



LIBRARY BOARD OF TRUSTEES MEETING MINUTES
April 13, 2023

IN ATTENDANCE

Library Board of Trustee members present

George Rodericks (Chair), Sally Low, William Sawyers

Absent

Brook Cosby
Halicue Hanna

Staff

Anji Brenner (City Librarian), Kristen Clark, Jenn Hooker

Public

None

CALL TO ORDER – 7:00 PM

PUBLIC OPEN TIME – No public present.

CORRESPONDENCE – None.

BOARD ANNOUNCEMENTS – The Board welcomed new Trustee Low to the Board.

APPROVAL OF MINUTES

Minutes of the February 9, 2023 meeting were approved without changes.

CITY LIBRARIAN'S REPORT

Director Brenner reported on the following topics:

- Recruitments and Personnel
 - The Library is now close to fully staffed, with only one open position.
- Program Brochure

- The printed Program Brochure for May – August will be printed and mailed by May 1. This is the first brochure since January 2020.
- The Brochure describes the many programs scheduled for this summer in six categories: After Hours, Featured, Poetry, Local History, Literary Offerings, and Fun Stuff.
- Program highlights include Poets for Science, Record Listening Night, the “Down the Rabbit Hole” Summer Reading Challenge, recording of local LGBTQIA+ stories, and eight monthly book clubs.
- Annual Report: Director Brenner and Board Chair Rodericks will present the Annual Report to the City Council on April 17.
- Library Hours will be extended to 9pm this summer.
- The Diversity Tool to analyze the collection is now operating. The Library’s collection scores at 22% diverse. Bay Area libraries average 18-23% diverse in their collections. Library staff who make acquisitions for the collection will be trained to use the tool.

OLD BUSINESS

1. Patron Code of Conduct
 - a. The Board reviewed the revised Code of Conduct which reflects staff input. The Board believes that the proposed Code strikes the proper balance between being too specific and not providing sufficient description of expected behavior by patrons. Upon motion duly made and seconded the Patron Code of Conduct was approved as submitted.
2. Update on One-Year Work Plan
 - a. Director Brenner noted three recent events:
 - i. Star Party at Hauke Park. The Library’s new Star Blast telescope was available for about 75 attendees.
 - ii. Sing & Stomp at Sweetwater Music Hall drew almost 300 people.
 - iii. Transgender Day of Visibility at the Spahr Center had 70-80 attendees.
 - b. Upcoming Events include:
 - i. Trivia Nights at The Depot.
 - ii. Tabling/outreach at the Mill Valley Music Festival and at The Redwoods (already done at Tam High for Black History Month).

NEW BUSINESS

1. Discussion of Meeting Schedule and Time of Meeting
 - a. The Board discussed changing the Board meeting time. On motion duly made and seconded the Board approved changing the meeting time to 5:30pm. The discussion of the Calendar of meetings was deferred to the May 2023 meeting.
2. Discussion of Recording Booth Use Policy
 - a. The Board discussed the proposed Recording Booth Policy to specify how the Booth is to be used. The Policy was well drafted and covered the proper requirements. The Board requested that a sentence be added to clarify that use of the Booth does not indicate endorsement of the content a user produces. The revised Policy will be returned for Board consideration at the May 2023 meeting.

AGENDA FOR NEXT MEETING

- Update on One-Year Work Plan
- Meeting Calendar
- Recording Booth Use Policy

NEXT MEETING – May 11, 2023 (Trustee Sawyers will be absent)

ADJOURNMENT: 8:00 pm

Prepared by: William Sawyers