

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, June 10, 2020
4:00 p.m.

Meeting will be held via zoom

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

Join Zoom Meeting

<https://zoom.us/j/98973099278?pwd=VmFOQjkxc2Y0Y3puNyswR2cudGN0UT09>

Meeting ID: 989 7309 9278

Password: 962505

One tap mobile

+16699009128,,98973099278#,,1#,962505# US (San Jose)

+12532158782,,98973099278#,,1#,962505# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

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+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 989 7309 9278

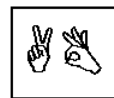
Password: 962505

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

"The most beautiful thing about public libraries is that they're open and free to everyone."

John Szabo



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	Kaplan	Action
	4. Approval of May Minutes	Kaplan	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Kaplan	Information
	7. New Business		
	a. Review 2 year Commission Topics	Kaplan	Information
	b. Review dates & times of meetings Including online options		
	c. Present of Officers	Kaplan	Information
	8. Old Business	Kaplan	Information
	a. Election of Officers	Kaplan	Action
	9. President's Report for May	Kaplan	Information
	10. Director's Report for May	Jones	Information
	11. Announcements	Kaplan	Information
6:00	12. Adjournment	Kaplan	Action

Numbered List of attachments:

- 4. Minutes for May 27, 2020
- 12. Library Director's Report for May

Unnumbered Attachments:

MARINet Board minutes of April 16 and May 8, 2020 held at MCFL Tech Services, 1600 Los Gatos Dr., Suite 180, San Rafael CA

Marin County Free Library

3501 Civic Center Drive, Suite #414, San Rafael CA 94903 www.marinlibrary.org

Brown Act:

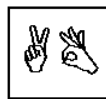
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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 9497



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MARIN COUNTY FREE LIBRARY
Meeting held via ZOOM
--PROPOSED MINUTES--
Wednesday, March 27, 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

Absent with Notification

Ali Iqbal	Any Schandler	Ed Meagher
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Also Present

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

(3) ADOPTION OF AGENDA

M/S/C-Hauser/Ream – 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

NONE

- (7) LITERACY/WEST MARIN REPORTS – Raemona Little Taylor, Branch Manager for the West Marin Libraries gave a report on what has been going on at W. Marin.



Ann Marie Russo from the Literacy Program leading a children's story time at Nicasio School

