

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, May 27, 2020
2:00 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/97215634597?pwd=R1JtcXFOTDZSS0FpMFBYelNwaCtkdz09>

Meeting ID: 972 1563 4597

Password: 245806

One tap mobile

+16699009128,,97215634597#,,1#,245806# US (San Jose)

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Dial by your location

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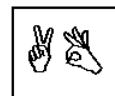
Password: 245806

Find your local number: <https://zoom.us/u/aj5OYNvk7>

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

"I had found my religion: nothing seemed more important to me than a book. I saw the Library as a temple." Jean-Paul Sartre

3. Approval of Agenda	Kaplan	Action
4. Approval of March Minutes	Kaplan	Action



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.

	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Kaplan	Information
	7. Literacy/W. Marin Report	Little-Taylor	Information
	8. New Business		
	a. Update Slate of Officers	Kaplan	Information
	b. Pop-up Childcare	Little-Taylor	Information
	9. Old Business	Kaplan	Information
	10. President's Report for March/April	Kaplan	Information
	11. Director's Report for March/April	Jones	Information
	12. Announcements	Kaplan	Information
4:00	13. Adjournment	Kaplan	Action

Numbered List of attachments:

- 4. Minutes for March 11, 2020
- 12. Library Director's Report for March and April

Unnumbered Attachments:

MARINet Board minutes of December 19, 2019 held at MCFL Tech Services, 1600 Los Gatos 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

Brown Act:

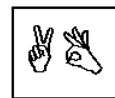
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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
Bayside Martin Luther King Jr. Library
--PROPOSED MINUTES--
Wednesday, March 11, 2020

(1) CALL TO ORDER

Meeting started at 6:19 p.m.

(2) ROLL CALL

Present

Ann Kaplan	John MacLeod	Sue Ream
Anya Schandler	Linda Ward	Barbara Schoen
Ed Meagher	Nick Javaras	Sally Hauser

Absent with Notification

Ali Iqbal	Margaret Kathrein	Loretta Farley
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Also Present

Sara Jones, Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Leslie Galiani, Administrative Services Manager
Edna Guadiana, Administrative Assistant II
Technical Services Staff: Julie Magnus and Keith Waye
Diana Lopez, Branch Manager, Marin City Library
Marin City Library Staff: Etienne Douglas, Katrina Sadler
Librarians for Bayside MLK Library: Kayla Thompson and Shayla Davis

(3) ADOPTION OF AGENDA

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

(4) ADOPTION OF MINUTES

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

(5) OPEN TIME FOR PUBLIC EXPRESSION—

NONE

(6) READING & CORRESPONDENCE FILE

Reading file circulated for all to read –

- (7) **MARIN CITY LIBRARY AND BAYSIDE MLK JR. LIBRARY REPORTS –**
Sara Jones, Library Director and Commissioner MacLeod started the presentation with an update on the history of our partnership with the Novato Unified School District and the Maker Space/New Media services. Both Webstars and XR Stars have presented at various National Conferences.

Bayside MLK

- This is our third and final year of our contract. We are in the process of negotiating an additional three-year contract. Both the school and MCFL are committed to continuing the partnership.
- Sara got funding for 25 laptops and a charging cart for the library.
 - Library instruction
- 3D printer donated by Bob's toys to John MacLeod. He gave it to us for the school.
- Diana secured a \$100 grant from First Book and the NY Life Foundation to buy books for the school library on dealing with grief, especially in the aftermath of a community tragedy. The Friends of the Marin City Library matched the funds. Diana chose books from First Book's curated list as well as others.

Kayla

- Genrefied collection
- Parent School Association
- Book Fair 2020 took place the week of February 10

Shayla

- Smarty Ants
- Reading Buddies
 - Fall: 7 Reading Buddies total (all of them Dominican students; 4 at Bayside MLK, 2 at Willow Creek, and 1 on Tuesdays evenings at MCI)
 - Spring: 6 Reading Buddies total (5 at Bayside MLK, 4 of them Dominican students; 1 through 10,000 Degrees; 1 Dominican student at MCI on Saturdays)

MCI

Book Rich Environment Initiative: 2019 was our third year. We are continuing in 2020.

- Books & BBQ: Saturday was on June 1 at Rocky Graham Park.
 - Marin County Sheriff's Office, who provided the majority of the food. Other contributors included Friends of the Marin City Library, Marin County Fire Department, Marin City Community Services District, Marin City Community Development Corporation's Empowerment Clubhouse, St. Andrew Presbyterian Church, First 5 Marin, Hannah Project, and more. We had a great turnout. Some estimated 175 folks and some thought it was more like 200+ since people came and went. Either way, it was an awesome event. Families and friends bonded, kids and adults played games, some made new friends, people enjoyed delicious food and rockin' music (provided by DJ extraordinaire Keith Waye), and last but certainly not least, we gave away lots and lots of kids' books (toddler to teen) to encourage literacy!

Summer Challenge theme was Trails and Tales. We will keep the same theme this year.

- On Saturday, July 13th, Etienne and Ranger Jasmine accompanied a group of 18 adults and kids to Lake Lagunitas as part of our Tales to Trails summer program. MCFL provided lunch, and everyone got to see the beautiful flora and fauna of the area.
- Saturday, August 10, Point Reyes National Seashore Association provided a group of Marin City kids and caregivers with a trip to West Marin. This was offered to us by Raemona Little Taylor's husband Isaac and his colleagues. Diana worked with Felecia Gaston of Performing Stars to get participants for the trip, and the Friends of the Marin City Library purchased boxed lunches for the group.
- Oakland A's, and they provided us with 300 View Level tickets and some Field Level tickets. We shared the View Level tickets with our West Marin Branches, Pickleweed, and other community partners. We will be getting 200 this year.
- We supported the Marin County Sheriff's Office in coordinating National Night Out held at Rocky Graham Park on Tuesday, August 6. We had a table with book and school supply giveaways and a prize wheel at the Bounce Back to School Event in the 100 lot at Golden Gate Village.

MCI Friends

- Jacobs Trust: \$128,000
 - Purchased 10 gaming laptops for MCI
 - Working on the purchase of books and other materials for branch and school

SURJ Marin

- Movie Nights
- Social Justice Book Club

Digital Literacy

- Continues weekly
- Etienne continues to do his digital literacy classes with David, our community volunteer. These classes are a collaboration with Performing Stars of Marin and the Marin City Community Services District. The light-up LED scarves are such a big hit that Etienne is working with Felecia on doing the program at the Senior Center.

Summersion

- Wrap around summer program in collaboration with our Marin City partners (Bayside MLK, Hannah Project's Freedom School, Bridge the Gap, and Marin City Community Services District, Performing Stars) with community goals and strategies. K-2nd grade rotation of Smarty Ants, Little Readers, and Mathletes with Bridge the Gap. Library staff in the school library to support Freedom School and Bridge the Gap.

- Weekly STEAM activities for K-3rd graders at Bayside MLK library as part of the Marin City SumMERSION community partner program. The activities are presented with the invitation for the kids to be creative with the materials rather than focusing on duplicating our samples. So, each child has the opportunity to explore and express themselves.
- SumMERSION is a wrap-around program collaboration with the Hannah Project's Freedom School, Marin City Library, Bridge the Gap, Marin City Community Services District, Play Marin, Boys & Girls Club, and Mike Wood of Smarty Ants.

