

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, September 9, 2020**  
**4:00 p.m.**

**Meeting will be held remotely**

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

Join Zoom Meeting

<https://zoom.us/j/95670247875?pwd=WWN5TTRvdEVZbUE2Q0xqTmRKdDY1Zz09>

Meeting ID: 956 7024 7875

Passcode: 899163

One tap mobile

+16699009128,,95670247875#,,,,,0#,,899163# US (San Jose)

+13462487799,,95670247875#,,,,,0#,,899163# 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)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 956 7024 7875

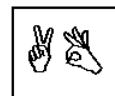
Passcode: 899163

Find your local number: <https://zoom.us/u/aboRvrWW3v>

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

*"Reading is a discount ticket to everywhere."*

— **Mary Schmich**



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

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

	3. Approval of Agenda	Ream	Action
	4. Approval of August Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. a. Facilities/Measure A/Budget	Walker/Hill/Galiani	Information
	b. Corte Madera Branch Update Report	Miles/Hartwell-Mandella	Information
	8. New Business	Ream	Information
	9. Old Business	Ream	Information
	10. President's Report for August	Ream	Information
	11. Director's Report for August	Jones	Information
	12. Announcements	Ream	Information
6:00	13. Adjournment	Ream	Action

*Numbered List of attachments:*

- 4. Minutes for August 12, 2020
- 11. Library Director's Report for August

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\com20-09-09a

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

**Brown Act:**

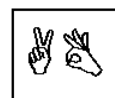
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through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

The teleconferenced meeting must meet the following requirements:

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

### **Meeting Locations**

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



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MARIN COUNTY FREE LIBRARY  
Virtual Meeting  
--PROPOSED MINUTES--  
Wednesday, August 12, 2020

(1) CALL TO ORDER

Meeting called to order at 4:00 p.m.

(2) ROLL CALL

Present

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

Absent with Notification

Anya Schandler

Also Present

Sara Jones, Director of County Library Services  
Chantel Walker, Assistant Director of County Library Services  
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-Hauser/Schoen – Agenda approved as submitted

(4) ADOPTION OF MINUTES

M/S/C-Schoen/Hauser – Minutes approved with the following corrections:

- Page 2 First paragraph, fourth line the date should be July 17, not June 17;
- Page 2 First line under Old Business should list President Kaplan, not President Kathrein

(5) OPEN TIME FOR PUBLIC EXPRESSION—

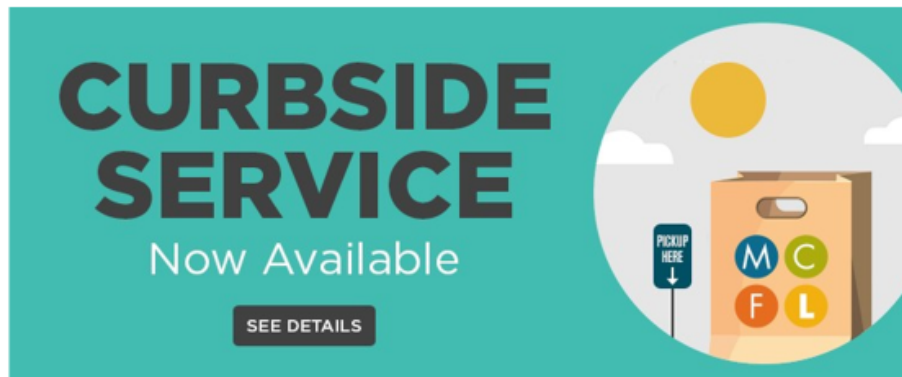
NONE

(6) READING & CORRESPONDENCE FILE

Two articles were emailed to the Library Commission prior to meeting.

- (7) NEW BUSINESS –
- a. Curbside Services and South Novato Report – Margaret Miles, Branch Manager for the Fairfax Library gave a brief presentation on curbside services.