West Marin Literacy Highlights



Reading on the Ranches 2019

98 children served

711 books checked out

4 teen aides

Partnered with PRNSA for field trip

Received 2020 California
Humanities Grant



Field trip to Abbott's Lagoon



Nicasio School Partnership

2019-2020 Highlights @Nicasio

Back to School Night

Monthly Library Visits with online resource demos, storytime, hands on learning

New Library Cards

Point Reyes and Inverness Highlights



Weekly STEAM class

Talking About Race Book Club

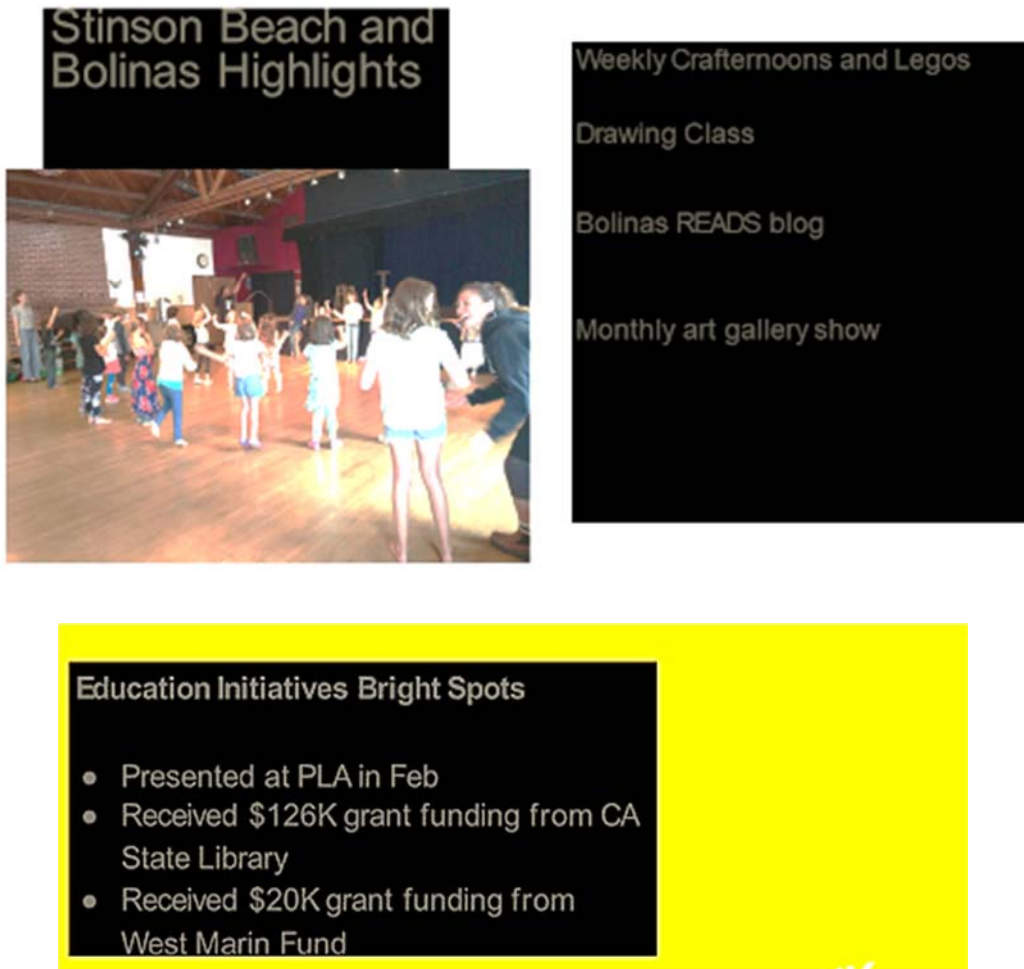
School Class Visits

Hour of Code

Expanded Reading Buddies
After-School Tutoring



Continued our partnership with the National Parks Service

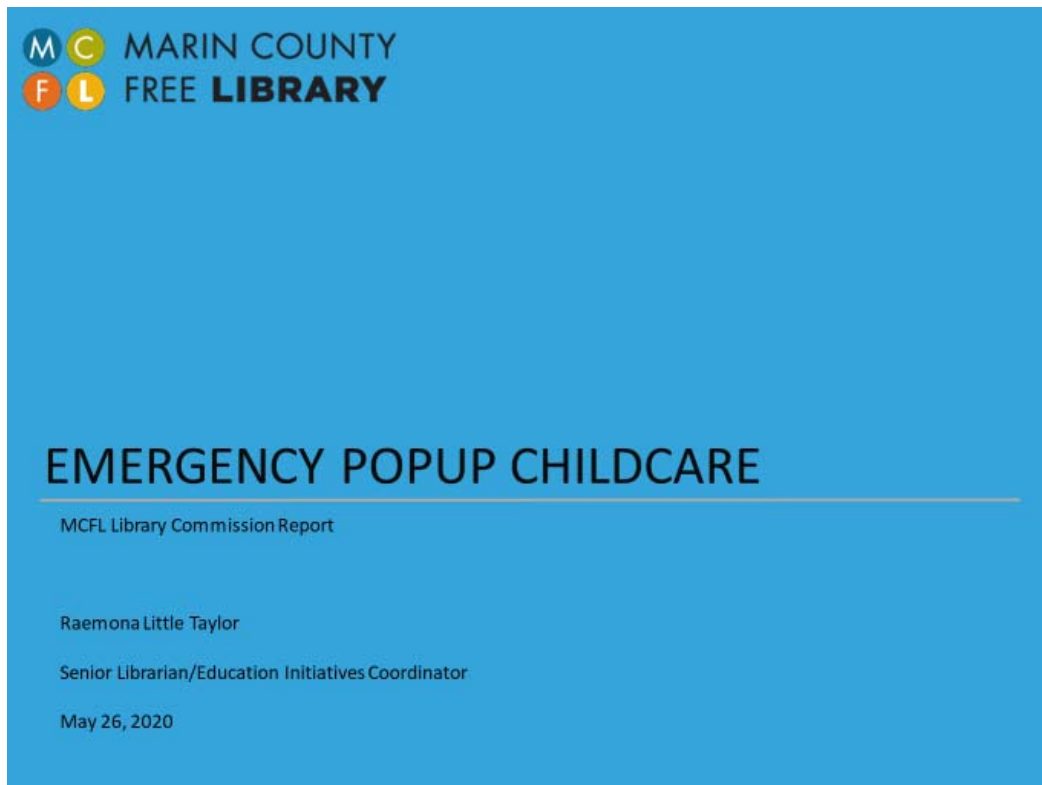


After a brief question and answer period, President Kaplan thanked Raemona for her presentation.

