MARIN COUNTY FREE LIBRARY COMMISSION Proposed Agenda Wednesday, October 14, 2020 4:00 p.m.

Meeting will be held remotely

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

Join Zoom Meeting https://zoom.us/j/91001452963?pwd=bHY0c3RNYXRPekdNT11HVHk3ZFIFQT09

Meeting ID: 910 0145 2963 Passcode: 984198 One tap mobile +16699009128,,91001452963#,,,,,,0#,,984198# US (San Jose) +13462487799,,91001452963#,,,,,0#,,984198# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 646 558 8656 US (New York) +1 301 715 8592 US (Germantown) +1 312 626 6799 US (Chicago) Meeting ID: 910 0145 2963 Passcode: 984198

Find your local number: https://zoom.us/u/aZP53EaNt

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

"Reading is the key that opens doors to many good things in life. Reading shaped my dreams, and more reading helped me make my dreams come true." -Ruth Bader Ginsberg



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) <u>at least</u> 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

LIBRARY COMMISSION AGENDA FOR 10/14/20 MTG

	3. 4. 5.	Approval of Agenda Approval of September Minutes Open Time for Public Expression	Ream Ream	Action Action
	6.	Reading & Correspondence File	Ream	Information
	7.	a. Children's Report	Miles	Information
		b. Learning Hub	Little-Taylor	Information
		c. Fairfax Report	Miles	Information
	8.	New Business	Ream	Information
		a. Commission Recruitment	Ream	Information
	9.	Old Business	Ream	Information
	10.	President's Report for September	Ream	Information
		a. Honoring Service to MCFL		
		i. Cirilo Carino – 32 years		
		ii. Teressa Snyder – 20 years		
		iii. Marilyn Wronsky – 43 years		
		iv. Janet Hughes 19 years		
		v. Marcia Stieger – 20 years		
	11.	I I	Jones	Information
	12.		Ream	Information
)	13.	Adjournment	Ream	Action

Numbered List of attachments:

6:00

- 4. Minutes for September 9, 2020
- 11. Library Director's Report for September

Unnumbered Attachments:

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

e:\msw/sec/libcom/2020packets/com20-10-14a

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









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LIBRARY COMMISSION AGENDA FOR 10/14/20 MTG

MARIN COUNTY FREE LIBRARY Virtual Meeting --PROPOSED MINUTES--Wednesday, September 9, 2020

(1) CALL TO ORDER Meeting called to order at 4:05 p.m.

(2) ROLL CALL <u>Present</u> Ann Kaplan Linda Ward Loretta Farley

Ali Iqbal

John MacLeod Barbara Schoen Nick Javaras Anya Schandler Sue Ream Margaret Kathrein Sally Hauser

Absent with Notification Ed Meagher

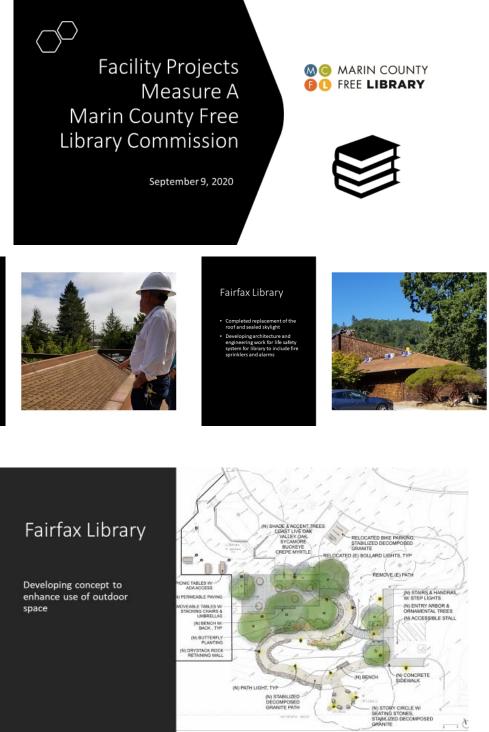
Also Present

Sara Jones, Director of County Library Services Chantel Walker, Assistant Director of County Library Services Bonny White, Deputy Director of County Library Services Damon Hill, Deputy Library Services Manager Leslie Galiani, Administrative Services Manager Edna Guadiana, Administrative Services Associate Amy Sonnie, Branch Manager, South Novato Library Margaret Miles, Branch Manager, Fairfax/Corte Madera Libraries Bill Hale, Member of the public

