MARIN COUNTY FREE LIBRARY COMMISSION  

Proposed Agenda  
Wednesday, September 12, 2018  
7:00 p.m.

Corte Madera Library  
Corte Madera Library - 707 Meadowsweet Drive, Corte Madera, CA 94925  
Directions: From Highway 101 exit west on Tamalpais Dr. Turn left on Sanford & left on Meadowsweet. Library is on the right. In order to assure a quorum, please notify us, if you are unable to attend meeting 473-3222.

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<th>ITEM</th>
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<tr>
<td>7:00</td>
<td>1. Call to Order</td>
<td>Kaplan</td>
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<td>2. Roll Call</td>
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"Without libraries, what have we? We have no past and no future."  
Ray Bradbury

3. Approval of Agenda  
4. Approval of Minutes—June/August  
5. Open Time for Public Expression  
6. Reading & Correspondence File  
7. Corte Madera/Teen Svcs Reports  
8. New Business  
   a. Department Head Evaluation  
9. Old Business  
   a. Status of Commission Vacancies  
10. President’s Report for August  
11. Director’s Report for August  
12. Announcements

8:50 13. Adjournment

Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m. (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) at least 72 hours in advance.

Copies of documents used in this meeting are available in accessible formats upon written request.
Numbered List of attachments:
  4. Minutes for June 13, 2018 and August 8, 2018
  12. Library Director’s Report for August 2018

Unnumbered Attachments:
MARIN COUNTY FREE LIBRARY
South Novato Library
--PROPOSED MINUTES--
Wednesday, August 8, 2018

*Note: Due to a lack of quorum on August 8, 2018, this Library Commission meeting was informational only.

(1) CALL TO ORDER
Meeting started at 7:11 p.m.

(2) ROLL CALL

Present
Barbara Schoen Ed Meagher Sue Ream
Anya Schandler Craig Kennedy Ann Kaplan

Absent with Notification
Loretta Farley Nick Javras Ali Iqbal
Margaret Kathrein John MacLeod Sally Hauser
Linda Ward

Also Present
Sara Jones, Director of County Library Services
Edna Guadiana, Administrative Assistant II
Amy Sonnie, Branch Manager, South Novato Library
Janet Doerge, Branch Manager, Novato Library
Miguel Sanchez, Library Assistant II, Novato Library
Daniel Avalos, Library Desk Supervisor, Novato Library
Sara Bolduc, Community Library Specialist, Maker Space

(3) ADOPTION OF AGENDA
Agenda not adopted, due to lack of quorum.

(4) ADOPTION OF MINUTES
Minutes not adopted, due to lack of quorum.

(5) OPEN TIME FOR PUBLIC EXPRESSION—
None

(6) READING & CORRESPONDENCE FILE
Reading file circulated for all to read —
Amy Sonnie, Senior Librarian-Education Initiatives Coordinator of the South Novato Library and Sara Bolduc, Coordinator of Maker Space Classroom begin their presentation by leaving spin-art, switch projects and pushy circuits (play dough & lights) for all to experiment with while listening to the presentations. Amy reported that she is getting to her 1-year anniversary with the library.

S.T.E.A.M. – (Science, Technology, Engineering, Arts and Math) is a big part of the South Novato library and Makerspace. Staff hosted a number of family maker workshops this year. We have maker workshop for families one Saturday a month.

Some of Sara’s after school programs include Girls only “Luna Class” on Wednesday; Summer Camp which includes coding; Camp University for kids learning English.

Amy reported that we have a partnership with the Novato School, the Maker Space and the California Film Institute. Films that we made in conjunction with CFI will be screened on 9/16 at the Rafael Theatre. We had over 700 people attended the various adult programs offered at the South Novato Library. Amy announced that the South Novato library has the most awesome volunteer by the name of Jenny Berg.
1,121 Students reached through 21 field trips, 53 workshops and 13 classroom visits!
2,085 Unique after school learning experiences 5 days per week
30 Teachers from NUSD’s Ed Services Department trained
240 English-Language Learners attended summer workshops
200 Kids and families attended 8 monthly Family Maker Workshops
16 Students attended weeklong summer Maker Camps
72 Students participated in 4 week-long Immersive Media Camps