(8) NEW BUSINESS


a. Update Slate of Officers – Current slate of officers is coming to the end of their term. Ann asked if anyone is interested in being part of the nominating committee – Commissioner Hauser volunteered. Director Jones asked if everyone was ok still meeting on the next scheduled date. It was decided to meet from 4-6 pm. Sara requested that all commissioners send her an email message with information on what subjects the commissioners would like to hear about at the Library Commission meetings for the next 2 years.

- b. Pop-up Childcare – Raemona Little Taylor gave the following presentation:



POPUP OVERVIEW

- ▶ Operating since March 19th.
- ▶ 7am-7pm
- ▶ Located at the South Novato Campus (Library, Makerspace, XR Marin Classroom)
- ▶ Serving 6th-12th graders of essential workers





GUIDELINES

- ▶ Granted a temporary State License to operate a childcare facility.
- ▶ Follow strict Public Health guidelines
- ▶ 3 cohorts of no more than 12 youth
- ▶ Each cohort has own bathroom.
- ▶ Curbside Drop Off/Pick Up
- ▶ Daily temperature checks for staff/children



DAILY SCHEDULE

- ▶ 7-9am Check In/Arrival
- ▶ 9-10am Distance Learning Support
- ▶ 10-11:15am Creative Time
- ▶ 11:15-1pm Lunch/Outside Time/Indoor Activities
- ▶ 1-3pm Online Learning
- ▶ 3-5pm Creative Time/Movies



HIGHLIGHTS

- ▶ Creating the wall of "Hope" outside the library with stickers, flowers, etc.
- ▶ Morning Group Yoga
- ▶ Games and Creativity
- ▶ Serving families of essential workers

VOICES FROM THE POPUP

LIKES

- ▶ "Free Time for School"
- ▶ "The good food brought by staff"
- ▶ "Waterball game"
- ▶ "Walks and scavenger hunts"
- ▶ Drawing games
- ▶ Popsicles!

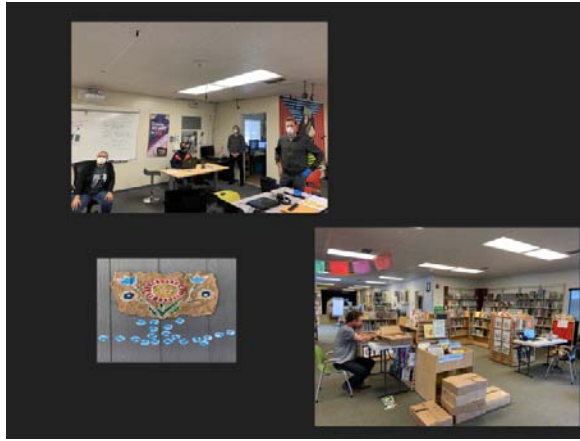


VOICES FROM THE POPUP

DISLIKES

- ▶ Not enough kids
- ▶ The school lunch





President Kaplan thanked Raemona for her excellent report.

- (9) OLD BUSINESS - NONE
- (10) PRESIDENT'S REPORT FOR MAY - NONE
- (11) DIRECTOR'S REPORT FOR MAY
 Director Jones reported on the following:
 - Director Jones announced that Edna was promoted to an Administrative Services Associate, in Library Administration. She will continue to support the Library Commission;
 - Sara responded to a question regarding the status of the Census by stating that Amy Sonnie, Branch Manager of the South Novato Library was spearheading this project. Chantel Walker added we have about 2,600 people that have been contacted by our staff to encourage them to fill out their census form;
 - As a part of Marin Recovers the Library will be in one of the last phases of openings, so in the meanwhile we will be doing curbside Library service. Bonny added that a report was submitted to the County requesting permission to open a curbside service, possibly next week at Fairfax, Marin City, Novato, Corte Madera, Civic Center and our Bookmobile will be taking in returns. West Marin Branches will start their curbside services in mid-June.
 - Chantel is the Library's representative to Marin Recovers Faith Based Working Group.
 - Sara reported that most of the 800 Hot Spots have been distributed throughout all of Marin County; over 2,751 hours of homework has been done via the hot spots. We have had very generous donations – The Marin Community Foundation, and a private donor each donated \$100,000. A number of these were distributed to teachers who did not have internet.
 - Commissioner Ward asked what is the plan on how we can communicate information to the public. Deputy Director White responded that Julie Magnus, Branch at Tech Services is part of the Library's Marketing group and is sending out information to the public.
- (12) ANNOUNCEMENTS
- (13) ADJOURNMENT – M/S/Meeting adjourned @ 3:35 p.m.