## Marin County Free Library Curbside Service: Signs of the Times



March 16,  
2020

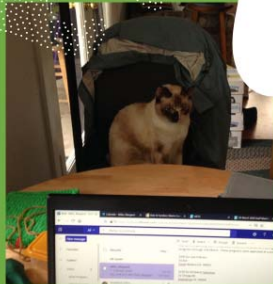


Closed signs



Working from home

SEND ME A SIGN



## MARIN RECOVERS

Re-opening guidelines

- Marin Recovers Curbside Task Force
- Site specific plan
- Supplies
- Staff training
- Work flow

<https://marinrecovers.com/libraries/>



Site specific plan

- Disinfecting
- Physical distancing
- Best practices
- Training



Supplies



Signs of hope



- Staff training
- Travel paths





## Signs for staff



Please maintain 6-foot distance at all times



## Signs for the public



## Delivery



## Curbside returns



## Quarantining returned items



## Arrived holds

MCFL total holds, June and July: 34,490

Total checkouts, June and July: 38,092



## Curbside in action





Signing off!

Don't forget to wash your hands





Amy Sonnie, Branch Manager of the South Novato Library, gave an update on the South Novato Library





## 3rd Grade Literacy

READING BUDDIES

10,335

MINUTES OF READING

253 SESSIONS  
27 STUDENTS



## Loma Love!

270 library cards  
9 visits  
250 books  
Pop-up library



## ExploraStory



## CA STATE LIBRARY GRANT

Teen-designed, take-home  
STEM literacy projects for  
families countywide

\$50k

## Creating Connections

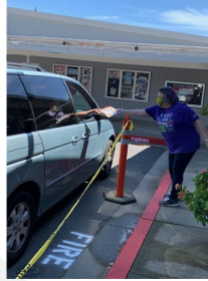




Ezra & volunteers

Book Bistro!

from 750 books  
in April to  
5,000 in June!



What's Next?

We Stay  
Future Ready!



thank you!



After a brief question and answer period, President Ream thanked Margaret and Amy for their wonderful presentations.

- (8) NEW BUSINESS  
NONE
- (9) OLD BUSINESS  
a. President Ream reviewed the meeting schedule for 2020-2022 and reminded everyone that if they would like to make any changes to please let Sara or Edna know.
- (10) PRESIDENT'S REPORT FOR JUNE/JULY  
NONE
- (11) DIRECTOR'S REPORT FOR JUNE/JULY  
Director Jones reported on the following:
- The staff from Fairfax had been thinking about curbside service well ahead of COVID;
  - We are circling back to the 800 Wi-Fi spots, 350 of which fell under our jurisdiction. When schools took back devices, they took the hotspots with them, which should have stayed with the families to use during the summer. There are 1 million kids in California without a computer to do online learning and 400,000 kids without connectivity.
  - Collaborating and supporting the San Rafael library;
  - Mesh with created in the Canal; gearing up to do this same thing in Marin City;
  - Continuing to get books in kids hands curbside, free books and activity kits;
  - What might we be doing in terms of learning pods – MaryJane Burke is working on this, and Sara is waiting to hear back from her. Sara doesn't feel that schools will be going back to in person learning for quite a while;
  - Amy has led motel coordination for disaster service workers; they are working on getting COVID tests back sooner than 2 weeks (making them irrelevant).
  - We still don't know when the libraries will have in person services;
  - Amy added that Library staff are making a huge difference as DSW workers
  - Chantel stated that we are seeing a huge spike in demand for information around racial equity materials; the Foundation has agreed to donate funds into expanding access to racial equity materials, and very early interest from the County Friend's as well.
- (12) ANNOUNCEMENTS  
Next meeting is scheduled for September 9 via Zoom at 4pm.
- Sara announced that the Book Place is still planning on reopening. In spite of being open only 2/3 of the time as opposed to last year's fulltime hours, the revenue is similar to where they were last year. The Friend's will be able to support the libraries wish list for this year.
- (13) ADJOURNMENT – M/S/Hauser/Kaplan - Meeting adjourned @ 5:15 p.m.



