

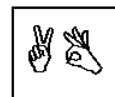
MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Thursday, November 15, 2018
6:30 p.m.

CIVIC CENTER MEETING ROOM #410B
3501 Civic Center Drive, San Rafael, CA 94903

Directions: Travel Highway 101, taking the San Pedro exit north of San Rafael, proceed east to the traffic light, turn left at the light. Turn left to main Civic Center Administration Building. Ample parking available close to the building, with no evening time limitations. Take elevator to the fourth floor, exit right, and continue to first hallway **Room 410B** at end of hallway. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (call **415-473-3222**).

NOTE: Meeting will start at 6:30 instead of usual start time of 7pm.

	<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
6:30	1. Call to Order	Kaplan	Action
	2. Roll Call	Kaplan	Action
"I have always imagined that Paradise will be a kind of Library." Jorge Luis Borges			
	3. Approval of Agenda	Kaplan	Action
	4. Approval of Minutes - October	Kaplan	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Kaplan	Information
	7. President's Report for October	Kaplan	Information
	8. Director's Report for October	Jones	Information
	9. Announcements		
	10. AB1234 Ethics Training Video	Kaplan	Information
8:50	11. Adjournment	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.

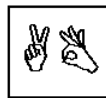
All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours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

Numbered List of attachments:

4. Minutes for October 10, 2018
12. Library Director's Report for October 2018

Unnumbered Attachments:

MARINet Board minutes of September 20, 2018 held at MCFL Tech
Services 1600 Los Gatos Dr., Suite 180, San Rafael CA



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MARIN COUNTY FREE LIBRARY
Fairfax Library
--PROPOSED MINUTES--
Wednesday, October 10, 2018

(1) CALL TO ORDER

Meeting called to order at 7:02 p.m.

(2) ROLL CALL

Present

Barbara Schoen	Ed Meagher	Sue Ream
Ann Kaplan	John MacLeod	Sally Hauser
Loretta Farley		

Absent with Notification

Anya Schandler	Nick Javaras	Ali Iqbal
Margaret Kathrein	Craig Kennedy	Linda Ward

Also Present

Chantel Walker, Assistant Director of County Library Services
Edna Guadiana, Administrative Assistant II
Margaret Miles, Branch Manager, Fairfax Library

(3) ADOPTION OF AGENDA

M/S/C-Hauser/Schoen--Agenda approved as submitted

(4) ADOPTION OF MINUTES

M/S/C-Farley/McLeod--Agenda approved as submitted

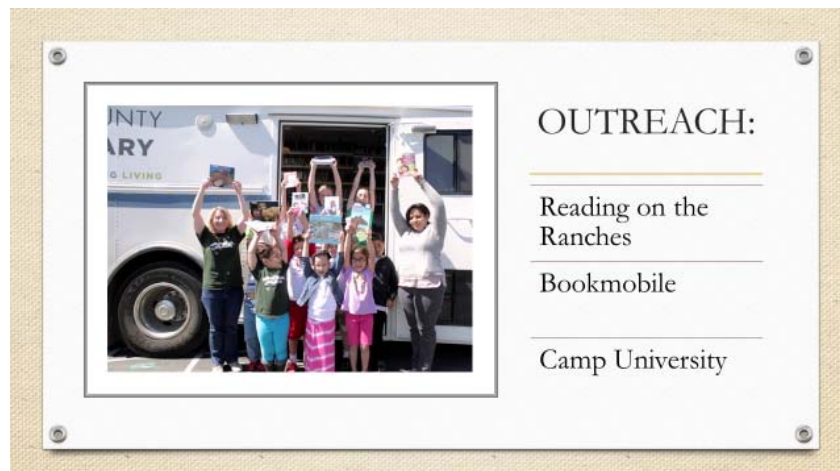
(5) OPEN TIME FOR PUBLIC EXPRESSION—

None

(6) READING & CORRESPONDENCE FILE

Reading file circulated for all to read –

(7) Fairfax Youth Services Report – Margaret Miles, Branch Manager, Fairfax Library



Self-directed Activities



Focusing the Equity Lens

- Discussion kits
- Collection
- Front facing
- Monthly discussions

Fairfax Branch

Small but Mighty

Staffing Update



Preferred place for children,
families & caregivers to connect,
learn and grow together

- Storytime
- Mother Goose on the Loose
- Music & Movement
- Bilingual storytime
- Wednesday Kids Club
- Parenting Collection



The Big Shift: Before & After



PARDON OUR SHIFT!

Staff are shifting books to create a separate space for Children's Non-Fiction. If you need assistance finding materials, please ask at the desk.



Support Youth with Opportunities for Self Discovery & Expression

- Teen Tech Takeover
- Teen Cooking Club
- Crafts
- Role Playing Club
- Volunteer Opportunities



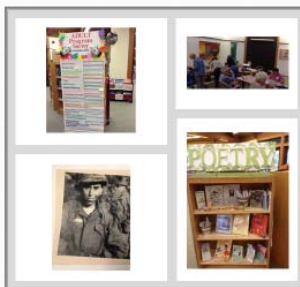
Positive Environment for Mobile & Digital Literacy

- Two additional public computers
- Staff assistance
- Chromebooks
- Mobile printing
- Noise cancelling headphones



Support Adults through Life Stages

- Programming Survey
- Age Friendly Fridays
- Fabric & Fiber Makers Club
- Interactive Displays
- Gallery Displays