Professional Development

- August 2019 Etienne, Faheem, Alanna (one of our Webstars), and Satvik (one of South Novato's XRStars) went to the American Library Association in D.C. to attend the American Library Association and be part of an XR Libraries panel presentation. XR stands for Xtended Reality and includes Virtual Reality and Augmented Reality. The panel consisted of Sara Jones; Washington State Librarian Cindy Aiden; Nevada State Library Assistant Administrator Tammy Westergard; and John MacLeod, Director, XRLibraries. They talked about how to get a program started and the Webstar program. Faheem was a Webstar when he was in high school and has been one of our full-time Library Assistants for a year and a half. Alanna is a current Webstar.
- Etienne attended ALA Mid-Winter
- Diana presented at PLA with Raemona and Amy on their school partnerships.
- We all did the Ryan Dowd training.
- Katrina and Diana will take the Center for Domestic Peace's training on becoming Domestic Violence Risk Assessors. They had asked us for library representatives to attend.
- Diana and Etienne hoping to go to NCAAL

Census

- We have hosted several Census job workshops, loaned chromebooks to Marin City Community Services District
- Participated in the Marin City Counts programs
 - What's your Census story--Ancestry.com program

Marin City Job Fair

- Organized by Elaini Negussie - over 200 people in attendance
 - We provided:
 - Chromebooks
 - Kids' Zone crafts

Staffing Updates

- Upcoming LAll recruitment
- Addition of full-time Librarian II
 - Kids' craft programs
 - Adult film programs The Pieces I Am (Toni Morrison) and Amazing Grace (Aretha Franklin)
 - Juvenile collection refresh
 - New bookcases removal of old spinners and book carts that took up a lot of space and made it difficult for people using walkers or wheelchairs to get around.
- Addition of 50% library aide

Webstars

- Two new Webstars hired within the last six months Expanded to SNO and Northgate as XRstars with Etienne's help
 - Eight new "XRStars" to work in the South Novato Library, VR lab, and Makerspace. Etienne helped with the interviews, and he and Faheem also participated in the XRStars first two trainings. There were 4 XRstars hired for Northgate.
- Zeba (Misbah's sister has applied.)
- My Place, My Story
- Collaboration with ISOJI to create Community Calendar
- Archived local community member Mr. Menaster's photo albums from the 60s to the present on Facebook.

Author Visits

- Brendan Wenzel in October 2019 sponsored and organized by Marin County Parks and Golden Gate Parks Conservancy as part of a Story Walk program at Botin Marsh. MCI Friends bought 25 copies of his book for giveaways.
- Mystery author panel in 2019, organized by MCI Friends
- Christian Robinson in May at Bayside MLK through Book Passage
- Beauty and the Beast: California Wildflowers and Climate Change Rob Badger and Nita Winter

Other:

- Writing Group w/ Community Members
- Monthly movie night
- Regular book clubs
- We are collaborating with Sausalito Public Library, Willow Creek Academy, and MARINet to issue library cards for all the students at the school (approximately 330).

Commissioner MacLeod announced that they are getting ready to start another Pilot program in conjunction with the MCOE at the Marin City Library called "Super Girls" which is an outgrowth of the XR Marin program. They will be donating another 30 laptops for this program.

After a brief question and answer period, President Kaplan thanked everyone for their presentations.

(8) NEW BUSINESS
a. Measure A Report

Chantel Walker and Leslie reported on the following:

FACILITIES EXPENDITURES and REVENUE SOURCES: MEASURE A										
FUNDING SOURCE:	Measure A Tax Revenue (2480)					Measure A Totals	MCFL Fund Balance (2470)	County Contribution	Grant Funding	Unaudited Totals
Fiscal Year	FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	as of 3/5/2020	FY 19-20 - 21	FY 17-18	FY17-18	
CAPITAL IMPROVEMENT PROJECTS:	\$500K	\$500K	\$500K	\$500K	\$500K		\$1.5M	\$100K	\$175K	\$4.250M
Baker Assessment: CCE,CMA,FAL/NOV	\$ 44,410					\$ 44,410				\$ 44,410
Lobby Upgrades: CCE, FAL/NOV	\$ 17,026					\$ 17,026				\$ 17,026
CCE - Café Counter Project	\$ 19,180					\$ 19,180				\$ 19,180
CCE Friends: Café Counter Project								\$ 10,000		\$ 10,000
CMA: Bike Rack Project	\$ 37,991					\$ 37,991				\$ 37,991
CMA Study Improve and/or Replace	\$ 6,500					\$ 6,500				\$ 6,500
MCI - Furniture	\$ 2,664					\$ 2,664				\$ 2,664
IND: Landscape & Hardscape	\$ 21,700					\$ 21,700				\$ 21,700
NOV Friends: Landscape								\$ 15,000		\$ 15,000
CA Room (Annex)	\$ 134,372	\$ 11,195	\$ 9,421			\$ 154,988				\$ 154,988
Electrical Panels: CCE,CMA,FAL/NOV	\$ 142,380	\$ 99,116				\$ 241,496				\$ 241,496
HVAC NOV	\$ 35,624	\$ 43,240	\$ 742,161	\$ 38,077		\$ 859,102				\$ 859,102
Path of Travel: FAL		\$ 43,533	\$ 64,630			\$ 108,163				\$ 108,163
New Learning Bus			\$ 100,000			\$ 100,000				\$ 100,000
Martin Community Foundation: Learning Bus								\$ 100,000		\$ 100,000
General Fund: Learning Bus								\$ 100,000		\$ 100,000
Martin County Library Foundation: Learning Bus								\$ 50,000		\$ 50,000
Air Quality: CMA				\$ 1,248		\$ 1,248				\$ 1,248
EV Charging Station: Los Gatos					\$ 23,813	\$ 23,813				\$ 23,813
NOV Roof Repairs					\$ 20,042	\$ 20,042				\$ 20,042
CMA Roof Repairs					\$ 60,634	\$ 60,634				\$ 60,634
AJAI Garden Design										
FAL Roof Repairs										
TOTALS as of 03-5-20	\$ 283,843	\$ 189,199	\$ 295,310	\$ 808,039	\$ 142,566	\$ 1,718,957		\$ 100,000	\$ 375,000	\$ 1,995,205

