

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, August 12, 2020**  
**4:00 p.m.**

**Meeting will be held remotely**

Please join my meeting from your computer, smart phone or tablet.

Join Zoom Meeting

<https://zoom.us/j/94373717850?pwd=TklSdnJlYUtXZ0dOZzhQNlZlZFVEdz09>

Meeting ID: 943 7371 7850

Password: 412794

One tap mobile

+16699009128,,94373717850#,,,,0#,,412794# US (San Jose)

+12532158782,,94373717850#,,,,0#,,412794# US (Tacoma)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

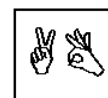
Meeting ID: 943 7371 7850

Password: 412794

Find your local number: <https://zoom.us/u/aec3QGh4jW>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action

*"Keep reading. It's one of the most marvelous adventures that anyone can have."*  
 — **Lloyd Alexander**



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.

	3. Approval of Agenda	Ream	Action
	4. Approval of June Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Curbside Svcs/South Novato Report	Miles/Sonnie	Information
	8. New Business	Ream	Information
	9. Old Business	Ream	Information
	10. President's Report for June/July	Ream	Information
	11. Director's Report for June/July	Jones	Information
	12. Announcements	Ream	Information
6:00	13. Adjournment	Ream	Action

*Numbered List of attachments:*

4. Minutes for June 10, 2020
12. Library Director's Report for June and July

Unnumbered Attachments:

MARINet Board minutes of June 16, 2020 held at MCFL Tech Services, 1600 Los Gamos Dr., Suite 180, San Rafael CA

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**Marin County Free Library**  
**3501 Civic Center Drive, Suite #414, San Rafael CA 94903**  
[www.marinlibrary.org](http://www.marinlibrary.org)

**Brown Act:**

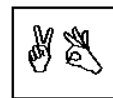
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

## **Meeting Locations**

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA 94970



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MARIN COUNTY FREE LIBRARY  
Virtual Meeting  
--PROPOSED MINUTES--  
Wednesday, June 10, 2020

(1) CALL TO ORDER

Meeting called to order at 2:22 p.m.

(2) ROLL CALL

Present

Ann Kaplan	John MacLeod	Sue Ream
Linda Ward	Barbara Schoen	Margaret Kathrein
Loretta Farley	Nick Javaras	Sally Hauser
Ali Iqbal	Ed Meagher	

Absent with Notification

Anya Schandler

Also Present

Sara Jones, Director of County Library Services  
Chantel Walker, Assistant Director of County Library Services  
Damon Hill, Deputy Library Services Manager  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Branch Manager, West Marin Libraries

(3) ADOPTION OF AGENDA

M/S/C-Javaras/Hauser – Agenda approved as submitted

(4) ADOPTION OF MINUTES

M/S/C-Schoen/Ward – Minutes approved as submitted

(5) OPEN TIME FOR PUBLIC EXPRESSION—

NONE

(6) READING & CORRESPONDENCE FILE

NONE

- (7) NEW BUSINESS –
- a. Review 2-year Commission Topics – After a brief discussion, it was decided to keep the proposed topics with the exception of the first meeting in August the Spanish Services topic was replaced with the curbside services. Director Jones announced that we would be having a zoom meeting hosted by Chantel Walker on Race and Inclusion sometime in June 17. We will invite the Commission, Foundation and Friends members.
  - b. Review dates and times of meetings including online options – After a brief discussion it was decided that the meeting time for the winter months of November, December and January would start at 4pm. Due to COVID-19, the Zoom meetings in August and September and probably October will also start at 4pm.
  - c. Present officers – The nominating committee has nominated Sue Ream, President, Ali Iqbal, Vice-President, and Loretta Farley, Secretary.
- (8) OLD BUSINESS
- a. Election of Officers - President Kathrein presented the slate of officers for 2020-2021.  
The slate is:
    - (1) Sue Ream, President
    - (2) Ali Iqbal, Vice-President
    - (3) Loretta Farley, Secretary
 M/S/C Schoen/Hauser--Slate of officers for 2020/2021 accepted as presented.
- (9) PRESIDENT'S REPORT FOR MAY – President Kaplan thanked Sara, Chantel, staff and fellow commissioners for all their energy during all the meetings she chaired as President of the Library Commission.
- (10) DIRECTOR'S REPORT FOR MAY  
Director Jones reported on the following:
- There are 18 Staff who have been working as childcare workers (6<sup>th</sup> grade and older) for essential workers from March 19 until today. We had more staff working as disaster services workers as well.
  - MCFL Staff Disaster Service Worker (DSW) roles continue to include County Emergency Operations Center (EOC) Front Desk: assisting at the EOC front desk for numerous shifts, answering phones, and directing disaster workers who arrive for their shifts.
  - MCFL Staff DSW roles also include working at and with:
    - Motel 6 and Travelodge in San Rafael, where accommodations for vulnerable unhoused individuals are provided. MCFL Staff checked in clients, provided meals, and answered questions.
    - HHS to notify clients about COVID-19 testing including becoming the lead for the unit during the shift
    - Food Banks and Food Delivery to Schools, Hotels, and Motels
- (11) ANNOUNCEMENTS
- (12) ADJOURNMENT – M/S/Meagher/Schoen - Meeting adjourned @ 3:05 p.m.