- (3) ADOPTION OF AGENDA M/S/C-Schoen/Hauser – Agenda approved as submitted
- (4) ADOPTION OF MINUTES M/S/C-Hauser/Schoen – Minutes approved as submitted
- (5) OPEN TIME FOR PUBLIC EXPRESSION-NONE
- (6) READING & CORRESPONDENCE FILE Two articles were emailed to the Library Commission prior to meeting.

(7) NEW BUSINESS -

a. Facilities/Measure A/ Budget Reports – Damon Hill, Leslie Galiani, and Chantel Walker gave updates on Facility Projects, Measure A and the Library's Budget



Corte Madera Library

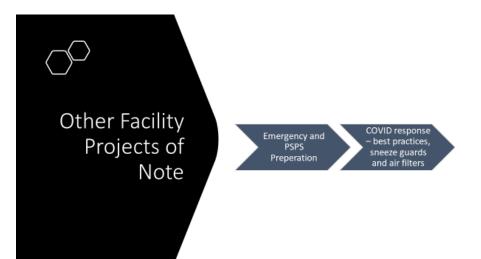
 September will begin work on replacing the sawtooth roof, clerestory windows and siding in need of vital repair.

October / November will install life safety system featuring fire alarms and sprinklers along with duct work for HVAC system. Note this will only be duct work to allow for future system installation without closure upon funding identification.

Novato Library

 Construction planned for September on life safety system to include fire sprinklers, alarm and new fire hydrant

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			Measu	re A Tax Reven	ue (2480)			Measure A Totals	MCFL Fund Balance (2470)	County	Grant Funding	Grand Totals
Fiscal Year	-	FY 15-16	FY 16-17	FY 17-18	FY18-19	FY19-20	FY20-21	as of	FY 20-21	FY 17-18	FY17-18	
CAPITAL IMPROVEMENT PROJECTS:		\$500K	\$500K	\$500K	\$500K	\$500K	\$500K	8/28/2020	\$1.5M	\$100K	\$175K	\$4.250M
Raker Assessment: CCE, CMA, FALNOV,	\$	44,410						\$ 44,410				\$ 44,410
Lobby Upgrades: CCE, FAI,NOV	5	17,026	0	12	S 22		-	\$ 17,026				\$ 17,026
CCE: Café Counter Project	\$	19,180	2					\$ 19,180		S		\$ 19,180
CCE Friends: Café Counter Project	1	A labor	81	-S	1 St. 1 St. 1			5 -		2 3	\$ 10,000	\$ 10,000
CMA: Bike Rack Project	\$	37,991	8.		1. A 1.			\$ 37,991		A 2	100 - 10 March 1	\$ 37,991
CMA Study Improve and/or Replace	\$	6,500	88 - C	4 8				\$ 6,500		8 8		\$ 6,500
MCI - Furniture	\$	2,664	Ø	18	. S 5.			\$ 2,664		2		\$ 2,664
SNO: Landscape & Hardscape	\$	21,700						\$ 21,700				\$ 21,700
NOV Friends: Landscape			12 C C C C C C C C C C C C C C C C C C C				1	\$ -		- S	\$ 15,000	\$ 15,000
CA Room (Annex)	5	134,372	\$ 11,195	\$ 9,421	1 S S			5 154,988		2 3	22.54	\$ 154,988
Electrical Panels: CCE, CMA, FAI, NOV			\$ 142,380	\$ 99,116	5			\$ 241,496		0 0	S	\$ 241,496
HVAC NOV			\$ 35,624	\$ 43,240	\$ 780,238		S	\$ 859,102		6 3		\$ 859,102
Path of Travel: FAI				\$ 43,533	\$ 64,630			\$ 108,163		- E		\$ 108,163
New Learning Bus				\$ 100,000)			\$ 100,000				\$ 100,000
Marin Community Foundation: Learning Bus			(2) (2)	12				\$		· · · · · · · · · · · · · · · · · · ·	\$ 100,000	\$ 100,000
General Fund: Learning Bus				1.00				5 -		\$ 100,000		\$ 100,000
Marin County Library Foundation: Learning Bus			8	5	2 St	11		5 -			\$ 50,000	\$ 50,000
Air Quality: CMA			8	2	S 23 - 2	\$ 1,24	18	\$ 1,248			Several second second	\$ 1,248
EV Charging Station: Los Gamos			S			\$ 23,81	3	\$ 23,813		8		\$ 23,813
NOV Roof Repairs	2.0		ý.	16	2 S 6	\$ 96,40	4 5 89,194	\$ 185,598		- 2	· · · · · · · · · · · · · · · · · · ·	\$ 185,598
CMA Roof Repairs						\$ 159,81	3 \$ 50,000	\$ 209,813				\$ 209,813
Fairfax Roof	-		22	12	12 1	\$ 65,58	0 \$ 41,400	\$ 106,980		10		\$ 106,980
FAI Garden Design		er se en en en el	Same marries	S - marine 3	States and S	1.00	Section and the	5 -		Same	And the second second	\$.
TOTALS as of 08-28-2020	5	283.843	\$ 189,199	\$ 295,310	\$ 844,868	\$ 346,85	8 5 180,594	\$ 2,140,672		\$ 100,000	\$ 175,000	\$ 2,415,672