MEASURE A CAPITAL PROJECTS SUMMARY FY 19/20

Project No.	Project Title	Library Site	Service	Budget	Expended	Balance
				500k		
54LP05ROOF	Novato Library Roof	Novato Library	Professional Services 522510	\$ 34,602.00	\$ 10,602.00	\$ 24,000.00
			Construction 540210	\$ 29,038.00	\$ 2,376.50	\$ 26,661.50
			Miscellaneous Costs 522310			
			DPW Labor 561110	\$ 7,063.02	\$ 7,063.02	
				\$ 70,703.02	\$ 20,041.52	\$ 50,661.50
54LP06ROOF	Corte Madera Library Roof	Corte Madera Library	Professional Services 522510	\$ 34,520.00	\$ 2,120.00	\$ 32,400.00
			Construction 540210	\$ 108,783.20	\$ 48,320.76	\$ 60,462.44
			Miscellaneous Costs 522310			
			DPW Labor 561110	\$ 10,193.60	\$ 10,193.60	
				\$ 153,496.80	\$ 60,634.36	\$ 92,862.44
54LPMISC	Corte Madera Air Sampling	Corte Madera Library	Professional Services 522510	\$ 5,423.00	\$ 1,248.00	\$ 4,175.00
			Construction 540210			
			Miscellaneous Costs 522310			
			DPW Labor 561110			
				\$ 5,423.00	\$ 1,248.00	\$ 4,175.00
54LPMISC	EV FLAGship Charge Station	Los Gatos	Professional Services 522510			
			Construction 540210	\$ 23,815.00	\$ 23,812.95	\$ 2.05
			Miscellaneous Costs 522310			
			DPW Labor 561110			
				\$ 23,815.00	\$ 23,812.95	\$ 2.05
	Fire Suppression	Novato Library		\$ 400,000.00		
		Corte Madera		\$ 500,000.00		
				\$ 900,000.00		
				\$ 253,437.82	\$ 105,736.83	\$ 147,700.99

PROJECTS LIST

TBD FY 19-20

Corte Madera Library

\$ 2,120 Haz Mat Analysis of existing roof (award waiting signature from Monte Deignan)
 \$ 56,120 AE services Roof Replacement evaluation of siding, insulation, windows (AE site walk 9/16/2019)
 \$ 41,326 Flat Roof Replacement Rear Roof over offices (ready for award – 15 year warranty)
 \$ 11,337 Temporary Roofing Repairs/ all to be replaced by the full repairs after winter
 \$ 400,000 Balance of Roof Replacement
 \$ 350,000 Sprinkler Systems (includes a budget number for underground connections provided by SS vendor)
 \$ 100,000 Smoke and Alarm Detection Systems
 \$ 39,000 DPW Project Management Labor

Alt: \$ 100,000 Siding and Waterproofing Repairs (2021)
 \$ 150,000 Added Insulation Interior Repainting (2021)
 \$ 350,000 Dual Glazing Windows (2021)
 \$ TBD – scope of project for ADA/ABA improvements (2021-2022)

TBD FY 19-20

Novato Library

\$ 1,902 Haz Mat Analysis of North end of building tar and gravel roof (award waiting signature from M. Deignan)
 \$ 24,038 Duralast Flat Roof North end of building (proposals received – ready for award)
 \$ 5,000 Roof repairs and flood testing (completed)
 \$ 300,000 Sprinkler Systems (includes a budget number for underground connections provided by SS vendor)
 \$ 80,000 Smoke and Detection Systems
 \$ 50,000 DPW Project Management Labor

Alt: \$100,000 Adjust landscape fill and regrade exterior at perimeter of building (settled) (2021)
 \$450,000 Full roof replacement (2023)

TBD FY 19-20

Fairfax Library

Roof Replacement - Construction and DPW labor, Misc Services
 Shingle Wall Replacement - Construction and DPW Labor, Misc Services
 Life Safety (sprinklers and alarms) - Professional Services, Construction, DPW labor and Misc Services

MEASURE A

NOVATO LIBRARY ROOF PROJECT FY 19/20

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Asbestos Inspection	32000653	Monte Deignan and Associates	\$ 1,902.00
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Fire schematic design	32001057	WSP USA Buildings Inc.	\$ 32,700.00
								\$ 34,602.00
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Water test/ Repairs	PO 22000131	Western Roofing Service	\$ 5,000.00
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210	Recover at Rear flat	32000796	Western Roofing Service	\$ 24,038.00
								\$ 29,038.00
54LP05ROOF	LBP1720	MISC	24826661	522310				
								\$ -
54LP05ROOF	LBP1720	PWLABOR	24826661	561110	Project Management Services (see note 1)		DPW Capital Projects	\$ 7,063.02
								\$ 7,063.02

Expenditures by Fiscal Year		Total	Remaining
FY19	FY20	Expended to Date	Balance
\$ 1,902.00		\$ 1,902.00	
	\$ 8,700.00	\$ 8,700.00	\$ 24,000.00
\$ 1,902.00		\$ 10,602.00	
\$ 2,376.50		\$ 2,376.50	\$ 2,623.50
			\$ 24,038.00
\$ 2,376.50		\$ 2,376.50	\$ 26,661.50
\$ -			
\$ 7,063.02		\$ 7,063.02	
\$ 7,063.02			

SUMMARIZED BY LIBRARY SITE

Project No.	Site	Type	Org	Obj	Library Site	Service	Budget
54LP05ROOF	LBP1720	PROFSVCS	24826661	522510	Novato Library	Professional Services	\$ 34,602.00
54LP05ROOF	LBP1720	CONSTRUCT	24826661	540210		Construction	\$ 29,038.00
54LP05ROOF	LBP1720	MISC SUPP	24826661	522310		Miscellaneous Costs	
54LP05ROOF	LBP1720	PWLABOR	24826661	561110		Project Management	\$ 7,063.02
Total Costs:							\$ 70,703.02

FY19	FY20	Expended	Balance
\$ 1,902.00	\$ 8,700.00	\$ 10,602.00	\$ 24,000.00
\$ 2,376.50	\$ -	\$ 2,376.50	\$ 26,661.50
\$ 7,063.02	\$ -	\$ 7,063.02	\$ -
\$ 11,341.52	\$ 8,700.00	\$ 20,041.52	\$ 50,661.50

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

MEASURE A
CORTE MADERA LIBRARY ROOF PROJECT FY 19/20

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year		Total Expended to Date	Remaining Balance
									FY19	FY20		
54LP06ROOF	LBP707	PROFSVCS	24826631	522510	Asbestos inspection	32000654	Monte Deignan & Assoc.	\$ 2,120.00	\$ 2,120.00		\$ 2,120.00	
54LP06ROOF	LBP708	PROFSVCS	24826631	522510		32001058	BRW Architects	\$ 32,400.00		\$ 32,400.00		\$ 32,400.00
								\$ 34,520.00	\$ 2,120.00	\$ 32,400.00	\$ 2,120.00	\$ 32,400.00
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Temporary roof repairs	32000844	M3 Integrated Services, Inc.	\$ 11,337.20		\$ 11,337.20	\$ 11,337.20	
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Architectural design & Eng. Svcs.	32001242	BRW Architects	\$ 56,120.00		\$ 5,999.99	\$ 5,999.99	\$ 50,130.94
54LP06ROOF	LBP707	CONSTRUCT	24826631	540210	Replace roof flats	32000827	Western Roofing Svc.	\$ 41,326.00	\$30,994.50		\$ 30,994.50	\$ 10,331.50
								\$ 108,783.20	\$30,994.50	\$ 17,326.26	\$ 48,320.76	\$ 60,462.44
54LP06ROOF	LBP707	MISC	24826631	522310								
								\$ -			\$ -	\$ -
54LP06ROOF	LBP707	PWLABOR	24826631	561110	Project Management Services (see note 1)		DPW Capital Projects	\$ 10,193.60	\$10,193.60		\$ 10,193.60	
								\$ 10,193.60	\$10,193.60		\$ 10,193.60	
SUMMARIZED BY LIBRARY SITE												
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget		FY19	FY20	Expended	Balance
54LP06ROOF	LBP707	PROFSVCS	24846541	522510	Corte Madera Library	Professional Services	\$ 34,520.00		\$ 2,120.00	\$ 32,400.00	\$ 2,120.00	\$ 32,400.00
54LP06ROOF	LBP707	CONSTRUCT	24846541	540210		Construction	\$ 108,783.20		\$30,994.50	\$ 17,326.26	\$ 48,320.76	\$ 60,462.44
54LP06ROOF	LBP707	MISCSUPP	24846541	522310		Miscellaneous Costs						
54LP06ROOF	LBP707	PWLABOR	24846541	561110		Project Management	\$ 10,193.60		\$10,193.60	\$ -	\$ 10,193.60	\$ -
Total Costs:								\$ 153,496.80	\$43,308.10	\$ 49,726.26	\$ 60,634.36	\$ 92,862.44