SOUTH NOVATO LIBRARY

3,490 People attended 224 library programs.
Kids/teen/family programs = 79% of program participants
737 Number of times adults attended weekly Senior Social, bimonthly Knit Fest and monthly Book Clubs
1,236 children/families participated in 71 literacy-focused programs such as weekly storytimes, while 168 kids participated in our Full STEAM Ahead program series
833 Tutoring sessions for English-Language Learners with Book Nook literacy app during Summer 2018. That is more than 33,000 learning minutes! Among students who used Book Nook more than 10 times, 92% increased or sustained their reading level.
410 New Library Cards created, including 106 new card for ELL students in NUSD’s Camp University.
575,400 Minutes read by children in our Summer Challenge Program!
294 kids became Gold Medal Readers, and 69 teens participated in the Teen Challenge by writing book reviews, volunteering and more
205,411 Materials we handled! That is 98,750 items borrowed, and 106,661 items checked in!

Miguel Sanchez, Library Assistant II and Daniel Avalos, Library Desk Supervisor who both work at the Novato Library gave the following report on Spanish Services.
Spanish Services Working Group

SSWG 2017-2018

¿Qué estamos haciendo? What are we doing?

Spanish-Speaking Patron Survey:
SSWG conducted a survey of our Spanish-speaking community, via email and in-person, at all of our branches. We are currently developing action plans. (more about this on the back)

Developing and Maintaining Spanish Language Collections:
Developed and implemented the ¡Domaing el inglés! (DEI) collection at all MCFL locations. The DEI collection was designed for English language learners and is used as an easy tool for staff to help Spanish-speaking patrons.

SSWG will use survey data to develop plans for materials ordering and targeted weeding.

Creating Content and Coordinating Programs:
We are writing blogs for the MCFL website, curating book lists, and developing displays.

Coordinating programming that aligns with MCFL goals. Worked with SRPL to coordinate Dia del nino! events across all locations.

Strengthening our networks:
Working to establish and maintain a consistent relationship with Marin County Organization of Latino Employees (MCOLE).

Active members of Bibliotecas Para La Gente (BPLG), the Northern California chapter of REFORMA, SSWG attends BPLG conferences and hosts committee meetings.

Survey Highlights
The survey was administered via email and in-person at all MCFL locations.

Top three preferred material types:

Library Visits
...in the last 90 days.

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<td>3-4</td>
<td>40%</td>
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<td>10%</td>
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1 in 3 attended a program. Family oriented programs are the most attended.

Communication
78% have internet access at home. The remaining 22% either do not have access at home, only have internet access via smartphone, or use the internet at the library.

72% find out about our services at the library.

¿Y ahora qué? Now what?
We have identified four areas to focus on: communication, materials, services, and programming. We are in the process of developing action plans.

After a brief question and answer period, President Kaplan thanked Amy, Sarah, Daniel and Miguel for their very interesting presentations.
NEW BUSINESS
a. **Library Director’s Report:** Director Jones handed out a draft copy of the new monthly template everyone will be using when submitting his or her monthly report to Sara. Director Jones requested input from the Commission, once they start receiving the newly formatted monthly Director’s report.

OLD BUSINESS
a. **Update on Commission Vacancies:** Director Jones announced that Commissioners Schoen and Meagher had recently moved and now live in different districts. Barbara has moved from District 5 to District 3, and Ed has moved from District 3 to District 2. This means that our two vacancies will be in District 4 and 5. We are hoping that Barbara and Ed may simply be able to move over to their new districts, but they may actually have to reapply and be appointed to their new districts. We will keep everyone updated.

b. **Review of Meeting Schedule:** Director Jones reminded everyone what the current 2-year meeting schedule will be.