Library Facilities Narrative

August 28, 2020 Library Commission Report

After many months of planning a few Library projects are finally coming close to construction in the fall. As of this writing, we don't have exact dates but anticipate having formalized dates in the next few weeks for construction projects at Corte Madera and Novato.

At the Corte Madera Library, a construction bid of \$1 million was awarded to replace the sawtooth roof, replace the clerestory windows, siding needing vital repair, a life-safety system with fire sprinkler, and alarms and ductwork for a future HVAC system. Installing the ductwork now will allow the installation of a future system without closing the Library. The HVAC work is being designed currently. Funding will need to be identified to complete the HVAC system at a future date along with working with PG&E to ensure appropriate load levels will work with the existing transformer.

There is some final detail still being worked out on the contract, but we anticipate work to begin mid to late September and last approximately 3 weeks on phase 1 of the exterior portion of the library. This will be the roof, windows, HVAC, and siding. The work will not disrupt curbside service or any interior operations.

The phase 2 interior work will be in October or November. This will take approximately 4 to 6 weeks. This will have more impact on Library operations and will discuss alternatives as the project draws closer and more is known.

The Novato Library progress is close to the construction of the life safety system that will include fire sprinklers and alarms. Construction will likely be in September and is dependent upon the permit process with the Fire Department.

The project requires a fire hydrant to be placed on the Library property by the North Bay Water District and will be installed towards late September along with related work for the fire system. The interior work will have an impact on Library operations and take approximately 4 to 6 weeks. As the project dates become more definitive and specific needs of contractor we will evaluate library services. The interior work of Novato and Corte Madera will not overlap time periods.

At the Fairfax Library, the roof was recently replaced and the skylight sealing work was completed in August to protect the Library from water intrusions for years to come.

Fairfax has begun the process of designing a life safety system that will include fire sprinklers and fire alarms.

At the end of the cycle of projects Corte Madera, Fairfax and Novato will all have code compliant life safety systems and new roofs to address the basic needs of the buildings owned by MCFL.

Lastly at Fairfax, the Library is engaged in a process with a local landscape architect to develop a concept to enhance the use of outdoor Library.

In other facility news, each Marin County Free Library and Bayside MLK had custom sneeze guards ordered in anticipation of eventually opening for the public. In addition, there was a review of air filter systems and the identification of medical-grade filters to obtain.