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

MEASURE A
MISCELLANEOUS PROJECT FY 19/20

Project No.	Site	Type	Org	Obj	Service	Contract / PO No.	Provider	Budget	Expenditures by Fiscal Year		Total Expended to Date	Remaining Balance
									FY19	FY20		
54LPMISC	LBP707	PROFSVCS	24826631	522510	Mold spore trap analysis	31901734	Monte Deignan & Assoc.	\$ 1,248.00	\$ 1,248.00		\$ 1,248.00	
								\$ 1,248.00	\$ 1,248.00		\$ 1,248.00	
54LPMISC	LBPFLGSHIP	CONSTRUCT	24830581	540210	FLAGship EV Charging station	PO 22000141	Sares Regis Mgmt. Co.	\$ 23,812.95	\$ 23,812.95		\$ 23,812.95	
								\$ 23,812.95	\$ 23,812.95		\$ 23,812.95	
								\$ -	\$ -		\$ -	
								\$ -	\$ -		\$ -	
SUMMARIZED BY LIBRARY SITE												
Project No.	Site	Type	Org	Obj	Library Site	Service	Budget		FY19	FY20	Expended	Balance
54LPMisc		PROFSVCS	24846541	522510		Professional Services	\$ 1,248.00		\$ 1,248.00	\$ -	\$ 1,248.00	\$ -
		CONSTRUCT	24846541	540210		Construction	\$ 23,812.95		\$ 23,812.95	\$ -	\$ 23,812.95	\$ -
		MISCSUPP	24846541	522310		Miscellaneous Costs						
		PWLABOR	24846541	561110		Project Management	\$ -		\$ -	\$ -	\$ -	\$ -
Total Costs:								\$ 25,060.95	\$ 25,060.95	\$ -	\$ 25,060.95	\$ -

Note 1. Labor expended is estimated until expenses are calculated at the end of each fiscal year.

8b. Budget Report – Leslie reported on the following:

3/2/2020
MCFL 5-Year Projection for Funds 2470 & 2480

	Actuals FY 2016-17 (12,658,651)	Actuals FY 2017-18 (13,083,654)	Actuals FY 2018-19 (13,726,972)	Proposed FY 2019-20 (14,079,120)	Plan FY 2020-21 (14,079,120)	Plan FY 2021-22 (14,079,120)	Plan FY 2022-23 (14,540,282)	Plan FY 2023-24 (15,021,299)	Plan FY 2024-25 (15,523,045)
Property Tax	(2,425,800)	(2,519,181)	(2,575,190)	(2,626,694)	(2,672,800)	(2,672,800)	(2,726,256)	(2,780,781)	
Measure A	(1,000,541)	(1,358,400)	(808,004)	(803,604)	(852,040)	(854,700)	(847,560)	(840,864)	(834,614)
Other Revenue									
Total Revenue	(16,084,992)	(16,961,235)	(17,110,166)	(17,509,418)	(17,603,960)	(17,606,620)	(18,114,098)	(18,642,944)	(16,357,659)
Salaries & Benefits	11,067,637	10,984,027	11,799,570	12,100,440	12,450,428	12,864,579	13,292,373	13,734,156	14,146,286
Services & Supplies	3,544,562	3,312,787	4,078,077	4,149,016	4,187,946	4,239,638	4,292,531	4,347,012	4,421,483
Capital Assets	48,987	396,326	792,008	636,580	494,255	496,611	499,026	501,502	104,040
Other Expenses	628,644	643,671	859,926	903,750	944,446	959,934	975,774	991,973	1,008,543
Total Expenditures	15,289,830	15,336,811	17,529,581	17,789,786	18,077,075	18,560,762	19,059,704	19,574,743	19,680,352
Net Library Cost	(795,162)	(1,624,424)	419,415	280,369	473,115	954,142	945,606	931,799	3,322,694
Capital Investment (\$1.5M)				250,000	750,000	500,000			
Begin Avail Fund Balance	5,545,525	5,545,525	4,669,949	3,831,051	2,993,503	1,961,081	1,258,290	1,107,794	1,016,810
Savings/(Use) of Fund Balance		1,624,424	(838,898)	(587,548)	(282,422)	(202,791)	(150,496)	(90,984)	2,497,829
Set-Aside Fund Balance		(2,500,000)		(250,000)	(750,000)	(500,000)			
Ending Available Fund Balance	5,545,525	4,669,949	3,831,051	2,993,503	1,961,081	1,258,290	1,107,794	1,016,810	(1,481,019)

ASSUMPTIONS	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
Property Tax (Secured)	5.0%	5.0%	4.8%	4.8%	4.5%	4.5%	4.5%
Measure A	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Library Fees	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Salaries	2.5%	3.0%	2.5%	3.0%	3.0%	3.0%	3.0%
Pension	22.0%	21.0%	21.5%	22.0%	22.5%	23.0%	23.0%
Benefits	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

DRAFT 03/2/20
MCFL 5-Year Projection for Fund 2480 - Measure A

	Actuals FY 2016-17 (2,466,059)	Actuals FY 2017-18 (2,519,181)	Actuals FY 2018-19 (2,575,190)	Projected FY 2019-20 (2,626,694)	Plan FY 2020-21 (2,672,800)	Plan FY 2021-22 (2,672,800)	Plan FY 2022-23 (2,726,256)	Plan FY 2023-24 (2,780,781)
Property Tax	(40,259)	(31,372)	(42,062)	(42,991)	(43,938)	(44,904)	(45,889)	(46,894)
Other Revenue								
Total Revenue	(2,506,318)	(2,550,553)	(2,557,938)	(2,669,685)	(2,716,738)	(2,717,704)	(2,772,145)	(2,827,675)
Services & Supplies	49,554	67,992	78,524	100,000	100,000	100,000	100,000	100,000
Capital Assets	11,195	158,236	702,295	400,000	400,000	400,000	400,000	400,000
Other Expenses	1,918,601	1,882,286	1,938,000	1,976,760	2,016,295	2,056,621	2,097,754	2,139,709
Total Expenditures	1,979,350	2,108,514	2,718,819	2,476,760	2,516,295	2,556,621	2,597,754	2,639,709
Net Library Cost	(526,968)	(442,039)	160,881	(192,925)	(200,443)	(161,083)	(174,391)	(187,966)

ASSUMPTIONS	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Property Tax (Secured)	5.0%	4.8%	4.8%	4.5%	4.5%
Measure A	2.0%	2.0%	2.0%	2.0%	2.0%
Library Fees	-2.0%	-2.0%	-2.0%	-2.0%	-2.0%
Salaries	3.0%	2.5%	3.0%	3.0%	3.0%
Pension	21.0%	21.5%	22.0%	22.5%	23.0%
Benefits	3.0%	3.0%	3.0%	3.0%	3.0%

The Library's Budget hearing is scheduled at 1pm on Monday, March 23, in the BOS chambers, where Sara and Chantel will be giving the Library's budget presentation.