MCFL COMMISSION MEETINGS
Schedule for 2020-2021
DISCUSSION ON TIME???

MONTH	DATE	LOCATION	Presentations	Presenters
JULY			NO MEETING	
AUGUST	12	SOUTH NOVATO*	SPANISH SERVICES SOUTH NOVATO	SSWG MOLINA/AVALOS SONNIE
SEPTEMBER	9	CORTE MADERA*	BUDGET/FACILITIES/ MEASURE A CORTE MADERA	WALKER/GALIANI NEW BRANCH MANAGER
OCTOBER	14	FAIRFAX*	YOUTH SERVICES (CHILDRENS) FAIRFAX	PATTERSON/MILES MILES/LITTLE TAYLOR
NOVEMBER	12 (Thurs)	CIVIC CENTER	ANNE T KENT TEEN SERVICES CIVIC CENTER	THOMPSON PATTERSON PATTERSON
DECEMBER	9	NOVATO Holiday Event	ADULT SERVICES NOVATO BUDGET/FACILITIES/ MEASURE A	DOERGE/WALKER DOERGE WALKER/GALIANI
JANUARY	13	SOUTH NOVATO	EDUCATION PARTNERSHIPS MARIN PROMISE PARTNERSHIP	LOPEZ/LITTLE- TAYLOR/ SONNIE
FEBRUARY	13	CORTE MADERA	STRATEGIC PLAN 2021-2026	MAGNUS WALKER
MARCH	10	TECH SERVICES	FLAGSHIP/BOOKMOBILE BUDGET/FACILITIES/MEASURE A	CRUZ/VICKERS WALKER/GALIANI
APRIL	14	NOVATO	ONLINE RESOURCES- JOBS NOVATO	MAGNUS DOERGE
MAY	12	INVERNESS	LITERACY WEST MARIN	LITTLE-TAYLOR

JUNE	9	MCINNIS	ANNUAL MEETING/SOCIAL EVENT	TBD
JULY			NO MEETING	
AUGUST	11	FAIRFAX	BUDGET/FACILITIES/ MEASURE A FAIRFAX (YOUTH) SERVICES CHILDRENS	WALKER/GALIANI MILES/LITTLE TAYLOR
SEPTEMBER	8	SOUTH NOVATO	EQUITY DIVERSITY UPDATE SOUTH NOVATO	EQUITY ALLIANCE SONNIE
OCTOBER	13	NOVATO	COLLECTION MARKETING & COMMUNICATION STRATEGIC PLAN UPDATE	MAGNUS/ WALKER
NOVEMBER	10	CIVIC CENTER	TEEN SERVICES CIVIC CENTER	PATTERSON
DECEMBER	9	CORTE MADERA	CORTE MADERA Holiday Event	NEW BRANCH MANAGER
JANUARY	12	MAKER SPACE	TECHNOLOGY – YOUTH STEAM	BOLDUC/DOUGLAS
FEBRUARY	9	TECH SERVICES	BUDGET/FACILITIES/MEASURE A FLAGSHIP/BOOKMOBILE	WALKER/GALIANI CRUZ/VICKERS
MARCH	9	MARIN CITY	EDUCATION PARTNERSHIPS	LOPEZ/LITTLE TAYLOR/SONNIE
APRIL	13	NOVATO	FLAGSHIP/BOOKMOBILE NOVATO	CRUZ/VICKERS DOERGE
MAY	11	STINSON	LITERACY WEST MARIN	LITTLE TAYLOR
JUNE	8	MCINNIS	ANNUAL MEETING/SOCIAL	TBD

***IN PERSON MEETING MAY STILL NOT BE ALLOWED**



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

May 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
 - i. Disaster Service Work Roles
 - ii. Countywide WIFI Hotspot Distribution
 - iii. Communications and Website Enhancements