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			Construction 540210										
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8/31/2020								
MCFL 5-Year Projection for Funds 2470	8. 2480							
	Actuals	Actuals	Plan	Plan	Plan	Plan	Plan	Plan
	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Property Tax	(13,726,971)	(14,300,382)	(14,338,275)	(14,338,275)	(14,743,450)	(15,137,644)	(15,518,645)	(15,884,260)
Measure A	(2,575,190)	(2,628,357)	(2,680,924)	(2,734,543)	(2,789,233)	(2,845,018)		
Other Revenue	(2,757,923)	(3,137,120)	(3,041,689)	(2,970,062)	(3,028,663)	(3,089,657)	(1,500,569)	(1,516,953)
Total Revenue	(19,060,084)	(20,065,859)	(20,060,888)	(20,042,879)	(20,561,346)	(21,072,319)	(17,019,213)	(17,401,214)
Salaries & Benefits	12,979,196	13,013,086	13,360,073	14,222,657	14,678,437	15,158,977	15,613,746	16,082,158
Services & Supplies	3,273,042	3,709,016	4,114,652	4,131,431	4,175,620	4,221,134	4,168,014	4,216,301
Capital Assets	729,033	664,401	508,100	508,100	510,803	513,573	116,412	119,322
Other Expenses	859,926	517,319	562,037	569,496	577,118	584,874	592,768	600,801
Total Expenditures	17,841,197	17,903,822	18,544,862	19,431,683	19,941,978	20,478,558	20,490,940	21,018,582
Net Library Cost Capital Investment (\$1.5M)	(1,218,887)	(2,162,037)	(1,516,026) 1,500,000	(611,196)	(619,368)	(593,761)	3,471,726	3,617,369
Begin Avail Fund Balance	5,188,984	6,487,358	8,253,813	5,237,787	4,626,591	4,007,223	3,413,461	(58,265)
Savings/(Use) of Fund Balance Set-Aside Fund Balance	1,298,374	1,766,455	(1,516,026) (1,500,000)	(611,196)	(619,368)	(593,761)	3,471,726	3,617,369
Ending Available Fund Balance	6,487,358	8,253,813	5,237,787	4,626,591	4,007,223	3,413,461	(58,265)	(3,675,634)
ASSUMPTIONS	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Property Tax (Secured)	5.0%	5.0%	4.5%	4.0%	3.8%	3.5%	3.3%	3.0%
Measure A	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%	-2.0%
Salaries	2.5%	3.0%	2.5%	3.0%	3.0%	3.0%	3.0%	3.0%
Pension	22.0%	21.0%	21.5%	22.0%	22.5%	23.0%	23.0%	23.0%
Benefits	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%

7b. Director Jones thanked Margaret Miles, Branch Manager of the Fairfax library and interim Branch Manager of the Corte Madera Library for all her hard work in keeping both branches running smoothly for the past 6 months. Sara introduced Stephanie Hartwell-Mandella newly appointed Branch Manager of the Corte Madera library whose first day was yesterday. Margaret gave a brief update on what's happening at the Corte Madera library, and Stephanie said hello to everyone and said a little something about herself.

Margaret reported on some of the challenges facing the CMA staff:

- Library Desk Supervisor, retired; Library Assistant I transferred to the Fairfax Library; Branch Manager transferred to Tech Services;
- Margaret commended the Corte Madera staff for all their efforts especially during this COVID time – 8 members of the CMA team volunteered as ESW;
- Had to pull together a team to do curbside starting in June for 3 days per week;
- Several staff members from the Corte Madera library have been helping out with telephone referencing;
- During this time we have received positive feedback from our CMA patrons;
- Then came the hot weather and fires which made it impossible to keep the curbside open for a few days;
- Margaret welcomed Stephanie and feels that she will have a great staff to work with.