8C. Commission Vacancies – Director Jones apprised the Commission that we do have 2 vacancies in District 5 and 1 in District 4. Sara suggest hiring a WebStar or XR Star to be on this Commission. All Commissioners who were present supported this idea from Sara.

(9) OLD BUSINESS - NONE

(10) PRESIDENT'S REPORT FOR MARCH – President Kaplan attended the Women's Speaker's series and highly recommends that all Commissioners attend. Next one will feature Commissioner Ream and is scheduled on the 23rd of this month.

(11) DIRECTOR'S REPORT FOR MARCH

Director Jones reported on the following:

- Director Jones reported that in our budget process, we are trying to get support to get radio frequency identification for MCFL and the MARINet branches – this is where you use a radio frequency id tag without needing to use a barcode. We are asking for \$800,000 from the County, getting \$400,000 first year, and \$400,000 in the second year.

(12) ANNOUNCEMENTS

(13) ADJOURNMENT – M/S/Meeting adjourned @ 8:05 p.m.



Marin County Free Library Commission Report

Sara Jones, Director of County Library Services

March and April 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.*

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1. 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

2. Library Director Activities

3. Personnel

Library Activities and Our Equity Focus



March and April 2020
Children's Services
 During the Shelter in Place



Children's Services Team (CST) members who aren't serving as Disaster Service Workers have been creating virtual Storytime, developing booklists, and writing imaginative blogs to connect with our patrons virtually.

The blog "We're going on a Bear hunt" highlighted the grass-roots neighborhood quest for teddy bears in windows, with a booklist of popular bear books:

<https://marinlibrary.org/kids-at-home-were-going-on-a-bear-hunt/>

Other blogs have focused on Social Emotional Learning activities and resources, Homeschooling resources and Poetry month, to name a few topics.

Rather than using Facebook Live, all virtual Storytime are being recorded on YouTube, so they are accessible anytime, and printed lyrics to all songs and rhymes are being posted on the MCFL website. Staff are including stories with diverse characters, and we are working to expand the cohort of presenters to include Spanish Storytime and programs presented by people of color. All Storytime are available here: <https://marinlibrary.org/category/kids/> and have been a quite a success. In the past 28 days we've had 4,000 views, 3.4k more than usual. People have watched 225 hours, 195 more than usual. And we've gained 78 new followers.

CST is also working to re-imagine the Summer Learning Challenge. This year's focus will be outreach to vulnerable families and will center on equity and inclusivity. Keith Waye has already designed a beautiful reading log which moves our emphasis to activities and reading and away from a prize-based program. Clara McFadden, working with CST staff at all branches, developed an order of 7,000 books which will be given away to high-need kids in all communities.



March and April 2020
Teen Services
 During the Shelter in Place



Teen Services Team Members came together from a cross-section of MCFL Branches and Units to:

- 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
- Host 2 joint virtual teen book club meetings for CCE & FAI Teen teens
- Deliver small group virtual readers advisory services
- Host lunchtime (virtual) book talks highlighting Hoopla collections
- Design, develop and launch an MCFL Teen Instagram page: mcfiteens

Through the Marin Makerspace we launched [a Facebook group](#) that aggregates STREAM-related activities for students, parents and teachers. Collecting ideas from the global Maker Community. The

March and April 2020

Teen Services

During the Shelter in Place

[Continued]

Makerspace curates 5 posts each weekday. We had over 100 members within the first week and the community is growing. The Makerspace also launched a virtual coding class in April in addition to three weekly online meetups, and posts video tutorials and coding templates for students to work and learn at their own pace. We have 25 members signed up.

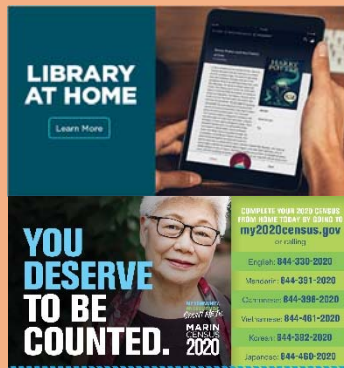
A Redwood High School student reached out to California Room for a research interview in preparation for an article on local suffrage leader Elizabeth Thatcher Kent (<https://redwoodbark.org/59663/culture/100-years-of-womens-suffrage>) that will be for the Redwood High School Newspaper, the BARK.



March and April 2020

Adult Services

During the Shelter in Place



In collaboration with San Rafael Library, a cross-section of Branches and Unit staff from MCFL have made chat reference available to our patrons. With leadership from the MCFL Adult Services Committee and the Spanish Speaking Services Working Group patron phone questions are being answered about library services on a "Talk to a Librarian" phone line at 415-473-2272. This phone response Team and members of the Technical Services Unit have also kept up with Email reference and technical help in many formats. Over 500 email reference requests have been answered.

The Fairfax Library hosted a virtual Detect & Connect workshop for the public on Zoom about mental health and dementia issues in older adults.

Teams of Adult Services Librarians have been creating Blog posts on the MCFL website of varying topics to connect patrons with resources, including: How to Make Face Masks, Spring Gardening, Getting to know Podcasts, Mental Health and Wellbeing, What's Making MCFL Staff Happy, Virtual Travel, and highlighting library eServices like Hoopla and Ancestry.com (now available from home.)

Spanish Services Working Group has also been sharing similar blog posts, including virtual visits to museums & aquariums, as well as successfully reaching out to our Spanish-speaking communities through an MCFL-sponsored Spanish Instagram page.

March and April 2020

Adult Services

During the Shelter in Place
[Continued]

California Room team staff have responded to over 40 email reference questions, 28 of them involving secondary reference and access to our digital collections.

During the first 6 weeks of the shelter-in-place order, the California Room disseminated 14 local history articles via our local history e-newsletter, half of them written by CRM staff and the rest contributed by a variety of local history volunteers.

California Room staff team provided feedback to the Kentfield-Greenbrae Historical Society for a digitization grant they wrote for a collection to be deposited in the California Room.

In addition, the California Room staff provided materials from the California Room's digital collections for several eminent institutions & initiatives including a PBS television documentary titled *Unladylike2020*; and a book on the history of slavery in the American West, to be published by Yale University Press.

The Library has re-designed its approach to Census 2020. We will be reaching 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. MCFL staff conduct outreach via a phonebank from their homes with a goal to reach 3,500 households in both English and Spanish. MCFL is participating in the Marin County, effort which is led various nonprofit and local government jurisdictions, staffed by Canal Alliance and funded in large part by the United Way Bay Area.