3. Personnel


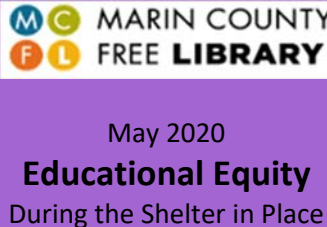
Curbside Library Services and Reopening Approach

	<p>For several weeks, MCFL, along with our MARINet partners has been working on a plan to provide Library Curbside Services while our libraries remain closed due to COVID-19. On May 29, MCFL learned that our plan had been reviewed, approved, and posted at the Marin Recovers website. Library branches will now be serving patrons by appointment at tables outside the library where they can check out holds and return library materials.</p> <p>For now, curbside services will be offered for very limited hours on Tuesdays, Wednesdays, and Thursdays at the Civic Center Library, Thursdays, Fridays and Saturdays at the Fairfax Library, Tuesdays, Wednesdays and Thursdays at the Novato and Corte Madera Libraries, and Mondays, Wednesdays, Fridays, Saturdays and Sundays at the Marin City Library. Bookmobile will be accepting returns on Tuesdays at the Bolinas and Inverness Libraries and Thursdays at the Stinson Beach and Point Reyes Libraries. The South Novato Library continues to function as an emergency childcare facility at present but will also offer curbside services starting in July.</p>
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Library Activities and Our Equity Focus

 <p>May 2020 Children's Services During the Shelter in Place</p>	<p>The primary focus of County efforts continues to be Disaster Service Work, and many library staff are engaged in these efforts. Remaining staff are providing curbside service at branches. Children's Services Team (CST) members have re-imagined the Summer Learning Challenge.</p>  <p>This year our summer program will focus on preventing summer slide and closing the opportunity gap through targeted outreach to partner agencies. We are providing an online reading program thanks to a generous offer from Beanstack, and we are working on plans to integrate aspects of our reading program into our curbside service.</p>
	<p>Teen Services Team Members continue to work together across MCFL Branches and Units to:</p>

<p>May 2020</p> <p>Teen Services</p> <p>During the Shelter in Place</p>	<ul style="list-style-type: none"> • Compile and distribute digital print resource lists for middle & high school teachers and librarians. • Create audiobooks and comics list on Hoopla for middle & high school students • Deliver small group virtual readers advisory services <p>Through the Marin Makerspace we continue to maintain a Facebook group that aggregates STREAM-related activities for students, parents, and teachers. The Makerspace continues to curate 5 posts each weekday. Hi</p>
 <p>May 2020</p> <p>Adult Services</p> <p>During the Shelter in Place</p>	<p>In collaboration with San Rafael Library, a cross-section of Branches and Unit staff from MCFL continue to make chat reference available to our patrons.</p> <p>MCFL Adult Services Committee and the Spanish Speaking Services Working Group continue to answer patron phone questions via “Talk to a Librarian” phone line at 415-473-2272.</p> <p>The Library has continued its re-designed Census 2020 Outreach effort. We continue to reach out to “hard-to-count” communities (including seniors; limited English Speakers; rural residents; etc.) by phone and sharing information via our website and social media. During the month of May, we made 3,131 calls. As the effort continues in June, MCFL is well on its way to reach goal the 3,500 households.</p>
 <p>May 2020</p> <p>Collection Development and Management</p> <p>During the Shelter in Place</p>	<p>Technical Services staff continued to respond to patron demand by adding to our collection of eBooks through OverDrive, including increasing the breadth and richness of the digital collection during COVID SIP orders. Worth highlighting is the purchase of more titles reflective of the library's equity/diversity/inclusion goals as well as helping MARINet lower the holds ratio for popular titles. MARINet-wide, Overdrive broke 2,000 circulations in one day! We had an 80% increase in circulation from last May 2019 (30,524 circ) to this past month (55,721). To help patrons connect with the collection, an increased number of curated lists were created, including Star Wars Day, Mental Health Month, Asian Pacific American Heritage Month, Mother's Day, Tiger King Read-Alikes, Coping with Stress and Anxiety, Characters in Quarantine, Immigrant Experience Through Novels, One Day Reads, LitHub recommendations, Bay Area Bookstore Recommendations for all Ages, Blackout Podcast Listen-Alikes, 2020 Agatha Awards, 2020 Edgar Awards, Read with Jenna Book Club, RISE with Rachel Hollis Listen Alikes, and Serial Listen-Alikes.</p>