Bonny welcomed Stephanie to the Marin County Free Library. Stephanie thanked Margaret for all the her hard work at the Corte Madera Library and for the beautiful welcome flowers and balloons. Stephanie reported that her first job out of library school was as the Sr. Librarian at the Bedford Women's Maximum Security prison. After this, she was a Children's Librarian at the Katona Library and finally Stephanie worked most recently for the Armont Library where she was Assistant Library Director. Sara welcomed Stephanie, and looks forward to working with her!

(8) NEW BUSINESS

Comment on Measure A – President Ream stated that we will all need to put our heads together to help Sara move this Measure A forward in 2023. Sue suggested creating a subcommittee to help this along.

- (9) OLD BUSINESS None
- PRESIDENT'S REPORT FOR AUGUST
 President Ream commended Chantel Walker for moderating a great discussion Sir Francis Drake.
 There were over 200participants in this zoom presentation, and 600 on Facebook.

(11) DIRECTOR'S REPORT FOR AUGUST

Director Jones reported on the following:

- Learning Hubs started by MCOE are opening in churches, community centers, South Novato, Point Reyes and the Civic Center Libraries for 2 days per week for 12 children each day.
- The County will provide Learning Hubs for County employees in room 410B kids started yesterday
- > Bank of Marin has donated \$200,000 towards this project

(12) ANNOUNCEMENTS

Next meeting is scheduled for October 14, via Zoom at 4pm. President Ream read a stement written by Albert Kamu who. won the Nobel Peace Prize in 1947.

(13) ADJOURNMENT – M/S/Javaras/Kaplan - Meeting adjourned @ 5:51 p.m.



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

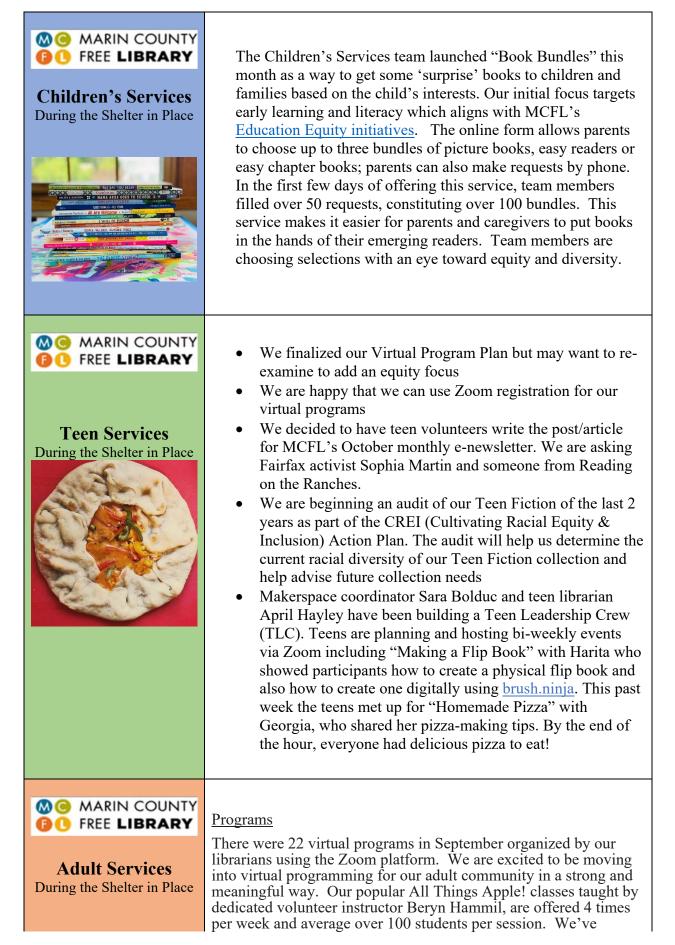
Table of Contents

1. Library Activities and Equity Focus

- a. Children's
- b. Teen Services
- c. Adult Services (Janet)
- 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
 - iv. Curbside Services and Reopening