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

- (8) OLD BUSINESS
- a. Ethics Training: Assistant Director Walker reminded everyone that next month's Library Commission meeting will focus on the mandatory AB1234 Ethics training and will begin at 6:30 to allow time to watch DVD, take test and complete forms to turn in. Dinner will be provided.
 - b. President's Dinner @ CLA: Assistant Director Walker reminded everyone that Commissioner John MacLeod will be receiving the President's award at this year's CLA conference which is scheduled on Saturday, November 9 in Sunnyvale. Anyone wishing to attend should let Edna know, and we will try to obtain tickets for you.
- (9) PRESIDENT'S REPORT FOR AUGUST
- President Kaplan thanked Commissioner Ream for all the articles she is sending out for everyone to enjoy. Ann urged all to remember to vote for "Libraries" when they vote.
- (10) DIRECTOR'S REPORT FOR AUGUST
- Assistant Director Walker reported on the following:
- Chantel relayed to the Commission Sara's apologies for not being able to attend today's meeting;
 - MCFL continues to grow in its vibrance;
 - MCFL's All Staff Day is tentatively scheduled on February 8, 2019 at the South Novato Library campus;
 - We sent 8 staff members to the Joint Conference of librarians of color, which only happens every 6 years where we gave a presentation and collected ideas to support MCFL's equity and inclusion efforts
 - National Library Friends week starts on October 21, so if you happen to see a member of any of the Friends groups, please say "Thank you"!
- (11) ANNOUNCEMENTS
- President Kaplan announced that the next meeting is scheduled at 6:30pm on Thursday, November 15 in Room 410B at the Civic Center. Dinner will be provided.
 - Commissioner Schoen requested that we have a discussion on the book "Our Towns", a book Sara recommended for everyone to read.
- (12) ADJOURNMENT – M/S/C Schoen/Ream Meeting adjourned @ 7:38 p.m.



Marin County Free Library Commission Report
Sara Jones, Director of County Library Services
October 2018 Activities

OUR MISSION:

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

Table of Contents

1. Library Activities

- a. Civic Center (Eva Patterson)
- b. Anne T. Kent California Room (Sept./Oct. Combined report; Carol Acquaviva for Laurie Thompson)
- c. Corte Madera (Julie Magnus)
- d. Fairfax (Margaret Miles)
- e. Marin City (Diana Lopez)
- f. Novato (Janet Doerge)
- g. South Novato (Amy Sonnie)
- h. Technical Services, eServices and Marketing (Damon Hill)
- i. West Marin (Raemona Little-Taylor)
- j. Bookmobile (Terri Jones)

2. Library Director Activities

3. Personnel

Library Activities

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

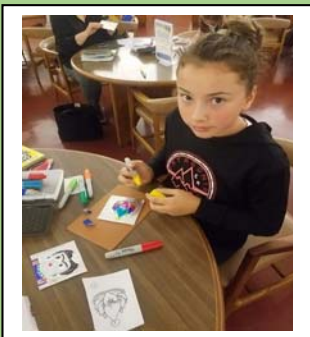
Civic Center



Our Halloween Costume Shop 2018 had a successful 2-day run. So successful that we opened for a third day! Denise is the mastermind behind our yearly costume giveaway and collects donated costumes each year after Halloween to give away the next year. Parents are thrilled to shop for different costumes for their children. Denise reports: Every comment I heard or received was positive. Comments such as, "What a great idea, thank you for doing this!" "There are so many things that are brand new!" "This is so cute! They're going to look so cute in this!" And one mom said to me, "Costumes can be so expensive and I have 3 kids who outgrow everything so this really helps a lot!" All this is possible because of the generous donations from our community and the awesome support and teamwork from all our CCE staff and volunteers. Great job everybody.

Support **youth** in our community with opportunities for self-discovery and expression.

Civic Center



Natalie hosted four Marin County Youth Commission meetings. She met with the CCE Teen Advisory Group which talked about teen library use and library behavior policies. TAG members shared their own library experiences, what they hear from classmates, and ideas for solutions. Highlights included the need for a bigger teen space and a suggestion that we provide noise-cancelling headphones. Natalie gave book talks to Juvenile Hall, and, with the help of two incarcerated teens, weeded and organized the on-site book collection. Two programs this month garnered a lot of interest. Taking the Stress Out of Taking Tests helped teens, their parents, and adult students eliminate test anxiety, enhance retention, boost recall, and strengthen concentration and confidence when taking tests. Rachel-Anne Palacios helped us celebrate Hispanic Heritage Month with the craft of Repujado, the art of metal embossing.

Be a positive environment for **mobile and digital literacy**.

Civic Center

From a thankful Civic Center Library patron: Hello! I just saw the new My Borrowing Pages and amazingly, it's JUST like I always wished it was! More than once, the way it has been set up, I missed that we had things due and to my embarrassment (I didn't see the "more" button), had things out later than they were due. I'm excited to see the final cut! Thanks for everything!!!

Natalie trained a Venetia Valley Middle School teacher in the use of our eAudio collection. Linda helped one senior set up Libby at the Senior Fair because he wanted to renew his eAudiobook. His book was on OverDrive, but he could not navigate to the renewal screen easily. Linda found using Manage Loan in Libby much easier as did the patron.

Support **adults** through life stages with opportunities for self-development and independent learning

Civic Center



The California League of Women Voters evaluated the California State 2018 election propositions and Marin's chapter volunteers presented the pros and cons of each to an attentive audience of 65. Our Brown Bag Book Club discussed *The God of Small Things* by Arundhati Roy.

Members of the Marin County Organization of Latino Employees (M.C.O.L.E.) built an altar in the library for Dia De Los Muertos. The altar is part of the affinity group's effort to educate county employees about Dia de los Muertos. M.C.O.L.E. is also hosting a workshop for employees on the meaning of Dia de los Muertos – with pan de muerto to share. County employees are invited to add photos or items to the altar to represent loved ones that have passed. The altar will remain in the library for a couple of weeks.

Teresa tells this: Patron came in believing his items were overdue and wanted to make things right. None were. One of the items was a park pass. He was concerned that there was not another on our shelf for another patron to use. He said, "I've been going to the parks so much now because of these park passes. Best thing I ever did--voting for Measure A!"

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

**Anne T Kent
California Room**



- *(Photo at left)* In October, the California Room received three large flat file units (45 drawers) to accommodate our oversized unrecorded survey maps. We also installed two large, slotted steel units to safely house heavy, framed artwork and photographs. We are grateful to philanthropist Jeff Craemer for supporting these acquisitions, and to the Marin County Library Foundation for facilitating the purchases!
- The California Room recently received a generous donation from Ed Nute in the amount of \$1,000. Mr. Nute is the son of the founders of Nute Engineering, a firm which previously donated to us a collection of unrecorded surveys documenting development in mid-20th Century Marin.