March and April 2020

Collection Development and Management

During the Shelter in Place



With the closure, quick action was need to manage vendors who supply physical materials. Tec Services staff contacted Baker & Taylor and W.T. Cox to suspend deliveries of books and periodicals. The focus was switched to digital materials and we increased the budget for streaming service Kanopy, and created a plan, with the help of selectors, and MARINet's, to shift funds from cancellations to purchase more eBooks to meet the increased demand, reduce hold line waits, and provide more offerings to increase diversity in our OverDrive collection.

To help meet the need for books for kids, especially those more vulnerable and with fewer resources, we went ahead with a planned large purchase of books to give to children this summer. Tec Services staff continue to come up with innovative ways to manage invoices and keep on track for all the financial work required to support our services to the public and our system goals. To continue our goal to create a more diverse and inclusive collection, many library staff enrolled in the online course from Library Journal, "Evaluating, Adulting and Diversifying Your Collection". A robust conversation about how to

March and April 2020
**Collection
Development and
Management**
During the Shelter in Place

analyze our collection and update MCFL's Collection Development Policy occurred online and having this shared frame of reference will rejuvenate our efforts to make progress in the days ahead.

MCFL's adult-focused expanded digital access included new materials designed to inform public about digital access to Ancestry.com & Newspapers.com as well as the California Room's local history resources.

California Room staff edited over 10,000 lines of the historic *Marin Journal & Marin County Tocsin* newspapers and contributed that content to the California Digital Newspaper Collection (CDNC).



March and April 2020
Educational Equity
During the Shelter in Place



Book Bistro at Novato



Pop-Up Childcare at SNO

Emergency Popup Childcare and Learning Center: Launched on March 19th, MCFL is now providing a Popup Teen Study & Distance Learning Space for Teens of Essential Workers. This popup learning site is 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 Popup Childcare Program. The program is being offered through a collaboration of agencies and organizations across the County: County of Marin, Marin County Office of Education, Marin County public school districts, Marin County Free Library, City of San Rafael, North Bay Children's Center, Community Action Marin, Marin YMCA, and North Marin Community Services.

Book Bistro: With generous donations from First Book, New York Life and the Friends of the Novato Libraries, MCFL distributed 800 books to students picking up free lunch at Hill and Hamilton in Novato including quick "Reader's Advisory" as books were through car windows. People were really thrilled! One parent shared that she ran out of books long ago and was so happy that she could just take some for her kids. We will be expanding on the Book Bistro over the coming weeks, providing thousands more books and activities to free meal sites in West Marin, Marin City and Novato.

CA State Library Support: With vision and leadership from the Learning Bus, Marin Makerspace and the Education Initiatives Coordinators, MCFL submitted two successful grant proposals in March, securing \$126,000 from CA State Library to support both early learning and after school programs. The two projects — Little Learners, for ages 0-5, and ExploraStory, a teen-designed maker Storytime project — will expand family engagement, early literacy, and youth leadership.

PLA Conference: The Education Initiatives Coordinators presented at the Public Library Association in Nashville (before the Shelter In Place Orders began) to an audience of 350 conference goers including a large number of MCFL staff. The presentation was well-received and



About MCFL's Education Equity Initiatives

At Marin County Free Library, we want every child to reach their full potential. Yet, in Marin, thousands of children still face barriers to early childhood education, literacy development, and high school graduation on the basis of race and income.

Opportunity Gaps in Marin County

Nearly 7,000 students in Marin face opportunity gaps.

MCFL's New Educational Equity Page & Video

www.marinlibrary.org/education

accompanied by the launch of a new video, featuring our school partners, and a web page dedicated to Education Equity Initiatives: www.marinlibrary.org/education. Special thanks to the Marketing and Communications Team for create a webpage and guiding the development of the Educational Equity Video Clip.

Learning Bus, Smarty Ants & Reading Buddies: Staff members reached out to Learning Bus, Reading Buddies and Smarty Ants families to check on how they are doing and what they might need most right now for support, including their children's education and reading at home. MCFL Staff have been working hard to continue Smarty Ants, an online reading program, for Marin City students during the Shelter In Place. A cross-section of MCFL Staff who usually work on in-person reading support programming have been reaching out via phone to families throughout the County. Family information requests include library materials as well as food pantry information, cash assistance information, apps to help child with reading/learning, and information on tutoring for their children. MCFL continues to work toward supporting Reading online.

Marin City Community Food and Diaper Drives and Distribution: MCFL's Marin City Library provided books to be distributed along with food at Bayside MLK. Embedded staff members also assisted with putting bags of groceries together for the "Bags of Love" distribution. Performing Stars, a community partner organization, reached out to Golden Gate Village families who have children newborn to 2 for a diaper drive. We provided board books and picture books for 40 families.

f. Specialized COVID Responses

Chantel L. Walker


- MCFL helped to deploy 800 WIFI Hot Spots (high speed internet access devices) through partnerships with Marin County Public Schools Districts to support academic among children with limited access to the internet. The WIFI Hotspots were acquired configured, set up , registered and distributed very quickly with leadership from the MCFL Tech Support, Acquisitions and Admin Teams. The online academic support resources guide distributed with the WIFI Hotspots was developed by the Communications and Marketing Team..
- MCFL Staff Disaster Service Worker (DSW) roles included 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.
- DSW at Motel-6 registration at Motel 6 and Travelodge in San Rafael, providing accommodation for vulnerable unhoused individuals. Staff checked in clients, provided meals, and answered questions. Anthony even took one client's dog for a walk!
- DSW working with HHS from home to notify clients about COVID-19 testing including becoming the lead for the unit during the shift
- DSW at Food Banks
- DSW Food Delivery to Schools, Hotels and Motels
- The last 6 weeks have been a virtual beehive of activity for our **communications and website** team from eServices and Library Marketing. With the rapid change came many questions

from our community and responding to emails and directing them was a huge undertaking, supplemented by our fantastic team of e-reference librarians. Collaborating with San Rafael Library, we were able to add a chat option to our communication options, and eventually a new “Talk with a librarian” phone number. Because of the closure, a pivot to our virtual branch, the website, was the way we could still provide services and updates to the public. We redesigned the website to provide easy access to digital services, quick answers to frequent questions, and to highlight a host of new blog posts for adults, seniors, kids, teens, families, and Spanish language speakers on how to survive while sheltering at home. Also included were recommended booklists for eBooks by grade level to support all the parents and kids faced with schooling at home. We increased our outreach by sending out more eNewsletters through Savannah, to let our community know about what was happening and how to access some of the increased digital services. We augmented our posts on social media. With the pandemic, many vendors made more resources available for free, and we curated these offerings on the website and put the word out about services like TumbleBooks and access from home for Ancestry.com and NewspaperArchive.com, which saw a huge spike in use. We brought back Lynda.com to enable at-home skills development and online learning for areas like web development, business, photography and more. The Communications and Marketing Team coordinated the posting of our wonderful children’s librarians virtual Storytime, helping with guidelines for copyright adherence and consistency of production values. And, The Communications and Marketing Team helped provide information and support for press releases and other articles about some of the innovative ways the Library is helping our communities, which have been mentioned in other parts of this report.


- The Marin County Health and Human Services Department conducted 18 COVID-19 tests from the Marin City Library Branch back parking lot with support and assistance from the m Marin City Branch Staff.