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

**August 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
- 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 Library Services and Reopening Direction

**2. Library Director Activities**

**3. Personnel**





## Children's Services

During the Shelter in Place



- The Children's Services team has created a sub-committee "Virtual Tips for Caregivers." They are creating short videos for parents to support distance learning at home.
- We celebrated the end of summer with a special program by Cascada de Flores on Wednesday, August 26 at 4:00pm on Zoom. "Aqui-les va... un cuento! -- The Treasure of Aquiles" -- was an original bilingual story told with music, dance and participation from the children who attended! When asked what words start with 'ch?' viewers responded "chocolate" and "cheese puffs!" Excited engaged children at home could be seen buzzing like bees, capering like horses, and singing and dancing to a song about days of the week. The recording is now available on the [MCFL YouTube channel](#) until September 26. We received a thank you email from a parent who said "We have seen Cascada de Flores in person, which was amazing, but it was just as spectacular and fun via zoom from our living room! And that's thanks to their enthusiasm and talent! Definitely was one of the highlights of the past few months! Thank you!! Gracias!!" An even bigger thank you goes to Friends of the Marin County Library for sponsoring this program.



## Teen Services

During the Shelter in Place

- The last craft kit was assembled and distributed to kids in West Marin, South Novato and Marin City.
- We will create a Teen Programming Plan in line with ASC Programming Plan as a guide for planning virtual programs.
- We love the idea of book bundles for teens but we need more information before committing to it. Leadership Team created sub-committee to develop process for book bundles for kids, teens and adults.
- Look into a centralized, streamlined registration process for online programs—Eventbrite, Microsoft Forms, Zoom.
- We love the idea Conscious Teen Kits based on Conscious Kids Kit. This was brought to Leadership team and the idea to have this type of kit available for kids, teens and adults was enthusiastically agreed upon.





## Adult Services

During the Shelter in Place

- Last year the CA State Library approved our grant application for Alzheimer/Memory kits for all MCFL branches. The books and activities in these kit are intended to offer support to caregivers with family members experiencing Dementia/Alzheimer's and include three different "Memory Lane" boxes--one for the 1940s, one for the 1950s, and one for the 1960s. There are 10 kits for every decade, and each kit has a CD player. Our plan was to catalog these and provide checkout to patrons. But due to the restrictions around COVID-19, we have decided to distribute these Memory Care kits directly to patrons and community organizations who can use them, and not ask for them back. Making these available for check out and expecting them to be returned makes no sense anymore in light of COVID. Fairfax staff has been discussing the idea of making tutorial videos about how to use the kits. We're



<p><b>Adult Services</b> During the Shelter in Place <i>Continued</i></p>	<p>so happy to finally make these available to families and caregivers who can enjoy them!</p> <ul style="list-style-type: none"> <li>• Librarians are working hard to ensure voter engagement in 2020! League of Women Voter Guides are on their way for distribution through Curbside Service and a blog post is underway to make sure our patrons can make their way through registering and voting on November 3.</li> <li>• The Talk to a Librarian Line continues in full swing answering questions for patrons around the County.</li> </ul>
 <p><b>Collection Development and Management</b> During the Shelter in Place</p>	<ul style="list-style-type: none"> <li>• Tec Services has supported the development by staff at South Novato and XRMarin of virtual reality kits for use by our patrons. Working with our cataloging team, we communicated with MARINet to create new codes and prepare the records for the catalog. Two sets of VR Go headsets have been cataloged and will be circulating from the South Novato and Marin City Libraries in the future.</li> <li>• MCFL is working on planning to create Book Bundles to help our communities by providing curated collections of materials that will be easier to request and pick-up. Our focus will initially be on helping kids and families with books to learn to read and explore, as well as support schoolwork.</li> <li>• Tec Services continues to work on adapting our collection management plan to help manage materials in our branches during the pandemic. Balancing the amount of materials to not overwhelm the space in our buildings, especially as the demands of safety for eventual reopening will most likely require more spacing out of furniture, must be taken into account, as well as making sure our collection is kept up to date. We are also fine-tuning our allocation plans to ensure we are responsive to community needs for a balance of online and physical materials.</li> </ul>
 <p><b>Educational Equity</b> During the Shelter in Place</p>	<ul style="list-style-type: none"> <li>• The team is gearing up to re-launch our popular <b>Reading Buddies</b> program for K-5 students in Marin City, South Novato and West Marin. We collaborated with Dominican University's Service Learning Program to orient more than 30 college students to serve as buddies. Sessions will take place on Zoom using Epic, Hoopla and other library resources.</li> <li>• We have been meeting with librarians from across the state to further develop and refine <b>two grant projects</b> focused on Early Learning and Out of School time, funded by CA State Library.</li> <li>• <b>Reading on the Ranches</b> delivered over 800 giveaway books and checked out 500 library books to children living remotely in West Marin over a 6-week period. Teens followed library COVID protocols to safely bundle books for delivery and fulfill book requests. Our end of summer celebration included MCFL backpacks filled with watercolor paints, brushes, and watercolor paper, Seaweed packets and fruit snacks.</li> </ul>