Support **youth** in our community with opportunities for self-discovery and expression.

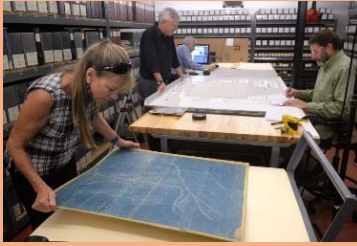
**Anne T Kent
California Room**

- On September 30th, Digital Archivist and Librarian Carol Acquaviva volunteered with her fellow San Anselmo Town Historical Commissioners, in the Historical Society's booth at the town's annual Country Fair Day. This popular event was not just an opportunity to participate in the community gathering, but also a chance to represent the California Room and the Library, as visitors of all ages asked questions which went beyond the topic of San Anselmo. Carol worked alongside Alise Pederson, one of the San Anselmo Historical Commission's Youth Commissioners, who is a student at the Branson School.

Be a positive environment for **mobile and digital literacy**.

- *(Photo at left)* From September 24th through 28th, the California Room undertook a second large-scale digitization project with Act3 Partners. Over the course of the week, about 2,000 maps and dozens of historic surveyor job order books containing 3,770 pages of information about surveys conducted between 1918-1977, were captured by high-resolution overhead camera. Having the order books and the maps in digital format allows these frequently-accessed and very fragile items to be searched and viewed via computer, rather than suffering the risks of being handled over and over again over time. Volunteer Brian Crawford and Carol are currently publishing these items on the digital archive, where there are currently over 2,000 maps to view, with this session's maps and job books being added continually. Although Librarian Laurie Thompson, head of the California Room, was not able to be a part of the actual digitization week, the planning, organization and leadership she coordinated ahead of time meant that the project went smoothly with "all hands on deck." Thank you very much, Laurie!!

Anne T Kent California Room



The day after the digitization was completed, [a front page feature article appeared in the IJ](#), profiling the California Room's digitization efforts, the team of outstanding volunteers, and Act3 Partners. The online version of the article [included a video](#) which showed the actual digitization process. The IJ also published [an editorial](#) on October 23rd lauding our efforts and praising the County Library's support of this endeavor. This media coverage resulted in many calls and inquiries from the public to view and use the collection!

- In October, Carol completed an intensive three-week course with the [Community Media Center of Marin](#) on Field Camera Production. She is now certified in camera and audio operations and can check-out CMC's professional level digital equipment for library use.

Support **adults** through life stages with opportunities for self-development and independent learning.

Anne T Kent California Room



- On October 15th, the California Room hosted a special program at the annex. Local artist & historian Mary Gilardi screened her film "Visions of Marin," documenting the life and work of American Impressionist painter George Demont Otis, who lived at his studio-home in Kentfield from 1934 until his death in 1961. Otis' beautiful paintings of Marin document our evolving history and geography. Afterwards, historian Dewey Livingston used photographs to show how the Marin scenes that Otis painted have changed over time. The packed crowd of 65 people included a special guest: Otis' grand-niece, Jessie Hartley of San Anselmo. Attendees stayed long after the program finished, to admire and discuss the eleven Otis works on permanent display at the annex – donated to the California Room by Jeff Craemer.
- On October 26th, California Room Oral Historian Marilyn Geary and Carol interviewed Herb Rowland, whose family has owned the Pacheco Ranch since 1840. The Rowland family's historic ranch is today the site of a vineyard and winemaking operations. This interview was unique in that, in partnership with the Community Media Center of Marin's Scott Colhoun, we filmed the interview with two cameras, and hours of shot b-footage of Mr. Rowland's working winery, for a future documentary produced by the California Room. This interview was a significant learning experience for Carol, as she hopes to film additional oral histories in the future.
- *(Photo at left)* Carol created an exhibit in our branch tutoring area, in honor of Veterans Day, which coincides with the 100th anniversary of the end of World War I. Items on display include ribbons and medals awarded to two soldiers with Marin County connections, on loan from Marin historian Richard Torney; and a

	<p>satchel that held a gas mask. The satchel belonged to Sam Heiman of Ross, who was a WWI and WWII veteran. The bag was also worn by the model who posed for the doughboy statue which originally stood outside the County Courthouse in San Rafael, and today stands at the Avenue of the Flags. This special artifact was donated to the California Room in October by Sam Heiman's son, Warren, who lives in San Anselmo and is himself a WWII veteran.</p> <ul style="list-style-type: none"> • Carol advised two members of the Marin Garden Society on preservation of rare materials, and on the theory and best practices of oral history interviews, as this group endeavors on their own oral history program. • Carol was interviewed by Sarah Williams, of the County's Community Development Agency, about the job of an archivist: qualifications, job duties, and the importance of special collections. Sara is a student currently studying archives management at San Jose State University.
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Anne T. Kent California Room

Brief Additional Updates (September/October)

- Carol has been pitching in with Laurie's unplanned absence since September 21st. This has meant a significant increase in workload, including reference queries, research assistance, digital requests, program planning and execution, soliciting and accepting donations, creating exhibits, social media outreach, managing volunteers, and editing and authoring weekly historic articles for our newsletter. Carol anticipates Laurie's return, hopefully at the end of November. Carol is grateful to Marin Historian Dewey Livingston for the extra-hire hours he was able to contribute, keeping the California Room "open for business" in our two locations as much as possible.
- Training: Carol completed the County's mandatory course on Harassment in the Workplace.
- The California Room hosted the Civic Center's September's staff meeting at our second location: our Map & Special Collections annex, giving CCE staff a chance to become familiar with the operations and collections. Laurie gave an overview of the map collection; and Carol provided an orientation to the Cultural Services, artifact, periodical, and overflow book collections. Staff enjoyed the change of scenery, and better understanding the work that has been done at this location.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Corte Madera



Corte Madera hosted an origami program for kids to make their own Halloween decorations, led by one of our volunteers who is an avid artist each week at our regular Thursday Adult Coloring gathering.

