APPROVAL OF AGENDA**

The agenda was approved unanimously on a motion by Nielsen and a second by Cantarutti.

**APPROVAL OF MINUTES**

November minutes could not be approved due to a lack of a quorum of members present at the November meeting.

**PUBLIC COMMENT**

None

**STAFF PRESENTATION**

None

**CORRESPONDENCE**

Bill Hale had emailed Sean Prendiville noting that he had not received the meeting packet as usual via email. When notified, Assistant Director Henry Bankhead promptly sent the packet to Mr. Hale.

**REPORT FROM LIBRARY DIRECTOR**

**Personnel Updates**

We have two vacant positions: the ¾ time Downtown Children's Librarian (offer accepted, awaiting fingerprinting) and a full time Technical Services position (temporarily filling with substitute staffing)

**Facility Updates**

We're awaiting the final installation for the new people counters.

## **Library Activities**

**All Staff Training Day** – Both libraries will be closed December 11<sup>th</sup> for an all staff training retreat lead by Lorenzo Jones of Employer’s Edge.

**CENIC Update** – Progress is being made on getting all MARINet libraries onto gigabit Ethernet connections in the upcoming year. More details in the coming months.

**New Library Needs Assessment Project** – Group 4 Architects is completing stage 3 of the needs assessment project, including seeking additional public input.

**Parcel Tax Renewal** – Representatives of Library staff, Friends, Foundation, Board of Trustees, and the Parcel Tax Committee met on December 7<sup>th</sup> to discuss initial support and campaign work needed for the Parcel Tax Renewal on the June 2016 ballot.

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

**Friends of the Library:** January 29-30 will be the Rare and Special Book Sale.

**SRPL Foundation:** The Foundation has indicated a willingness to fund additional outreach as part of Group 4’s needs assessment project. They will discuss this at their January meeting. The Foundation’s annual appeal letter should go out shortly.

**Parcel Tax Committee:** The Parcel Tax Committee has completed their draft report which will be presented to City Council on December 21<sup>st</sup>.

## **OLD BUSINESS**

**Child Safety Policy:** The Trustees suggested several copy edits to the policy, which Houghton will make.

**Special Library Parcel Tax renewal update:** Houghton gave an update to the Trustees on the current tax (which expires in June 2017) and the intention to seek a renewal of the tax in June 2016. The renewal will be the same as the original tax, with three changes: 9 year duration instead of 7, \$59 per parcel instead of \$49, and including a CPI adjustment of 1-3% annually. The additional \$10 per parcel will bring in approximately \$177,000 per year. The Library has had a long-standing wish list of funding priorities including personnel and non-personnel options. The Library will be working with the City Manager’s Office, Finance Department, and seeking guidance from the Library Board of Trustees on priorities.

## **NEW BUSINESS**

**New Library Needs Assessment Project update:** Group 4 is midway through Phase 3 of the needs assessment. We have sought community input on library priorities through six pop-up kiosks throughout San Rafael (330 participants). The current planning target, based on population, needs, and professional standards is that the library needs 45,000 – 50,000 square feet of space. Currently both libraries together have 18,000 square feet. Group 4 is looking at various sites and potential combinations in Central San Rafael, East San Rafael, and North San Rafael. The next step will be to seek community input on the various choices for library services, system, and facility strategies. Then, Group 4 will finalize its recommendations on system, facilities, operational, and capital needs.

## **ADJOURNMENT**

Meeting adjourned at 7:32 pm.

*Respectfully submitted by Sarah Houghton*