Library Director Activities – March and April 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>Leading the closure efforts on March 16 and maintaining shelter in place health order for staff working via telework and controlled access to all 11 buildings.</p> <p>Ensuring compliance with changing reporting needs for staff schedules with county, state and federal evolving guidelines.</p> <p>Leading the effort to acquire and fund 800 wi-fi hot spots for students for a year who do not have connectivity</p> <p>A majority of library staff have been working in an essential category or as Disaster Service Workers including the child care pop up, testing appointments, supporting testing centers, checking in people for short term housing.</p> <p>And for me...hundreds of hours of Zoom/online meetings for me!</p>
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Personnel Update

	<p>While navigating County and Statewide Shelter in Place Order, recruitments and hiring activities have continued moving forward. MCFL filled 3 part and full-time vacancies: Mobile Library Assistant on the Learning Bus and two Administrative Services Associates.</p> <p>Please welcome</p> <ul style="list-style-type: none"> ✓ New regular hire Learning Bus Mobile Library Assistant, Maribel Giron ✓ Newly promoted Administrative Services Associates Edna Guadiana in Admin and Michelle Hirsh in Tech Services <p>The following full-time and part-time vacancies are under review:</p> <ul style="list-style-type: none"> • <u>Administrative Assistant II</u> : 1.0 FTE - Admin • <u>Library Assistant I</u>: 3.1 FTE - Fairfax; Corte Madera
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	<ul style="list-style-type: none"> • <u>Library Assistant II:</u> 6.5 FTE – Fairfax; Marin City; Novato; Stinson; Corte Madera • <u>Librarian I:</u> 2.8 FTE – Tech Services; Civic Center; Novato • <u>Library Services Manager:</u> 1.0 FTE - (Facilities & Projects) • <u>Sr. Librarian</u> 1.0 FTE – Corte Madera <p>During April, an external recruitment to fill the Corte Madera Senior Librarian/Branch Manager Position closed yielding 15 applicants. Interviews for the Senior Librarian Position are being conducted in May. An internal recruitment for the Library Assistant II Positions above opened for recruitment.</p>
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Commission Members:

MCFL and the County of Marin

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

MARINet Board Meeting Minutes
Jan 16, 2020
MCFL Tech Services
1600 Los Gatos Dr., Suite 180, San Rafael CA
9:00 a.m. – 12:00 p.m.

Present: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Bonny White (MCFL), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Joey Della Santina (Belvedere Tiburon), Henry Bankhead (San Rafael), Franklin Escobedo (Larkspur) Sara Frye (COM).
MARINet staff: Dan McMahon, Jessica Trenary

The meeting came to order at 9:06 a.m.

- I. Public Comment Period: No members of the public in attendance.
- II. Introduction of Guests: Franklin Escobedo, new Library Director for Larkspur PL.
- III. Approval of minutes as corrected from previous meeting: Linda Kenton, Henry Bankhead.
- IV. Old Business
 - A. JPA task force – moved to later in agenda:
 - B. Additional Book Drops -
Locations currently under consideration are Tam Junction and Lucas Valley Road. City of San Rafael has tentatively offered to install book drop on Lucas Valley Rd. Large book drop costs \$5k -7k - plus expenses. Assumption is that book drop can be accessed from car. How to tend to emptying book drop on holiday weekends.
- V. New Business
 - A. Budget Proposal for FY 2020-21

This is the month that Dan McMahon hands out proposed budget. Dan explained budget breakout and the way costing is determined. Updated board on CENIC network compared to Midas network. Some library's numbers went up. Escobedo asked how well novelist select integrates with BiblioCommons. McMahon shared disparity in customer feedback with regards to BiblioCommons.

Bankhead brought up open source regarding the budget, i.e. can we reduce costs by going in this direction, Bankhead deferred signing budget and was asked by other members why. Kenton asked: "what is the concern?"

Bankhead explained why Sierra as a system and rising costs are difficult for SRPL to support. Ghorka has concerns with any change at all, and questions what might be possible for changing the cost sharing instead. McMahon pointed out that BiblioCommons does not integrate w Koha currently. McMahon has concerns with why we should look at alternatives to Sierra. Cenic was a difficult change "that almost destroyed MARINet". Abbott proposes that we look at alternatives and that Bankhead could organize that. Brenner is ok with looking at alternatives, however Mill Valley

can't necessarily pay more if cost sharing changes. Bankhead agreed that SR gets a lot of value out of MARINet. Dan voiced concerns about Bankhead not signing the budget. McMahon suggested that the Open Source discussion should be agendaized at a future meeting. Kenton asked whether we should be considering an RFP and Escobedo suggested that we at least examine the alternatives.

Trenary volunteered to assist with looking at Open Source and to move forward with a task force to look into ILS alternatives. Escobedo, Bankhead and Trenary will assist on the task force.

B. NorthNet Invoices and LinkPlus admin fees

Dan will be talking to Carol Frost and Andrew re Northnet bill. If you have already paid let Dan know. Chambers suggested that we consider this taken care of and that NorthNet might need to re-invoice us.

C. Overdrive Sale to KKR

KKR is a Private equity firm who purchased Overdrive from Rakutan. Chambers expressed disappointment, and asked if the customer service will remain constant? Are we vulnerable depending on what could happen? Ghorkha asked if we could go back to 3M cloud? Escobedo came from a library with advantage accounts in Overdrive. He suggested that when Rakutan owned Overdrive they had more investment in ebooks because Rakuten produced e-readers. Escobedo opined that, Libby app is not quite where it needs to be. Trenary related that Overdrive Rep Kevin Coon assured Jessica that Steve Potash is indeed still running the company and thinks that good things could come out of the change. Trenary pointed out the change from 3M cloud to Overdrive was a good example of moving content. Escobedo advocated for the new ability to share ebooks between Overdrive platforms - like they do in 3M cloud.

D. Park passes: More libraries interested?

The Park Pass program consists of Marin County Parks, Marin Municipal Water District, and CA State Parks. White explained that these passes allow patrons to park cars and not have to pay. White showed examples of what the park passes look like. White shared that they were shocked by the popularity of the park passes, especially the county park passes. Sausalito has been doing their own park passes. San Rafael has also already been providing Parks Passes.

E. Delivery contract and Sprint issues (MARINet, MCFL, NorthNet)

Trenary: Trevor the driver had a bad incident at Bel-Tib. If Trevor is unhappy and doesn't want to do the job, what are the alternatives? Owner of company says costs have increased - says that the company needs to increase what they are charging MARINet by 25-30%. Will we need to look at alternatives? White and Leslie (accountant) called NorthNet and found out that NorthNet has interim contract. White suggested that we also look at an interim contract the same way NorthNet does. Trenary spoke with driver Bill - possibly he might take over MARINet contract etc. Investigating insurance etc. Trenary and MacMahon say that we can pay the increase, but that the price was artificially low. MCFL, MARINet and NorthNet are the core of

Sprint's business. Sprint says they will shut down on Feb 9th if they don't get an increase.

Action Item: Motion to approve paying increase - Brenner moves, Kenton seconds. Passed unanimously

JPA discussion - McMahon has been looking at a bunch of other JPA's - still working on it. SCCDL, Santa Cruz, Black Gold etc. County ones have some interesting features. MacMahon will put them up on Thurston. Chambers asked. "Do we still had a JPA have a task force? What can we do to work on this continuously?" Chambers suggested that we do a deep dive on the cost sharing formula.