Each Fall, the Twin Cities Community Preschool, also known as "The Co-op", hosts a Harvest Festival complete with live music, face painting, and a bouncy castle. Marilyn Wronsky, Children's Librarian II, was delighted to be one of the entertainers and took an armful of favorite Halloween books. Marilyn reports "We, of course, wrapped up the reading with "Looking for Dracula", a real opportunity for expression."

Since it is National Friends of the Library week in October, one of our local friends, Julia Noble, visited our Lego Club on Tuesday afternoon and ended up working together to build with our creative kids!

Support **youth** in our community with opportunities for self-discovery and expression.

Corte Madera



Sarah Butts, Youth Services Librarian, resumed the lunchtime book club at Kent Middle school, and visited 300 5th and 8th graders to discuss library services and give book recommendations. We always notice an uptick in requests for these books after the visits, with some kids using the lists as a checklist for the books they read this season.

To help prepare for programming using our new (donated by the Friends of the Corte Madera Library) and existing Oculus Rift systems, Sarah participated in the Library Journal course, "Get Started with AR/VR Mixed Reality," and came away with inspiration for incorporating augmented reality into library programming as well. She plans to work with XR Libraries, our partner in South Novato, to help kids (and adults) get hands-on experiences with these emerging technologies.

Teens enjoyed creating a "spooky" set of decorations for the Teen Area at CMA.

Be a positive environment for **mobile and digital literacy**.

Corte Madera



Fake News! Misinformation! How can you verify that the information you are reading, especially online, is accurate? That was the subject of our October display. In addition to books and informational signs on the topic we created handouts listing fact checking websites and concepts of media literacy. These have both proved popular with patrons. One teacher enthusiastically grabbed a handful for her classes.

Ana Stanescu, Librarian I, reports that she recently worked with two patrons who were both elderly, not very technology savvy, and needed to accomplish goals related to driving. One patron was very confused about how to get into her AARP defensive driving course on the computer. She had forgotten her password, and it required creative use of both her phone and the computer because in order to access her 'forgot your password' email from the AARP website, she needed to get into an email whose password she had also forgotten. But eventually we were able to get in and she continued her course, asking for help whenever she had trouble navigating the presentation. She came in every day for about 4 days before she was able to complete it.

Both patrons made me think of how difficult it can be to navigate our technology-heavy world, especially when you are elderly, and have limited cognitive or physical abilities. It's great that we at the library can help patrons bridge that gap and accomplish what they need to do.

Support **adults** through life stages with opportunities for self-development and independent learning

Corte Madera

October is Cyberbullying month and we are excited to partner with Microsoft to offer a program on preventing and combating it, aimed at educating parents, as well as kids. Our program on Home Match, a free service for seniors that helps with renting or finding a room to rent, was greatly appreciated. Shereen Ash, Librarian II, volunteered at the County Senior Fair and shared information about library resources.

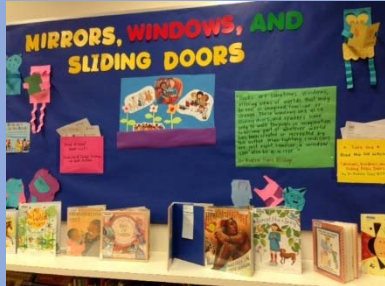
One of our regulars approached the desk to let us know how much she appreciated the Marin Mobile Care and homeless info posted in the bathroom--she felt this information is very important for homeless/disadvantaged to have access to these resources and was touched--she became very teary-eyed.

Written thank you notes are always a treat and when accompanied by fresh fudge, a delight. A long time Library Beyond Walls patron had her volunteer deliver a thoughtful note and three boxes of fudge to thank Ana, Lynn, Shereen, and the rest of the staff for ensuring she receives the materials she wants. This patron is an eager learner, interested in a variety of topics. She sends a letter requesting material every week or two. Ana, our Library Beyond Wall Liaison, is assiduous in researching and obtaining the desired content, taking pleasure in delving into topics

	<p>and choosing the best material. The result is a strong collaboration between patron and librarian and a satisfied patron. Interestingly, there has been an uptick in requests for Library Beyond Walls services this month, and as our population continues to age, it is anticipated we will continue to see more need for this important service.</p>
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Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Fairfax



Iris Meinolf, Children's Librarian, created a bulletin board in the children's room highlighting an article entitled "Mirrors, Windows and Sliding Glass Doors" by Dr. Rudine Sims Bishop. The article speaks to the importance of providing books that reflect the experience of nonwhite readers and nondominant social groups, and Iris has made a point of front-facing books featuring nonwhite children. In addition to creating a welcoming environment for all our visitors, Iris is doing her part in our branch to promote racial equity. Patrons have been taking copies of the article.

Support **youth** in our community with opportunities for self-discovery and expression.

Fairfax



John Elison, Library Assistant II, worked with Ezra Herdocia, Library Aide and extra-hire Library Assistant I, to present a Teen Cooking Club program on October 16. Ezra, a trained sushi chef, showed the teens how to julienne cucumber and avocado, lay out nori and season rice. They all rolled perfect rounds of sushi. The teens had a great time learning culinary skills and combining flavors.

Be a positive environment for **mobile and digital literacy**.

Fairfax



Margaret Miles, Branch Manager, received a call from a senior woman who was interested in learning to use the internet and wanted computer lessons. She said “eventually I won’t be able to drive and I’ve heard that Safeway will deliver to my house if I know how to place my order on a computer.” Fortuitously, Margaret had received a call just days before from a man interested in volunteering as a computer tutor. Margaret connected the two and the tutor reported that he gave several lessons to the 92-year-old woman. He said she was very happy with the lessons, but not happy with her experiences trying to buy groceries online.

Support **adults** through life stages with opportunities for self-development and independent learning

Fairfax



Marcia Stieger, Library Aide, schedules the artists who hang their work in our community room. This month, Travis Meinolf, extra-hire Library Assistant I, is showing lengths of fabric large and small that he has woven on looms. Several of the pieces are artistic weavings based on drawings by his 6-year-old son Louie. Many patrons have stopped to admire the way Travis’ weaving has been influenced by his son, and to wonder how much Louie’s drawing may have been influenced by his father’s partnership. Travis also made woven wristbands for the staff to wear while they are on the desk so we can all be a part of the display.