**Marin County Free Library Commission Report  
Sara Jones, Director of County Library Services**

**June and July 2020 Activities**

*(Operating Framework Designed to Meet the Requirements of the  
Shelter In-Place Orders at the County and State Levels)*

**OUR MISSION:**

*Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.*

**Table of Contents**

- 1. Curbside Library Services and Reopening Approach**
- 2. Library Activities and Equity Focus**
  - a. Children's
  - b. Teen Services
  - c. Adult Services
  - d. Collection Development and Management (Digital and Physical)
  - e. Educational Equity
  - f. Specialized COVID Responses
- 3. Library Director Activities**
- 4. Personnel**

## Curbside Library Services and Reopening Approach



### Curbside Library Services and Reopening Approach

As the Marin County Free Library began to provide curbside holds pickup service at some of our branches in early June, the MARINet office told us that systemwide, there were still more than 100,000 library items checked out. Knowing that once electronic holds were turned on, it would be important for materials to be available, Bonny and Sara decided to run a pop-up returns center at the South Novato Library for two weeks, beginning on June 13. Since South Novato had been operating as a childcare center, the branch wasn't ready to start curbside holds pickup, but it was the perfect location for returns. During our two week pop-up, more than 10,000 items were returned.

By early July, all 10 of our library branches had set their curbside plans in motion. Our first goal was to deliver all the holds that had been sitting on branch holds shelves since March. Most libraries achieved this within the first week of service. Then MARINet turned on electronic holds, enabling patrons to place new holds from the catalog and curbside service really heated up. Most branches offered services 3-4 days a week although the Marin City branch offered five days of service from the beginning. Some branches required an advance appointment in order to control traffic at the holds-pickup table, while others just required a call from the parking lot. This service continues to be extremely popular, with some libraries' holds activity as high as it was pre-COVID. More than 42,000 holds were placed systemwide in June, but to our surprise, Overdrive holds for ebooks still remained very high too at about 39,000.

MCFL's Curbside Service Hours are listed at the end of this report, just below the Personnel Section.

## Library Activities and Our Equity Focus



June and July 2020  
**Children's Services**  
During the Shelter in Place



- This summer the Children's Services Team focused on targeted outreach and distributed over 5,000 books to 30 individual sites, including food pantries, free lunch sites, Marin Foster Care Association, and Homeward Bound.
- Our online summer reading program attracted 295 readers who have logged over 100,000 minutes, and we distributed many copies of our reading log to families who picked up books during their curbside visits.
- Staff have been reaching out to families who received wi-fi hotspots in the Spring. Several families were able to get new hotspots to replace defective ones, and staff have mailed free books to families who have requested them.



June and July 2020  
**Teen Services**  
During the Shelter in Place

- Teen Services needed to quickly move to a way to provide equitable summer service not based on in-branch programming. We joined with Children and Adult Services to provide an online reading game, Beanstack, for patrons to log reading minutes and earn badges.
- We sent out a survey through Savannah to teens aged 13-18 to find their interest in take home craft kits and virtual programming. The responses guided our offerings.
- We created a Teen Leaders Crew from volunteers to help us develop our offerings. They provided craft kits to teens in MCI, SNO, and WM. Extra kits were offered to Juvenile Hall. Virtual programs included Teen Trivia Night, Teen Jeopardy Night, Book Clubs, Poetry Night, Cooking Demonstration, Mindfulness
- Teen book giveaways provided at lunch pickup sites, curbside pickup, Juvenile Hall and schools