VI. Standing Items for the agenda

A. System Administrator's Report

McMahon leaned upon staff re staff abuse of LinkPlus renewals. Staff have corrected their behavior. Trenary is still working on Biblioweb - development of websites for consortia - MARINet could be a test site thus we would be getting a discount etc.

Contra Costa County ransomware attack - MARINet has been protecting against attacks. Currently hackers are constantly trying to get into the system. Kenton asked if anyone doing staff training on security awareness.

B. Topics for Future Agenda

JPA, Additional Book drops, ILS next steps, Delivery, RFID
DRWG will be coming next month to make recommendations.

VII. Non-Action Items

There were none.

VIII. Announcements

SRPL - Hiring new supervisor for Mall/PW **MVPL**-Read it and Weep website, Ali Birnbach leaving for Ygnacio Valley library in WC, 4 fulltime vacancies. Another round of poetry illuminated. **MCFL**- doing equity grant work today. Many openings at MCFL. **SAU**- just hired a new Children's/YA librarian Julianne Randall. Had first death cafe 1/15/20 - program for older adults to talk about death. Response was off the charts. **San Anselmo**: Interviews for Library Assistant 1 fulltime - had 39 applicants. Added simple puzzles to children's room. **Dominican**: on break, classes out, slowest time, done a lot of weeding - everything to Internet Archive and getting website or those. One librarian position open - ref and archive **COM**: still on break. moving to temporary location. **Bel/Tib** - Jacki Dunne and Patty McDonogue retire. Hired Laura Callahan as head of Technical Services. Jacki meeting with Architects. **Larkspur**: Short two librarians, Franklin's second week on the job. Questions from Franklin: "Who is doing shelf ready? Who is doing online summer reading?"

Meeting adjourned at 11:40 am.

Minutes submitted by H. Bankhead, SRPL.

MARINet Board Emergency Meeting Agenda

March 16, 2020

Teleconference only

4:00 p.m. – 4:30 p.m.

Present: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Sara Jones (MCFL), Serianna Leyland (San Anselmo), Sarah Frye (College of Marin), Franklin Escobedo (Larkspur), Henry Bankhead (San Rafael).

MARINet staff: Dan McMahon and Jessica Trenary.

Chambers called meeting to order at 4:03 pm

- I. Public Comment Period
None
- II. Discussion of 6 County + City of Berkeley “Shelter in Place” Order
Per Jones Marin County does not include the library as an “essential business” that would need to stay open while the Order is in place. Only a narrow scope of businesses related to public safety will be considered essential and remain open after the “Shelter in Place” Order begins at midnight, Monday March 16th. Jones will ask if Dan/MARINet should be included as necessary to maintain the servers/library online infrastructure. Frye said that Academia is essential and College of Marin will stay open for now.
- III. Deliveries
McMahon/Trenary described the Sprint contract. The Board agreed to cease the delivery immediately to comply with the “Shelter in Place” Order. The Board discussed the need for Sprint to be ready to begin the delivery as soon as the libraries open. Jones made a motion, Bankhead seconded: “In order to keep the Sprint services in good standing, MARINet will pay their appropriate monthly contract fee for March and April 2020.” The Board voted by roll-call: 7 yes – 0 no. Trenary will contact Sprint and Unity/LinkPlus to cease deliveries immediately.
- IV. Extend Expiring Patron Cards (public libraries only)
McMahon will extend any patron cards that would have expired between February and April 2020 to May 2020. For San Rafael Public Library patrons, McMahon will include any cards that expired in January 2020.
- V. Other Steps (due dates, holds, suppress collections)
The Board discussed if all items should be marked as “unavailable” in the catalog so that large numbers of holds could not accumulate while libraries are closed. Escobedo said to consider leaving the collections available, but limiting the number of holds each patron could place. Jones said she wanted to talk with her staff more about this. The conversation was tabled until the upcoming Board meeting. Trenary asked if all items could be moved to a specific due date, as libraries were making different requests. That conversation was also tabled until the upcoming Board meeting.
- VI. Wrap Up
Nothing additional

Meeting adjourned at 4:30 pm

Respectfully submitted,
Jessica Trenary, Systems Librarian
MARINet

MARINet Board Meeting
Minutes March 19, 2020
MCFL Tech Services 1600
Los Gamos Dr., Suite 180, San Rafael CA
Meeting was conducted via Go To Meetings.

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

Guest: none

A. Chambers called the meeting to order on Thursday, March 19, 2020 at 9:01 a.m.

- I. Public Comment Period: An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.
Directors reviewed the email sent by Bill Hale regarding overdrive and future action on RFID.
- II. Introduction of guests : *no guest present*
- III. Approval of minutes Jan. 16, 2020

Motion I: The MARINet Board moved to approve the minutes from January 16, 2020 meeting. S. Jones moved. L. Kent seconded. Motion passed.

Chair asked to discuss New Business Item V. A. Coronavirus and library response:

V. New Business

A. Coronavirus and library response.

Directors shared current state of individual libraries and strategies for staff working remotely and how libraries were providing services for the public during this crisis. Not all systems were able to offer remote work for their staff.

Motion II: The MARINet Board of directors, direct the MARINet staff

- 1. To open up the old style online cards so that patrons can register for the online library card, so that patrons can access online services.***

- 2. Mark all available items in the system as unavailable status to help decrease the number of holds in the system we libraries reopen. Increase messaging in the catalog about digital resources.**
- 3. To stop sending out automated messaging for holds notices, curtesy due date notices, overdue notices, and billing notices until normal operations resume alleviating confusion among patrons.**
- 4. To authorize and an additional \$10K from this year's MARINet Budget to be spent on new material in Overdrive with impute from the DSWG and children and teen service work groups.**

A. Brenner motioned. F. Escobedo seconded. Motion passed.

IV. Special Presentations

- A. DRWG presentation on e-resources.

J. Della-Santina reported on the current work of DRWG as it relates to the next year's budget for Fiscal year 20-21.

V. New Business

- B. PERS/MCERA and extra-hire/part-time staff.

No discussion due to lack of time.

- C. Sora (Overdrive schools proposal)

The MARINet Board directed MARINet to reach out to the local schools to connect MARINet to the school's Sora Account.

VI. Old Business

- A. RFID 9:45

S. Jones asked that a special meeting be called to discuss RFID. Date and time to TBD.

- B. ILS Task Force update

No discussion due to the lack of time.

- C. JPA review

No discussion due to the lack of time.

D. Delivery update

D. McMahon updated the board on the current state of the delivery due to the library closures.

E. Additional book drops

No discussion due to lack of time.

E. Proposed 2020-21 budget 10:30

Motion III: The MARINet Board moved to adopt the Fiscal Year Budget as outlined in the Board packet. L. Kent motioned. A. Brenner seconded. Motion passed.

Vii. VII. Standing Items for the agenda

A. System Administrator's report

D. McMahon will send report out via email.

B. Topics for future agenda 10:40

VIII. Non-Action Items

IX. Announcements

A. Chambers adjourned the meeting at meeting on Thursday, March 19, 2020 at 10:50 a.m.

Minutes submitted by. F. Escobedo, Thursday March 19, 2020.