Fairfax

Brief Additional Updates

- Anthony Puga, Circulation Supervisor, served on the Interview Panel for Library Assistant II. Aaron Fong has accepted our offer of Library Assistant II and will start on November 19.
- Ezra Herdocia, Library Aide, has accepted an offer of Library Assistant II at the South Novato library and will be resigning his position at Fairfax effective November 18.
-

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Marin City



Each year, Jumpstart selects a picture book to be the official Read for the Record book. The event is the world's largest simultaneous read and its goal is to highlight the importance of early literacy and celebrate the power of reading.

This year's Read for the Record book was *Maybe Something Beautiful: How Art Transformed a Neighborhood* by F. Isabel Campoy and illustrated by Rafael López. On Tuesday, October 23rd, Sara; Chantel; Bonny; Lewis Jordan, Executive Director of Marin Housing Authority; Kayla Thompson, our CLS embedded at Bayside MLK library; David Finnane, Bayside MLK Principal; Terena Mares, Superintendent; and Tara Seekins, Willow Creek Head of School read to children from Marin City Head Start, Marin City's Marin Learning Center Preschool, Bayside MLK's TK-2nd graders, and Willow Creek Academy's after-school K-2nd grade students. Etienne was there as our official MCFL photographer.

This was our third year participating in Read for the Record, coordinated by Diana Lopez. The Marin County Free Library, Marin Housing Authority, and the Friends of the Marin City Library purchased a total of 228 copies of the book, and each child at Marin City Head Start, Marin Learning Center, TK-2nd graders at Bayside Martin Luther King, Jr. Academy, and K-2nd graders at Willow Creek Academy received a copy to take home with them along with an activity and discussion guide for families. Faheem printed all gift plates according to sponsors and printed the double-sided activity guides for each book. Copies were distributed in both English and Spanish. One of the most special things about the event was that on their own, the children remembered *The Bear Ate Your Sandwich* and *Quackers*, which were the books from the last two events!

Support **youth** in our community with opportunities for self-discovery and expression.

Marin City

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related to this MCFL

On Saturday, October 20th, we held our 4th Annual Not-So-Scary Halloween Party. We had lots of fun treats and crafts, including Perler (melty) beads, shrinky dinks, bookmark making, face painting, bracelet making with glow-in-the-dark beads, and more! We showed Halloween-themed kids' movies. Sara came and staffed the shrinky dinks toaster ovens! We had 60+ in attendance. It was a really fun-filled day!

Be a positive environment
for **mobile and digital**
literacy.

Marin City



Etienne continues to do the digital literacy after-school class in collaboration with Performing Stars of Marin and Glassdoor. This year, they are working with BrightFingers, a company who created color-coded/multi-sensory keyboarding gloves and accompanying software to help kids learn proper typi9ng technique.

Support **adults** through life
stages with opportunities for
self-development and
independent learning

Marin City



On Tuesday, October 23rd, in collaboration with Showing Up for Racial Justice (SURJ) Marin, Etienne showed *White Like Me*. We had over 20 in attendance, and there was a lot of great conversation.

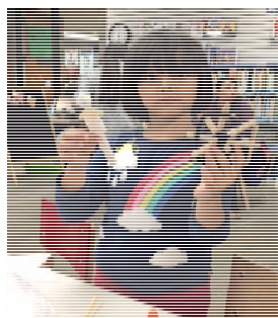
We also partnered with SURJ Marin to host a Racial Justice Book Club on Sunday, October 28th to discuss *So You Want to Talk About Race* by Ijeoma Oluo. We had 10 participants for a roundtable discussion.

Marin City Library Brief Additional Updates

- On Tuesday, October 23rd, our generous benefactors who donated the \$25,000 for us to be able to hire Kayla Thompson as a CLS embedded at Bayside MLK library, came to visit the library. Chantel brought them over, and we talked to them about what we have done and where we are headed with our partnership. David Finnane, the Principal stopped by to meet them and discuss our collaboration.
- On Saturday, October 27th, Diana and her partner Richard as well as Aneta Radanov, extra-hire LAI went to McNears Park to support First 5 Marin's 20th Anniversary Celebration/Healthy Family Fun Fair. We had rock painting for the kids, and our table was hopping with all kinds of creating!
- Danny Khuu, who has been an extra-hire LAI since January has accepted the regular-hire, full-time LAI position at Marin City Library. He will be starting on Tuesday, November 20th.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Novato



What's a day like in the Novato Children's Room? If it was Wednesday October 24th it was a really happening day! At 10 am, 89 people showed up for storytime with Laura Kennett, and stayed after to make a skeleton craft, build with Duplos and tell stories w/our doll house. The afternoon brought a crowd of 43 people to our Spooky Lantern craft hosted by Shani Boyd. We had just enough supplies, after we cut a few extra during the program. A big crowd of 28 people then showed up for Silvia Molina's ¡Tarde de actividad! / Evening Activity Hour, where kids of all ages and their families made Ghost and Spider Sticks. One proud participant is shown with her creations at left!

Each Wednesday Silvia hosts a bilingual program to bring families together for storytime, arts and crafts, and/or a special program. On October 10, she hosted the beloved Fratello Marionettes with a family-friendly Halloween variety show featuring happy ghosts, Frankenstein, the Purple People Eater, a not-so-scary spider and more.

But Wednesday, Oct 24th was a super busy day at Novato in Children's. The room was hopping all day and we moved the furniture 5 times! What people said, "You do the best job at Preschool Storytime" "We love storytime!" "My child's attention span is growing every week." "Thank you for doing this craft!" "This was a cool craft." "You guys have the best ideas." "We love this Children's Library."

Not to be overlooked from another rocking day, a parent filled out a Customer Comment Card on October 25 to tell us that "The Lego Club at the Novato Library is such a fantastic program for kids. My son James has gone from being a shy, scared reader to **begging** to come to the library every single day (awesome)! The Lego program has welcomed him and his creativity and made going to the library his favorite thing in the world. Thank you!" ♥

Support **youth** in our community with opportunities for self-discovery and expression.