	<p>Our selector arranged for the delivery of gift books to SNO for distribution to support the summer learning challenge.</p> <p>Tech Services also was feverishly preparing for our next phase of curbside service by helping to support the plans for the branches and the Bookmobile, including creating a space for storing quarantined books returned to the Bookmobile.</p>
	<p>Emergency Pop-up Childcare and Learning Center launched in March continues providing a Popup Teen Study & Distance Learning Space for Teens and Tweens of Essential Workers. This pop-up learning site remains designed to provide continued learning support in a fun and safe space for teens whose parents are responding to this public health crisis, as part of the Marin County Emergency Pop-up Childcare Program.</p>

<p style="text-align: center;">Specialized COVID Responses</p> <ul style="list-style-type: none"> ➤ During May, MCFL continued to deploy WIFI Hot Spots (high speed internet access devices) through partnerships with Marin County Public Schools. Generous donations from Marin donors are being collected in partnership with Marin Promise to cover the cost of the WiFi hotspots. ➤ 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: <ul style="list-style-type: none"> ○ 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 ➤ The last few months were very active for our communications and website team from eServices and Library Marketing. Online story time posts continued to be very popular and we

received positive feedback from families. Managing the intake of a high volume of email questions from patrons, preparing messages to communicate updates about the library's services, creating new pages for the website to describe FAQs about COVID-19 protocols, and the roll-out of curbside service required gathering information from many segments of our organization and creating messages that were as simple, concise and clear as possible – while also reflecting compassion and understanding for how frustrating the situation is. Also, plans to update our website to a new and more stable platform were also a major project, including coordination with Library Accounting.

Personnel Update



While navigating County and Statewide Shelter in Place Order, recruitments and hiring activities have continued moving forward.

MCFL's **Library Assistant II** internal recruitment closed during May. The recruitment gathered 10 applications for the 6.5 FTE Library Assistant II Positions that are open. Interviews for the Library Assistant Position will occur in mid-June.

The external recruitment for the **Senior Librarian/Branch Manager Position for Corte Madera** moved to its second round of interviews in May. The announcement of a final candidate is expected soon.

The following full-time and part-time vacancies are under review:

- **Administrative Assistant II** : **1.0 FTE - Admin**
- **Library Assistant I**: **3.1 FTE - Fairfax; Corte Madera**
- **Librarian I**: **2.8 FTE – Tech Services; Civic Center;**
Novato
- **Library Services Manager**: **1.0 FTE - (Facilities & Projects)**

Commission Members:

MCFL and the County of Marin

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

MARINet Board Meeting
Minutes April 16, 2020
MCFL Tech Services 1600
Los Gamos Dr., Suite 180, San Rafael CA
Meeting was conducted via Zoom.

Present: Joey Della Santina (Bel/Tib), Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Sara Jones (MCFL), Linda Kent(San Anselmo), Franklin Escobedo (Larkspur), Henry Bankhead (San Rafael), and Gary (Dominican). MARINet staff: Dan McMahon and Jessica Trenary.

Absent: Sara Frye (College of Marin)

Guest: none

A. Chambers called the meeting to order at 9:05 a.m., on Thursday, April 16, 2020.

- 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 public comment.

- II. Introduction of guests : *no guest present*
- III. Approval of minutes March 16 and March 19, 2020

Motion I: The MARINet Board moved to approve the minutes from March 16 & March 19, 2020 meetings. S. Jones moved. L. Kent seconded. Motion passed.

- IV. New Business – Covid 19
 - A. Library Updates (all)
 - i. Staffing and services
 - ii. Community needs
 - iii. Short-term budget impacts
 - iv. New uses of technology (Zoom, etc.)

Directors shared the current state of each library, staffing levels, outreach efforts, budget concern, and plans for reopening when the shelter in place orders is lifted.

- B. Updates on logistics of due dates, overdue fines, e-cards etc.

D. McMahon and J. Trenary reported to the board on the updates of Due Dates for material has been pushed to May 15, holds have been pushed out to June 1st. There is an

issue with the platform for issuing online cards, juvenile cards are not allowed, so staff has been entering them manually.

C. Stats updates on digital collections

J. Trenary reported that the usage of the Children's and Young Adult Collections have increased as well as the usage for RB Digital.