## Specialized COVID Responses

### A. Disaster Service Work Roles

MCFL Staff continue to serve in a cross section of roles as Disaster Services workers from helping at test sites to contact tracing through leading the Motel Program that served medically and vulnerable homeless adults and families. Special thanks to all of the MCFL staff who continue to contribute community safety during COVID and welcome back to those who are returning to library services delivery, for example, Amy Sonnie who is returning to South Novato after almost 2 months heading up the Motel Program.

### B. Countywide WIFI Hotspot Distribution.

During August, our team distributed the last thirty-three Kajeet Wi-Fi Hotspots that we had on hand. The majority went to Willow Creek School (Marin City/Sausalito School District) to fulfill their remaining requests. We have already received additional requests from many school districts this school year so we are in the process of assessing the need and getting estimates for more hotspots.

### C. Communications and Website Enhancements


August has been a banner month for our Library Marketing team. To support the grass roots movement looking at the possible renaming of Sir Francis Drake Boulevard, our team developed a web page to host the learning resources gathered through the work of our California Room librarians. Along with the initial resources, we worked to communicate community suggestions and add additional resources, including links to the original listening session and the online learning session facilitated by our own Chantel Walker. We have resumed publishing our monthly online library newsletter, and most recently highlighted anti-racism resources, as well as continuing emergency alerts and updates as needed, such as the impact on library services caused by the wildfires that erupted this month. Coordinating the communication about which MCFL Branches have had to suspend curbside services was a high priority for the Team as we updated our website and put out the word on social media. We were assisted in this effort by staff who generously helped us translate announcements into Spanish, and want to thank Jose Rodas, especially, for his repeated efforts. We also continue to share information about US Census updates and priorities. Another first was the work to support our online programming by posting our first recorded children's program on Zoom to our YouTube channel so that it will be available to more of our community and expand the current video story time offerings. Our Team also is working on the planning and training stages for transitioning to a new website platform for MCFL's Website with a launch planned for next February.

### D. Curbside Library Services and Reopening Direction.


MCFL's contactless curbside service has proven very popular with the public and with staff alike. The Fairfax Library has added a day of service while other libraries have added telephone hours and inside hours to keep up with the demand. During August, the Woodward Fire caused temporary suspension of services in West Marin and Corte Madera due to smoke and evacuation warnings. In addition to Curbside, the MARINet Reopening Committee has been meeting biweekly to plan for resumption of limited in-library services once Marin County's COVID-19 numbers allow us to expand services.