Novato



The Library hosted a Teen Halloween Party on Friday, Oct 26, 2018 from 5 – 8pm. Teens came in costume and participated in the costume contest! (Winners received Target gift cards courtesy of the Novato Friends.) They enjoyed "spooky" treats while they watched the movie "Hocus Pocus" and got "crafty" in the cupcake decorating contest!

Be a positive environment for **mobile and digital literacy**.

Novato



Anna Jonsson attended the Internet Librarian Conference in Monterey from October 21-23 and brought back lots of good information that will be useful in serving our patrons digitally as well as in person! She was especially inspired by the keynote speech about the OF/BY/FOR ALL movement, which aims to make community organizations more inclusive and welcoming to all, and consequently more valued, relevant and sustainable. By being OF staff that are reflective of their community and co-created BY community partners, organizations can become more welcoming FOR all in their community. Anna also attended many sessions focusing on web design, user experience (UX) and analytics.

Support **adults** through life stages with opportunities for self-development and independent learning

Novato



Library staff from Civic Center, Corte Madera, Novato and West Marin branches spent their day at the Marin Senior Fair on October 24. MCFL was one of over 130 exhibitors that come together each year to provide valuable information and resources to our growing older population in Marin. Linda Aldrich, Shereen Ash, Silvia Molina, Janet Doerge and Raemona Little Taylor talked to hundreds of seniors and answered lots of questions about downloading eBooks, home delivery through Library Beyond Walls and other services we provide. Mostly we fielded a lot of Love for the Library! Visitors to our table were treated to a free book, MCFL post-it notes and pocket-sized magnifiers and in exchange were asked to fill out a survey targeted to seniors to help us figure out how to enhance our services to support seniors even more.

San Francisco Bay has lost more than 80 percent of its tidal wetlands. The Hamilton/Bel Marin Keys Wetlands Restoration Project represents a significant step in reversing historic habitat loss and recovering imperiled wildlife. Project staff and volunteers came to the Novato Library on October 27 to discuss an overview of the project, the experience of project volunteers, and the upcoming restoration of the Bel Marin Keys parcel of land.

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South Novato



Branch manager Amy Sonnie was honored this month at Marin YMCA's Heroes Breakfast alongside community leaders (pictured left: District 2 Supervisor Katie Rice). Amy was nominated by YMCA staff for her leadership in this summer's successful Camp University collaboration, bringing literacy and library services to 250 Novato families. Working closely with NUSD, YMCA and Marin Promise, Amy helped ensure Library staff touched the lives of each and every Camp U student. This award recognizes the work of MCFL's whole team. Recognition is due to Tamara Gonzalez, Adrienne Graham, Sara Bolduc, Shani Boyd, Jessica Rodriguez, Ezra Herdocia, Silvia Molina, our NUSD and YMCA partners, and the Library Foundation.

Support **youth** in our community with opportunities for self-discovery and expression.

South Novato



Back to school means back to the library! South Novato has welcomed students back with daily afterschool programs and regular field trips. In October we hosted two visits from preschoolers in local Head Start programs and two classes of 4th Graders from Hamilton Meadow Park (a total of 55 students/chaperones). As a part of the 4th grade visit each student got a library card, learned the Dewey Decimal System and learned how to use the catalog on the library's new Chromebooks (soon available for lending afterschool). Who knows how to find books about volcanoes? They do! Thanks to librarians Adrienne Graham and Nikki Gothelf, every student took home a book — or three!

Be a positive environment for **mobile and digital literacy**.

South Novato



Makerspace coordinator Sara Bolduc is bringing the magic of the makerspace to Hamilton Meadow Park's Middle School Scholars program. Newly launched this year, Sara is teaching the basics of coding to 20 students every Wednesday after school. The majority of students are brand new to coding and — now -- new makerspace members! Sara visits Hamilton every Wednesday (early release day) and then returns to the Library to run regular afterschool programming, too! The Makerspace is serving an average of 130 students per week through these afterschool programs, and dozens more through elective classes, field trips and special programs.

Support **adults** through life stages with opportunities for self-development and independent learning

South Novato

SNO's Senior Social offers older adults a chance to connect, create and relax every Tuesday at 11am. On October 23, we welcomed 14 patrons, including a mother-daughter duo, for coffee, cookies and coloring. Many thanks to the Friends of Novato Libraries for supporting this popular program.



South Novato Library
Brief Additional Updates

- We are happy to announce that Ezra Herdocia has been promoted to Library Assistant II (half-time) at the South Novato. Ezra was previously a Library Aide at Fairfax and an extra hire LAI at several branch. We are excited to welcome Ezra into his new role starting Nov 19.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Technical Services, eServices and Marketing

- Jen Robinson attended the annual Pacific Library Partnership “Future of Libraries” 1-day conference held at the San Francisco Public Library on October 3rd. The bulk of the day was given over to a librarian who proposes public libraries stress their vital role in Education by renaming and rebranding much of what we do. Examples include “Teacher” instead of “Children’s Librarian” and calling storytimes “Preschool classes” or “Preschool courses.” The response from attendee seemed mixed. It’s an interesting idea and definitely an interesting conversation to have among staff (and with patrons).
- Judi Evans wrote some great “back to school” blog posts for the website that were full of great advice, Early Learning tips, and books to help ease the transition for families.

Support **youth** in our community with opportunities for self-discovery and expression.

Technical Services, eServices and Marketing

- Jen Robinson created a printed handout specifically for the COMPASS program at Marin high schools. The handout contains brief descriptions of eResources that teens and their families would find useful. Jen plans to share this handout with staff once Keith has “prettied” it up.
- Anna Jonsson updated the Teen page of the website with new booklists and some refreshed graphics

Support **adults** through life stages with opportunities for self-development and independent learning

Technical Services, eServices and Marketing



- .Ann Bertucci wrote a great post with resources for the upcoming elections. Keith Waye posted a new graphic on the front page linking to the post.
- Keith Waye also created a graphic for Ancestry.com that takes users to the resource.