June and July 2020  
**Adult Services**  
During the Shelter in Place

- Surprisingly, adults over 50 are our biggest readers in our Tails to Trails Summer Challenge. We're doing things a little differently this year and opened up our Summer Reading Challenge to all ages. Almost 200 adults are a part of our community of readers and have kept track of over 43,000 minutes of reading on [marinlibrary.beanstack.org](http://marinlibrary.beanstack.org)!
- Adult Services Librarians have been staffing our Talk with a Librarian Line M-F from 9am-6pm. They're answering questions that run the gamut from helping patrons to navigate Curbside Service around the County, to placing holds and recommending books that can be picked up through that service, to spending lengthy calls helping people download eBooks to their devices.
- Blog posts continue to be a great way for librarians to stay in touch with our patrons at home. The Pride2020 blog reflected on the fact that Pride itself started as an uprising, and on the strides in LGBTQ rights made as a result of civil unrest and through the leadership of Black queer and trans people and provided resources to explore that.
- Several virtual programs for adults were planned in June & July, including a Virtual Tour of Levi Strauss: A History of American Style at the Contemporary Jewish Museum Exhibit, All Things Apple! Online Classes with Beryn Hammil, Conversation Clubs in English and Spanish are being hosted out of Novato Library on Zoom, and Age Friendly Fairfax hosted a breakfast on Zoom for a friendly and enjoyable chat.





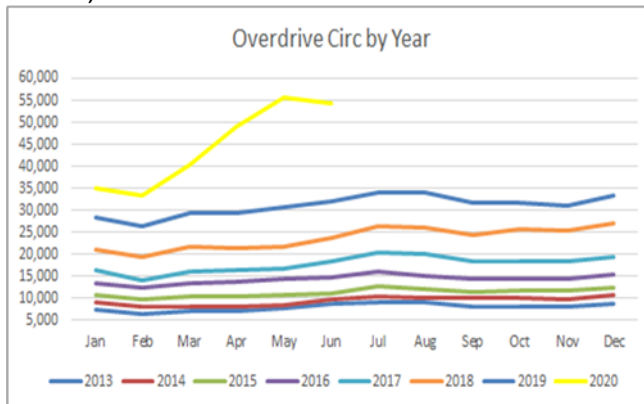
June and July 2020

### Collection Development and Management

During the Shelter in Place



- To support Marin families' interest, we expanded access to the **Conscious Kids: Talking About Race Book Kits**, including purchasing more copies of the books and eBooks, and including the discussion guide on our website. The **Conscious Kids Book Kits** were also highlighted in the July Library Newsletter, with an accompanying updated blog post providing context for how these books are vitally important for parents and kids.
- Demand for eBooks remained high, even when libraries reopened for curbside service. Checkouts have been averaging over 2000 a day, and over 50,000 a month for May and June. In particular, requests for titles about racial equity were strong. The top 5 titles on the request list for OverDrive in late July, with between 245 and 295 requests each, were for the eBook and eAudiobook of *How to Be an Antiracist* by Ibram X. Kendi, the eBook and eAudiobook of *White Fragility* by Robin DiAngelo, and the eBook of *The Vanishing Half*, a novel by Brit Bennett. To give context on eBook use, the total checkouts for May and June of 2019 from Overdrive were 30,524 and 32,118, while the totals for May and June of 2020 were 55,721 and 54,206.



June and July 2020

### Educational Equity

During the Shelter in Place



Marin City Library distributed new children's books (preschool through high school) at the Bayside MLK/Willow Creek Academy Bags of Love grocery distribution on June 24-25 and July 1-2. Books were sorted and bagged by grade level, and 2-3 books were in each bag. Groceries and books that were not picked up on Wednesdays were distributed for home delivery the next Thursday. All families were on the schools' free or reduced lunch list.

Marin City Library staff at Bayside MLK began calling students' homes who are in the school's Smarty Ants summer challenge. We are sending worksheets home via email (soon via snail mail, too) and coordinating Zoom and phone calls to connect with kids and caregivers.

We provided Chromebook to Hannah Project for their Freedom School program.

We renewed our agreement with Bayside MLK through June 2023 to have oversight of and embedded staff in the school library.

- Reading on the Ranches is celebrating 21 years of delivering summer reading to children living remotely in West Marin. Due

## Educational Equity -Continued -



to COVID, our coordinator and teen aides are taking weekly requests and providing pre-bagged, quarantined books at a safe distance. We are thrilled to continue providing workforce development for four teens, many of whom participated in the program as children.