2. Library Director Activities

3. Personnel



	resumed our relationship with the Marin Master Gardeners and were able to offer two programs this month, Climate Smart Gardening, parts 1 and 2. In addition, we offered two programs on dementia in older adults. The Detect and Connect Workshop helps people identify dementia related behaviors and provides specific strategies for working with people suffering from the disease. Healthy Living for Your Body and Brain is a program offered by the Alzheimer's Association and focuses on prevention. This lecture was given by a scientist from the Buck Institute for Research on Aging.
Adult Services During the Shelter in Place - Continued -	All combined, over 1,925 people attended our virtual programs in September. However, numbers don't tell the whole story. We strive to positively impact the lives of those who attend our programs. Here are the comments from a woman who attended the Detect and Connect Workshop: <i>I signed up for the workshop so I</i> <i>could understand how better to interact with my mother in law who</i> <i>has demonstrated cognitive decline. The information they provided</i> <i>was spot on and I am able to put into immediate practice, effective</i> <i>and positive ways to interact with her.</i>
	Blog Posts Each week a new "Adults at Home" blog post is added to our website. These posts are written, edited, and formatted by adult librarians. They contain useful information: directing library users to MCFL's many resources, informing the community about important civic issues such as participating in the Census or the November elections, updating our All Things Apple class schedule, and sharing other content that we hope is entertaining or enriching. Here are the September blog posts:
	 <u>All Things Apple! Online Classes with Beryn Hammil</u> <u>Banned Books Week, September 27 – October 3</u> <u>Adults at Home: National Punctuation Day Is Worthy of Your Attention—Period.</u> <u>Voter Information & Election Resources – November 2020</u> <u>Tired of Waiting on Holds? Try Hoopla!</u> <u>September is Classical Music Month</u> <u>Census 2020 – Update!</u> <u>Resources and Materials for People Who are Blind, Visually Impaired, or Print Disabled</u>
	<u>Phone Reference</u> The Talk to a Librarian Line is staffed Monday – Friday from 9 am to 6 pm. Librarians speak to community members throughout the county, and sometimes beyond, helping them place items on hold, answering reference questions, recommending books, instructing them how to download and use our digital collections, and much more. The phone line has received many calls this month from students needing their library card number for school, and from taxpayers seeking information about the library tax exemptions.
MO MARIN COUNTY	

Collection Development and Management During the Shelter in Place	New digital resources were added to the Library website this month, just in time for school starting, to help all those distance learners. The majority of these resources are aimed at students, and access is courtesy of the California State Library. Included are Britannica School Edition, Britannica Escolar (Spanish), and a host of ProQuest databases, including CultureGrams, eLibrary (general reference collection of periodical and digital media content with editorial guidance for novice researchers), School & Educators Complete (over 12,000 ebooks) SIRS Discoverer, SIRS Issue Researcher. In addition, we will also be adding JobsNow and VetsNow, tools to help job seekers and veterans. This month we provided a trial for staff to review Flipster, a platform for viewing digital magazines, for example Consumer Reports. With the cessation of MARINet's subscription to EBSCO, we are exploring ways of providing access to the most popular magazines beyond our existing RBDigital/OverDrive options.
COUNTY FREE LIBRARY	We launched Fall 2020 Reading Buddies this month. In partnership with Dominican University Service Learning students, MCFL is offering one on one Reading tutoring for K-3 rd graders on Zoom. Students and tutors are having a wonderful time reading each week. As one tutor wrote, "Being a reading buddy has shown me the utmost importance of giving back. To be able to witness the gratitude, not only from the students but also from the parents helping them get onto the calls, brings me so much joy. I can't wait to see what this journey brings for my buddies and I. Saying I'm excited would be a tremendous understatement." In response to the challenges many students face due to lack of internet access while distance learning, MCFL launched "Learning Hubs" at the South Novato Library Marinovation campus, Point Reyes Library, and Civic Center. The Learning Hubs are created in partnership with Marin County Office of Education to provide safe learning spaces where children can connect with their distance learning.