Technical Services, eServices and Marketing
Brief Additional Updates

- Vanessa and Damon presented an overview of Technical Services to the Library Foundation
- Jen Robinson spent a couple of hours this month working with her co-presenters on a session they'll be doing at CLA in October, called "Leading from the Middle"
- Jen Robinson sent out an "All Cardholders" email to over 70,000 patrons in celebration of National Friends of the Library week. Several donations were made after the email went out – hooray!
- Keith Wayne was very busy doing In-House Print work: new badges, door signs, business cards, and more. Great job, Keith!
 - Keith Wayne supplied new stock of flyers for Library Beyond Walls for use at the Senior Fair.
 - Clara is helping the Teen Committee launch a new service for teens by ordering books for the Teen Honor Collection, a collection of books on sensitive topics that teens will be able to borrow anonymously, without checking them out on their library accounts.
 - Damon completed the State Report
 -

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West Marin
Point Reyes,
Inverness, Stinson
and Bolinas



Point Reyes Library hosted our annual "Guess the Weight of the Pumpkin" contest for all ages. One of our young library patrons, Franchesca Meckfessel (pictured) won the contest by coming in .29 ounces of the actual weight of 13.91 oz.! This contest is a great mental exercise for children and adults to make educated guesses while having a little Halloween fun.

Support **youth** in our community with opportunities for self-discovery and expression.

West Marin
Point Reyes,
Inverness, Stinson
and Bolinas



"The wilderness holds answers to questions, no man has yet to ask." -Nancy Newhall

Jennifer Livingston, Community Library Specialist, coordinated a Park Ranger visit at Point Reyes library for West Marin School 4th graders as part of our partnership with the National Park Service. Loretta Farley, retired National Park Service ranger, brought annual passes for all the students, which grants FREE entry for the student (and a carload of passengers!) to all the National Parks in the U.S., as part of the Every Kid in a Park program.

Be a positive environment for **mobile and digital literacy**.

West Marin
Point Reyes,
Inverness, Stinson
and Bolinas



Point Reyes Library's annual Day of the Dead Celebration / Celebración de Día de los Muertos was hosted on October 30th. In addition to face painting, paper flower making, bilingual music, and bilingual book giveaways, West Marin youth got to experience the power of visual storytelling and advanced technology with the Coco VR Experience based on the popular Disney-Pixar film, led by XR Libraries' Alejandro Palacios. Teens are also being trained to run virtual reality programming for their peers.

Support **adults** through life stages with opportunities for self-development and independent learning

West Marin
Point Reyes,
Inverness, Stinson
and Bolinas



This month, Camilla Ford, Library Assistant I, at Bolinas hosted a reading of Neil Simon's classic 1965 play, *The Odd Couple*, with the goal of bringing together community members who might not otherwise interact with each other and support adults with opportunities for self-development and independent learning. The lively cast of Bolinas performers included people from all walks of life, including a library patron currently living in his car. Patrons were thrilled to participate in the reading and many laughs were shared. Camilla remarked that it was refreshing to host a play reading full of likable characters. Classic 1960's themed snacks were also served.

Annemarie Russo, West Marin Literacy Coordinator, and Simon Woodard, Mobile Library Assistant I, instructed three patrons on how to use *CitizenshipWorks* to apply for naturalization in the Citizenship class at Point Reyes Library.

West Marin
Brief Additional Updates

- West Marin staff warmly welcomed Raemona Little Taylor, the new West Marin branch manager!
- Simon Woodard, Mobile Library Assistant for the F.L.A.G.ship recently accepted the position of Library Assistant II at the Point Reyes Branch and we are delighted to have him join our team. Simon's first day will be November 19th.

- Aaron Fong, Library Assistant I at Stinson Beach was promoted to Library Assistant II at Fairfax. West Marin will miss Aaron's breadth of knowledge and expertise, but we are thrilled for his promotion and happy he won't be far from West Marin.
- All West Marin supervisors completed the County's Anti-Harassment training module.

Be the **preferred place** for children, families, and caregivers to connect, learn, and grow together.

Bookmobile



Another great North Bay Science Discovery Day is under our belts! A beautiful fall day full of families enjoying and experiencing all kinds of science for free. We brought our Cubelet robots and Strawbees building pieces and people of all ages joined in to create. The bookmobile itself was a very popular attraction and we gave away boxes of gently loved library books that found a new home with grateful families. This event attracts about 15 thousand people and many of them found their way to our booth. It's a great partnership for us and we thank all of those who worked with us----Sharon Ho, Natalie Mallett, Edna Guadiana and our director Sara Jones!

Support **youth** in our community with opportunities for self-discovery and expression.

Bookmobile



The North Bay Science Discovery Day gave us another opportunity to partner with high school students in our area. We had 3 primo students helping us with the Cubelet Robots this year and the kids loved working with them! The students gained community service hours and expertise in something new and we had much needed help on a busy science day. We hope to have more opportunities to work with the talented teens in our community!

Be a positive environment for **mobile and digital literacy**.

Bookmobile



To be a positive environment for mobile and digital literacy, we first have to get to our customers. This month Terry earned her Class B license, so we are ready to go for all eventualities. These licenses were the result of many months of study, practice and work and we are thrilled to be done with the tasks. On to the next adventures!

Picture: The Bookmobile on the beginning of the 2 hour Class B license test in Santa Rosa. Success!

Support **adults** through life stages with opportunities for self-development and independent learning

Bookmobile

Our giveaway book program continues and puts gently used library books into the hands of parents, caregivers, and teachers who use them to learn more themselves and to pass that knowledge on to their family members or the children they serve. Many more boxes of books went to the Venetia Valley School Library, our 7 child development centers and visitors to the North Bay Science Discovery Day. Just this month we have given away over a thousand books to appreciative adults who will use them to share and teach. It's a joy to see those books taking on new lives in new venues!

Bookmobile Brief Additional Updates

- We begin screening applications for an extra hire position.
- Planning is underway for our next year's outreach events and the wrap up of this year's.

Library Director Activities – October 2018

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



Visited the Lawrence Public Library while on my vacation to Kansas. Its an award winning and impressive new building.

Presented at the Nevada Library Association conference, on roles and responsibilities of Public Library Trustees, October 14.