- With generous funding from The West Marin Fund to support early education equity and kindergarten readiness, the Learning Bus team is designing and distributing Little Learners/ Pequeños Aprendices Kits for children 0-5 in West Marin. To date, we've connected with 74 children.
- In partnership with NUSD's Summer Language Program (SLP), the Makerspace & XRStars have begun offering bilingual project tutorials that accompany free kits full of materials SLP program participants can use to build as they follow along. Two XRStars have taken the lead with bilingual content creation and are the hosts of our Bilingual Maker series on YouTube.

## Specialized COVID Responses

### Communications and Website Enhancements



MCFL's Curbside Service Hours are listed at the end of this report, just below the Personnel Section.


- During June and July, Library Marketing sent out 8 (previously our newsletters were sent out once a month) Library email messages via our Savannah platform to update our community about changes in library services like curbside pickup in response to the COVID-19 restrictions, our programs for summer activities for all ages, and our deep commitment to combatting structural and institutional racism.
- The Library Marketing Team worked to help design a Drake Boulevard History Resources web page to showcase the resources created by the California Room staff to support community interest and prepare for the online learning session on the different perspectives about the history of the Boulevard.
- Working in conjunction with Library Administration and the Racial Equity Alliance Team, Library Marketing helped develop a Racial Equity Information and Resources Engagement Plan to guide our communication with the public to ensure our fulfillment of our mission, particularly its equity, welcoming and inclusion elements.
- Updates to the website were ongoing, and the homepage was re-designed to highlight our curbside service, with a guide to how things work in the new environment. We tracked and communicated about the roll-out of more branches being able to accept curbside returns, as

well as to provide curbside pickups. During June and July, more of our collection became available for holds, and more branches began to fulfill requests for holds. We also brought Link Plus and our delivery service back online to support the movement of materials throughout the county.


- Planning for a new website also got under way – with the goal of migrating to a secure platform that integrates information from our online catalog.

### Library Director Activities – June and July 2020 Activities

Below is brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

 <p>MARIN COUNTY FREE LIBRARY</p>	<p style="text-align: center;"><b>June</b></p> <p>Presented the MCFL budget to the Board of Supervisors via Zoom with Assistant Director, Chantel Walker and Senior Librarian Raemona Little Taylor. Highlighted Pop Up Child Care, Wi-Fi Hotspot use and libraries commitment to race equity work.</p> <p>Celebrated the success of the Pop-Up childcare and the library staff, and Commissioner John MacLeod, who supported this service for three months. Thanks to the Library Foundation for providing a small gift to all library employees.</p> <p>Supported the return of nearly 12,000 materials to our South Novato location over three-week time period, led by Bonny White, Deputy Director and superbly supported by XRStars!</p> <p style="text-align: center;"><b>July</b></p> <p>Plan for in facility use of libraries when that is allowed. Includes all safety and PPE ordering. Continue role on Marin Recovers Advisory Board.</p> <p>Support library staff with the Marin County need for Disaster Service Workers while balancing curbside and online services.</p> <p>My yearly performance evaluation with the Board of Supervisors is Monday, August 17. If you'd like to provide input feel free to send it to any or all Board Members and/or the CAO, Matthew Hymel.</p>
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## Personnel Update - June and July 2020

 <p><b>MARIN COUNTY FREE LIBRARY</b></p>	<p>During June and July 2020, we continued to navigate the Shelter In Place and steadily moved recruitment and hiring processes forward.</p> <p style="text-align: center;"><u>Please Welcome</u></p> <p>Newly, promoted Library Assistant I staff members <b>Faheem Bassa</b> (Marin City); <b>Alfredo Limeta</b> (Novato); <b>Jenna Selzer</b> (Corte Madera); <b>and, Rachel Stanton</b> (Novato) to <b><u>Library Assistant II</u></b> Positions. Current Library Assistant II staff members <b>Silvia Molina</b> (Novato) and <b>Willow Taraja</b> (Fairfax) moved to new LAll roles.</p> <p style="text-align: center;"><u>Please Welcome</u></p> <p><b>Stephanie Hartwell-Mandella</b> has accepted MCFL’s offer to become our <b><u>Corte Madera Branch Manager/Senior Librarian.</u></b></p> <p style="text-align: center;"><u>Recruitment</u></p> <p>During July 2020, MCFL open a recruitment for 3 full-time Librarian I Positions that will join the Novato; South Novato; and Technical Services Teams. The recruitment gathered more than 120 applications. Interviews are expected in September.</p> <p>The following full-time and part-time vacancies are under review:</p> <ul style="list-style-type: none"> <li>• <b><u>Administrative Assistant II: 1.0 FTE - Admin</u></b></li> <li>• <b><u>Library Assistant I:</u></b> <span style="float: right;"><b>6.4 FTE - Fairfax; Corte Madera; Novato; Marin City</b></span></li> <li>• <b><u>Library Assistant II:</u></b> <span style="float: right;"><b>2.5 FTE – Spanish-Speaking Services Novato; West Marin</b></span></li> <li>• <b><u>Library Services Manager:</u></b> <span style="float: right;"><b>1.0 FTE - (Facilities &amp; Projects)</b></span></li> </ul>
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### MCFL Curbside Service Hours – Effective July 31, 2020