Disaster Service Work Roles

In addition to providing library services, all Marin County Free Library staff have responsibilities to our community to act as Disaster Service Workers (DSWs). Many of our staff are currently involved in setting up learning hubs at South Novato, Civic Center, and Point Reyes to help students who really need supportive adults to help them navigate the complexities of distance learning. We are also doing contact tracing, notifying community members who have been tested for COVID of their status and tracking test results. Many of our employees are also working at motels that are providing emergency shelter for unhoused individuals – one of our employees was tasked with running this whole program and just returned to her work at the library. Other staff are providing on-site assistance at the Emergency Operations Center. Everyone hired by the County of Marin is automatically designated as a Disaster Service Worker, so this is a requirement of our employment – but even if it wasn't, we would still feel compelled to help.

Curbside and Reopening

MCFL is building from the current curbside services model to an expanded, in-person services model in mid-October. During the coming weeks, each of our branches will reconfigure our spaces, finalize the expanded services model, and, install safety elements to help prevent the spread of the COVID virus in library spaces. A cross section team is meeting several times a week to address all the issue of reopening. We are also fully coordinating with all libraries in Marin for coordinated efforts.

Wi-Fi Hotspots Project

We are directly tracking 350 wi-fi Hotspots and indirectly 450 wi-fi Hotspots deployed in San Rafael. For the 350 MCFL purchased about $\frac{1}{2}$ are in use. We are tracking the others down. Schools redistributed to students so we have been tracking s down all and those not in use. For the ones being used n the time period of $\frac{8}{1-10}$ 12,869 hours of use completing school and homework. The active devices in total average 200 hours per day of use.

Communication and website enhancements:

The Library Marketing Team was busy this month sharing updates and curbside schedule changes as we all coped with the wildfire smoke that affected our environment. Besides updating the website and social media with alerts and hours changes, we also sent out two Savannah messages to alert our patrons about suspension of services due to poor air quality, and to update them about our plans for the next phase of expanded services. We also updated our Library service information on the County website.

The monthly eNewsletter was emailed on Sept.22, and announced the launch of Book Bundles, a strategy to help get more books in the hands of youngsters. Our team developed the web form used to gather requests, and manages these requests as the are submitted, forwarding them to the Children's Services contacts who fill the requests. Also included was a message from our director about library staff efforts as Disaster Service Workers, information about voter and election resources, the Census, and Hispanic Heritage month. To communicate the importance of participating in the election process, our team created a flyer "Your Vote Matters" in English and Spanish, with a link and QR code to how to register to vote to distribute through our curbside services.



Personnel Update									
Me Marin County Free Library	September was focused on settling new MCFL Staff into their roles and Librarian I candidate interviews. Stephanie Hartwell-Mandella officially took on her Branch Manager role at the Corte Madera Branch on September 8 th .								
	MCFL interviewed 28 candidates for our 3 vacant Librarian positions from a pool of over 120 applicants. We expect to announce the names of newly hired Librarian I staff in early October.								
	The following full-time and part-time vacancies are under review:								
	Administrative Assistant II: 1.0 FTE - Admin								
	Library Aide:	.8 FTE – Fairfax							
	Library Assistant I: Marin City; Civic Center	8.13 FTE - Fairfax; Corte Madera; Novato;							
	Library Assistant II:	2.5 FTE – Spanish-Speaking Srvs; Novato; W. Marin;							
	Library Services Manager:	1.0 FTE - (Facilities & Projects)							

Library Director 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.

MO MARIN COUNTY	I have been technically taking time off work from September 10- through October 25 supporting the recovery of my husband after full knee replacement surgery. He is doing well. These items I'm still working on mostly from home:
	 Recruitments Reopening plans County Executive Leadership Team meetings Participation on a county wide effort, on the organizing steering committee, of Digital Marin, working to close the digital divide in Marin. Safety and security issues at the Novato Library Support for Learning Hubs Presented with John Macleod at Internet Librarian/ Computers in Libraries, September 25 in an online conference format. Completed my performance appraisal with the Board of Supervisors on September 21.