## 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.

	<ul style="list-style-type: none"> <li>• <b>Wi-Fi Hot Spots</b> - Continue the Countywide wi-fi hot spot project. Reinventorying the hot spots, connecting with students and families and assessing need for more hot spots.</li> <li>• <b>Learning Hubs</b> - Assisting Raemona Little Taylor in deploying learning hubs to support students while school is online. Plans for hubs at South Novato, Pt Reyes Station, Civic Center and support to learning hubs in Marin City. We hope to have them operational by September 8, 2020</li> <li>• <b>Digital Marin Organizing Committee</b> - Invited to be part of a committee to look at short term and long term solutions to the lack of internet connectivity in Marin.</li> </ul>
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## Personnel Update

	<p><i>Welcome</i></p> <p>Please join us as we welcome <b>Victor Avalos</b> to his new role as the new <u><b>Library Desk Supervisor</b></u> at our <u><b>Civic Center Branch Library</b></u></p> <p><i>Recruitment</i></p> <p>Hiring Managers reviewed applications in preparation for September interviews for <u><b>3 full-time Librarian I Positions</b></u>. The recruitment gathered more than 120 applications and 25 people are expected to be interviewed.</p> <p>The following full-time and part-time vacancies are under review:</p> <ul style="list-style-type: none"> <li>• <u><b>Administrative Assistant II:</b></u> <b>1.0 FTE</b> - Admin</li> <li>• <u><b>Library Aide:</b></u> <b>.8 FTE</b> – Fairfax</li> <li>• <u><b>Library Assistant I:</b></u> <b>6.4 FTE</b> - Fairfax; Corte Madera; Novato; Marin City</li> <li>• <u><b>Library Assistant II:</b></u> <b>3.5 FTE</b> – Spanish-Speaking Srvs.; Novato; W. Marin; Civic Center</li> <li>• <u><b>Library Services Manager:</b></u> <b>1.0 FTE</b> - (Facilities &amp; Projects)</li> </ul>
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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

July 16, 2020

Online Meeting, 9:00 a.m. to 11:30 a.m.

<https://zoom.us/j/abyAsHM6Rr>

- I. Public Comment Period: An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.  
No members of the public present.
- II. Introduction of guests: Joey Della Santina, BET, Bonny White, MCFL
- III. Approval of minutes June meeting. ` Minutes approved and seconded.
- IV. Old Business
  - A. Curbside Updates  
Libraries and patrons are pleased with curbside activities. Holds numbers are very high, in some cases as high as pre-COVID.
  - B. Volunteers & Friends. Not many volunteers working onsite at our libraries. Same rules and training apply to volunteers as employees – social distancing, ppe. Friends groups remain active. Sausalito working on an MOU with the city.
  - C. Reopening/redesigning services  
Subcommittee has met twice and is making progress towards next steps. Due to the current COVID-19 numbers, no in-person services can be added at present.
  - D. DRWG report on e-resources (OD, Hoopla, Kanopy, Lynda.com)  
The DRWG report focused on possible ways to reallocate EBSCO savings. Board will revisit in August.
- V. New Business
  - E. LinkPlus resumption July 27  
Please check to see if your jurisdiction is ready to resume services and let Amy Homick at III know. Libraries don't all have to start at the same time.
  - F. Califa membership fee question  
Discussion about Califa membership, no decision yet.
  - G. Ordering, acquisitions and weeding updates  
Libraries all now ordering physical items as well as digital items.
  - H. RFID Update  
Interested in continuing the discussion at the next meeting.
  - I. August meeting plan  
Decision – there will be an August meeting, topics below.
- VI. Standing Items for the agenda
  - J. System Administrator's Report  
In addition to the auto-run courtesy notices, MARINet now manually running notices as necessary. Even with holds on physical materials available, digital usage has not decreased.

K. Topics for future Meetings

RFID discussion

Universal borrowing of electronic resources

DRWG to return for discussion in August

COVID-19 and resumption of services (should this be a standing item?)

Orangeboy

VII. Non-Action Items 10:50

VIII. Announcements 11:00

Short discussion of summer reading, digital programs,

Meeting adjourned at 11:38.