Day/Branch	Bolinas	Civic Center	Corte Madera	Fairfax	Inverness	Marin City	Novato	Point Reyes	South Novato	Stinson Beach
<b>Monday</b>	11-3	Closed	Closed	Closed	3-7	12-7	Closed	11-3	Closed	11-3
<b>Tuesday</b>	Closed	11-4	11-3	Closed	Closed	Closed	11-5	2-6	2-7	3-7
<b>Wednesday</b>	11-3	9-2	11-3	3-7	11-3	12-7	11-5	Closed	Closed	Closed
<b>Thursday</b>	3-7	12-5	3-7	3-7	Closed	Closed	11-5	2-6	Closed	Closed
<b>Friday</b>	Closed	10-1	Closed	11-3	3-6	12-4	Closed	Closed	12-5	11-3
<b>Saturday</b>	Closed	Closed	Closed	11-3	Closed	11-4	Closed	Closed	12-5	Closed
<b>Sunday</b>	Closed	Closed	Closed	Closed	Closed	1-4	Closed	Closed	Closed	Closed

**Note:** Please check the MCFL Website for the most update procedures and Curbside Service hours. Hours and procedures vary. Some branches require appointments for hold pick-ups and returns. Most branches are only able to answer calls during curbside hours. Please [contact us](#) via our website/email or our help line, 415-473-2272, M-F 9-6, if you need further assistance.

**Commission Members:**

**MCFL and the County of Marin**

**THANK YOU for your commitment to welcoming  
equitable and inclusive library services.**

# MARINet Board Meeting Minutes

June 18, 2020

MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael CA

**9:00 a.m. to 11:30 a.m.**

**Online meeting**

Board Members Present: Chambers, Brenner, Escobedo, Bankhead, Gorka, Mazzolini, Jones, Kenton, McMahon and Trenary

Meeting called to order at 9:10am

## I. Public Comment Period

An opportunity for any citizen to address the MARINet Board on any MARINet matter.

Please limit statements to 3 minutes -

No members of the public present.

## II. Introduction of guests

- no guests

## III. Approval of minutes May 21, 2020

MSC Mazzolini/Escobedo as amended

## IV. Old Business

### A. New Chair/Vice Chair for FY 20-21

Slate Kenton as Chair and Bankhead as Vice Chair

MSC Mazzolini/Escobedo

### B. Updates on Curbside service, Curbside check-ins

Curbside successful at all locations.

### C. Library Budget updates - varying situations at different jurisdictions

## V. New Business

### D. Reopening the libraries (task force)

Walk-through libraries concept. Create task force. General ideas shared.

Working Group: Brenner, Bankhead, Kenton, Bony White

### E. Electronic Resources: Ebsco, Kanopy, Lynda, Hoopla

Cancel EBSCO so savings of 45K. Redistribute to: Linked-In Learning (Lynda) is 41K, Hoopla 60K, Kanopy 80-105K (based on credits), or use on Overdrive. Seek recommendation from DRWG. Board recommends canceling EBSCO.

### F. Racial Justice and Libraries

Libraries reported about initiatives at local jurisdictions.

State grant: Cultivating Racial Equity and Inclusion

Documenting the stories of underrepresented local citizens

events that celebrate people of color in the community

highlight poets of color

book clubs, booklists

Dominican declared Juneteenth as a school holiday

Series of conversations

### G. Canal Wi Fi Project – MARINet’s involvement

Update given on deploying hotspots on power poles to increase access for local school children.

VI. Standing Items for the agenda

H. System Administrator's report

Delivery Contract Topics for future agenda -

month to month at this time. RFP later in year is preferable

Firewall project is done.

Order six more express lane licenses per 2 for 1 sale

Non-verified cards – offer those people the opportunity to upgrade cards

VII. Non-Action Items

VIII. Announcements

Mill Valley award for illuminated poetry

Larkspur offering to go craft bags for summer reading.

Meeting adjourned at 11:38am

Minutes will be taken by San Anselmo