D. Opportunities for collaboration

D. McMahon reported that many of the working groups had postponed meetings. The Directors were encouraging that the groups continue to work virtually, especially the circ working group to prepare for reopening.

E. Scenarios for reopening, including materials quarantine/decontamination

The directors shared ideas for reopening and dealing with returned material.

V. New Business – other

A. Delivery contract

The Board discussed the current state of the delivery contract and future plans.

Motion II: The Board of directors approved the payment for delivery for May; MARINet staff would negotiate a price. S. Jones motioned. A. Brenner seconded. Motion passed.

B. Paying MARINet Bills During Shelter-at-Home

D. McMahon shared the progress on e-signing documents and will be moving forward with the software.

C. Overdrive Hold and Checkout Limits: Proposal from DRWG

J. Della Santina shared with the DRWG proposal for increasing the check out and hold limits for Overdrive.

Motion III: The Board of Directors direct the MARINet staff to increase the check out and hold limits to 25 as proposed by the DRWG. J. Della Santina moved. S. Jones seconded. Motion passed.

D. Budget 2020/21 and Preparing for Economic Downturn

The directors discussed the potential impacts of the economic down turn. An Ad Hoc committee will be formed to review the MARINet budget. Committee will be comprised of D. McMahon, S. Jones, H. Bankhead, and F. Escobedo.

VI. Standing Items for the agenda

A. System Administrator's report

Dan McMahon updated the board on ongoing process of updating the MARINet firewall.

B. Topics for future agenda

Proposed topics for the next meeting MARINet Budget Update, COVID-19 Updates, and plans for reopening.

VII. Non-Action Items

No discussion.

VIII. Announcements

A. Chambers adjourned the meeting on Thursday, April 16, 2020 at 11:24 a.m.

Minutes submitted by F. Escobedo, Thursday, April 16, 2020

MARINet Board Emergency Meeting
Minutes May 8, 2020
MCFL Tech Services 1600
Los Gamos Dr., Suite 180, San Rafael CA
Meeting was conducted via Zoom.

Present: Debbie Mazzolini (Bel/Tib), Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Sara Jones (MCFL), Bonny White (MCFL), Linda Kenton (San Anselmo), Franklin Escobedo (Larkspur), Henry Bankhead (San Rafael), Sarah Frye (College of Marin) and Gary Gorka (Dominican).
MARINet staff: Dan McMahon

Absent:none Guest: none

A. Chambers called the meeting to order at 3:01 p.m., on Friday, May 8, 2020

- 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 public comment.

- II. Introduction of guests : *no guest present*

- III. Report on Marin Recovers (Sara Jones and Bonny White)

Bonny White is the designated representative to Marin Recovers for the library sector, as Sara is assigned to other industry groups. The MARINet Board is a natural workgroup for the “library industry” in Marin County. It is up to the public health office of Marin County to sign off on any plans for reopening or resumption of services that this group puts forward.

- IV. Planning for reopening libraries – preparing application to County Health Officer
It was decided that we would break the phase 2 issues in to four parts, each of which will be handled by a Task Group, which will include two to three Board members plus library staff as assigned. Each group will make their recommendations and the information will be brought to the May 21 Board meeting, and assembled into the application to resume limited services (likely only curbside pickup and dropoff) in June. The groups are:
 - i. Curbside delivery: practices and protocols
 - ii. Holds and Catalog: whether and how to resume allowing holds, messaging
 - iii. Returns: how to handle returned items safely, when to resume accepting returns?

- iv. PPE, what should library staff have available, and where can we find the necessary supplies for handling returns and curbside service?

It's likely that the school libraries (DUC and COM) will not open until the next semester resumes in September, though they can staff sufficiently to handle deliveries and holds if that resumes in June and July.

Currently the recommended practice for quarantining returned items is 72 hours, we'll go forward with that information until it's updated by better data.

The orders of Marin Public Health are the predominant ones to follow for us; they actually are more applicable than state guidelines to our operations. Libraries are not retail outlets, primarily as we have 122,000 items in the hands of patrons, most of which will be returning to us shortly. We also have characteristics of office work in a way that most retail locations don't. The initial plan we'll submit will be only for curbside operations where possible, and any opening of library buildings to the public will be addressed in another phase of task groups and another application to County Health.

A. Chambers adjourned the meeting on Friday, May 8, 2020 at 4:01 p.m.

Minutes submitted by D. McMahon, May 15, 2020