<u>Commission Members:</u> MCFL and the County of Marin THANK YOU for your commitment to welcoming equitable and inclusive library services.

MARINet Board Meeting Minutes August 20, 2020

August 20, 2020 Online Meeting **9:00 a.m. to 11:30 a.m.**

Please join the meeting from your computer, tablet or smartphor	
https://zoom.us/j/95279589968?pwd=c3FsWTN0TFc0RmZTUX	UVVNNuelp1dz09&from=mstt
Meeting ID: 952 7958 9968 Passcode: 758906)
One tap mobile +16699006833,,95279589968#,,,,,0#,,758906# US (San Jo +12532158782,,95279589968#,,,,,0#,,758906# US (Tacom	-
Dial by your location	7700 US (Usustan) +1 212 C2C C700
+1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 US (Chicago) +1 929 436 2866 US (New York) +1 301 715 8592 US (German	
Meeting ID: 952 7958 9968 Passcode: 758906	
I. Public Comment Period	9:00
An opportunity for any citizen to address the MARINet Be	oard on any MARINet matter.
Please limit statements to 3 minutes	
Bill Hale addressed the Board.	
II. Introduction of guests	9:05
Joey Della Santina, Bill Hale	9.05
Joey Dena Santina, Bin Male	
III. Approval of minutes July 16, 2020	9:10
Minutes approved by Anji. Henry seconded. Approved b	
IV. Old Business	
A. Curbside Updates all	9:15
Directors mentioned strategies for curbside service and c	
B. Reopening/redesigning services, TF Report, updates	6
Anji presented findings from task force: providing both	-
concurrently; researching opening plans and protocols o	
monitor capacity; not accepting payments in person; inst	
practicing social distance requirements. Libraries are aw	
Marin Recovers.	-
C. RFID project – preliminary steps	9:40
Sarah Jones is pursuing support from the County. An RF	
Board in September. Henry, Sarah Jones, and Franklin d	
implementing an RFID system and automatic materials l	nandling systems. Note: RFID
tags are universal.	
V. New Business	
D. Recovered Fines from FY17-18, FY18-19	10:00
Dan mentioned ways to distribute recovered fines, encou electronic funds transfer (ETF).	araged libraries to set up
E. Orange Boy (Sept. presentation)	10:10
A rep will present to the Board in September.	
F. Universal Borrowing and E-Book/Audio limits	10:15
Henry mentioned the possibility of allowing electronic n	
MARINet cardholders who currently cannot check out e	•
-	

VI.	5 1	11:00
	Dan discussed the contents of the Report. I. Topics for future agenda	11:05
VII.	Non-Action Items No items were mentioned.	11:10
VIII.	Announcements MCFL is looking to provide learning centers/learning hubs. Bel Tib and Bolinas are closed for curbside service today due to air quality	11:15

Meeting adjourned at 11:38

Minutes submitted by Joey Della Santina, Belvedere Tiburon

G. Retreat planning: Topic is Equity

All MARINet meetings are conducted in accessible locations. If you require accommodations to participate in this meeting, these may be requested by calling: (415) 473-6775 at least 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

MARINet Consortium 1600 Los Gamos Dr., Suite 190, San Rafael CA 94903 <u>https://marinet.lib.ca.us</u>

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	
Belvedere Tiburon Library	1501 Tiburon Boulevard, Tiburon, CA 94920
College of Marin	835 College Ave., Kentfield, CA 94904
Dominican University Library	50 Acacia Ave., San Rafael, CA 94901
Larkspur Public Library	400 Magnolia Avenue, Larkspur, CA 94939
Marin County Free Library	3501 Civic Center Drive, #414, San Rafael, CA 94903
Mill Valley Public Library	375 Throckmorton Avenue, Mill Valley, CA 94941
San Anselmo Public Library	110 Tunstead Avenue, San Anselmo, CA 94960
San Rafael Public Library	1100 E Street, San Rafael, CA 94901
Sausalito Public Library	420 Litho Street, Sausalito, CA 94965