PRESIDENT’S REPORT FOR AUGUST
NONE

DIRECTOR’S REPORT FOR AUGUST
Director Jones reported on the following:
➢ Things are going well with our new Management Team – Both Chantel and Bonny will be attending these meetings regularly after tonight.
➢ Commissioner John Macleod is not present tonight because he was asked to do a VR at the Grass Valley Fair; then he will be training in Nevada, which will be deploying VR for the entire state of Nevada.
➢ John will also be receiving a President’s award for his contribution to libraries in California at CLA, which will be held this year in Santa Clara on November 7, 8 and 9.
➢ Sara distributed copies of a book by James Fallows entitled “Our Towns: A 100,000-Mile Journey into the Heart of America” for Commissioners to read. This author is a friend of Commissioner Schoen’s husband. Sara asked that once a Commissioner reads this book he/she pass it on to the next Library Commissioner.

ANNOUNCEMENTS
President Kaplan announced the upcoming celebration to honor Sara for having received the 2018 Sullivan Award for Public Library Administrators Supporting Services to Children by the ALA on 6/28/18. The celebration is scheduled on August 21 @ 3pm in the Civic Center Library, under the dome and all Library Commissioners are invited to attend.

ADJOURNMENT – Meeting ended @ 8:35 p.m.
(1) CALL TO ORDER
Meeting called to order at 7:16 p.m.

(2) ROLL CALL
Present
Barbara Schoen
Sally Hauser
Margaret Kathrein
John MacLeod
Ed Meagher
Linda Ward
Nick Javaras
Craig Kennedy
Sue Ream
Loretta Farley
Ali Iqbal
Ann Kaplan
Absent with Notification
Anyia Schandler

Also Present
Sara Jones, Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Bonny White, Deputy Director of County Library Services
Edna Guadiana, Administrative Assistant II
MCFL Staff: Terry Jones, Mildred Arencibia, Ale Cruz, Simon Woodard,
Eva Patterson, Janet Doerge, Amy Sonnie, Diana Lopez, Etienne
Douglas, Julie Magnus, Margaret Miles
Members of Library Foundation and County Friends

(3) ADOPTION OF AGENDA
M/S/C-Javaras/Hauser--Agenda approved as submitted

(4) ADOPTION OF MINUTES
M/S/C – Schoen/Javaras minutes approved as submitted

(5) OPEN TIME FOR PUBLIC EXPRESSION—
None

(6) READING & CORRESPONDENCE FILE
Reading file circulated for all to read –
(7) Reports of Committee Chairs and Other Committee Liaison
      The slate is:
      (1) Ann Kaplan, President
      (2) Sally Hauser, Vice-President
      (3) Loretta Farley, Secretary

      The nominating committee also re-appointed Anya and Linda as the Social Committee.

      M/S/C Schoen/Kennedy--Slate of officers for 2017/2018 accepted as presented.

(8) OLD BUSINESS
   a. Meeting Schedule 7/18/18-6/30/20: M/S/C Javaras/Kaplan - After a brief discussion, the
      Library Commission approved the meeting schedule for July 2018 to June 2020. The
      Measure A Oversight Committee will meet @ 6pm three times annually prior to the Library
      Commission meeting.

(9) PRESIDENT’S REPORT FOR JUNE
      President Kathrein gave a brief re-cap of this past year.

(10) DIRECTOR’S REPORT FOR JUNE
      Director Jones thanked outgoing President, Marge Kathrein for all her hard work. Sara stated
      that her Director’s report is included for all to read at their leisure. Sara announced that the
      Library Foundation had donated $50,000 to the Library for the replacement of the FLAGShip.
      Chantel Walker representing the Foundation presented Sara with the check. Sara stated that we
      now have full amount needed to purchase the FLAGShip and gave everyone who helped with this
      effort a huge thank you! Director Jones announced newly appointed employees along with staff
      who have been promoted.

(11) ANNOUNCEMENTS
      Chantel Walker, Assistant Library Director announced that Director Jones was awarded the 2018
      Sullivan Award for Public Library Administrators Supporting Services to Children by the American
      Library Association on June 26, 2018. This national award is presented annually to an individual
      in a library administrator role who has shown exceptional understanding and support of public
      library service to children.

(12) ADJOURNMENT – M/S/C-Schoen/Ward -Meeting adjourned @ 7:35 p.m.

      Sara introduced newly appointed Assistant Library Director, Chantel Walker and Deputy Director Bonny
      White who each gave a short speech on their future hopes for the library.