Attended Marin Promise Partnership Council Meeting, Bayside MLK, October 17.

Attended presentation by Susan Orlean, author of *The Library Book* in San Francisco, October 17.

Assisted in the Marin City *Not so Scary Halloween Party*, October 20.

Continue work n High Performing organizations working on performance management and problem-solving teams

Read at Bayside/MLK and willow Creek Read for the Record Maybe Something Beautiful: The Inspirational Power of Art, October 23.

Read to Lead Book Club with Supervisor Rodoni, The Ostrich Paradox, October 26

Participated in North Bay Science Discover Day< October 27

Participated in Trilogies to Trails debrief abut Summer program with the national Parks, State and Marin County parks. October 30.

Attended BOS meeting presenting on new performance measures (Compass), October 30.

Attended celebration for Chantel Walker and Bonny White who are part of the great Cultural Intelligence and Competency Facilitation Team. The team was recognized by the Board of Supervisors today as team of the quarter. Extremely proud of these people for their time, energy and enthusiasm to support this important work, October 30.

Received letter from San Juan Community Library in appreciation of funds to fix their roof (letter in correspondence file)

Personnel – October 2018



October Commission Report

During October 2018, MCFL successfully completed 4 Library Assistant II recruitments for positions in the Marin City; West Marin – Point Reyes; South Novato; and Fairfax Branches. Please help us welcome:

1. Aaron Fong as a full-time Library Assistant II at Fairfax;
2. Danny Kuu as a full-time Library Assistant II at Marin City;
3. Ezra Herdocia as a part-time Library Assistant II at South Novato; and,
4. Simon Woodard as a part-time Library Assistant II at Point Reyes.

The following vacancies are under review, or are in the early recruitment preparation phase:

Administrative Services Technician (Admin)
Community Library Specialist (Bookmobile)
Librarian I, Novato (Youth Services)
Librarian II, Novato and Fairfax (Teen and Adult Services)
Library Aides, Civic; Novato; Technical Services; Fairfax
Library Assistant I, Fairfax
Library Technical Assistant (MARINet)
Media Technician (Tech Services)
Mobile Library Assistant (Flagship)
Supervising Library Technical Assistant

Commission Members:

MCFL and the County of Marin

THANK YOU for the time and talents that you share with us daily, monthly and annually.

MARINet Board Meeting Minutes

Sept. 20, 2018

MCFL Tech Services

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

9:00 a.m. – 12:00 p.m.

Present: Linda Kenton (Chair, San Anselmo); Teresa Capasso (Larkspur), Gary Gorka (Dominican), Jacki Dunn (Belvedere-Tiburon), Anji Brenner (Mill Valley), Henry Bankhead (San Rafael), Bonnie White (Marin County Free Library), Abbot Chambers (Sausalito), Sarah Frye (College of Marin). MARINet staff: Dan McMahon, Jessica Trenary

- I. Public Comment Period: no members of the public were present.
- II. Introduction of guests
- III. Approval of minutes July 17, 2018
- IV. Old Business
 - A. Bringing patrons back to the library program:

Dan – Sierra doesn't allow the waiver of an exact # i.e. \$50 dollars.
Anji – should they be coming in? Will cities go for an automatic waiver of funds?
Would asking people to come in be a more productive approach to the waive?
Abbott – would it make more sense to waive all fines for ppl who come in to the library. Dan – lots of ppl have fines under \$50. Threshold at 250 where card kept.
Bonnie – would be happy to waive fines and manual fees. Dan shows a snapshot of Sausalito charges for fines on screen. Linda -Focus on welcoming back. Gorka – waiving fines good for Dominican. Sara – COM is on board. Broad consensus about having the patron come in and request w exception of DOM and COM. CWG develop promotion of program. Linda – Dan will mark up changes and send back to CWG for vetting and promotion.
 - B. CENIC report:

Cenic report – first - Tech servers and MARINet moved over, servers now have outside IP addresses – next project wifi and broken equipment – PW not fully subsidized – estimate 100k a year for bandwidth – even less when PW rolled in. – total network cost 200k - will have about 300k in sinking fund. Requests for more than 1k will be declined. Anji– who is asking for things? Dan – watching the bottom line. Anji – requests update? What is the broad equitable approach? Dan mentioned acquisitions for SR – MARINet cost. Abbott – suggests adding to systems report-requests that are coming in. Being informed across the system.
 - C. Wifi security – Jessica working w Dave Cooper on a splash page to pop up when person logs onto wifi. Shown on screen. Cisco CMX engage – business focus – most data gathering turned off. Main feature – accepting terms and conditions. Individual portals for each library if want them to be unique. Will be able to get use figures for access points. Linda – terms of use and splash page seems fine. Jessica – how often do you want them to log in? Board decides to default to daily. With this deployment user can also be asked for a pw to use the network.

Is pw mandatory? Jessica – any pw, no matter how simple, allows encryption. Better for network security says Dan.

V. New Business

- A. Print notices – plan for eliminating - Jessica provided report, comments that many accounts, 350 ish have no email. Jessica comments that many users who get print notices are regular users that don't rely on print notices. Suggests providing a final notice that points out that we will no longer be sending notices. Shall we reach out by individual libraries to patrons whose hold preference is print notice and either call them or put a notice in book.

Motion to eliminate notices?

Last day of 2018 – Anji moves/ Abbott seconds– passes unanimously.

- B. Shoutbomb – UXWG

Jessica: Has to be setup via phone – not in sierra. Cannot do a data dump. Can do on behalf of children. Low usage in Alameda Co and PLS. Anji– Bibliocommons will also be looking at Push Notifications. Abbot says wait and see...depending on what happens with Bibliocommons. What % of ppl have current biblio-commons app?

- C. Open source – report: Jessica Koha does not have an integration with Bibliocommons yet. Lots of people worldwide are on Koha. Might save some money – not a ton of knowledge. Marshall Breeding says you don't need internal technical support. We would need to spend staff time to migrate. Lots of initial staff time. Feature wise, the plus is in the cloud based nature of the software. Jessica will look into it. Koha is more of a partnership vs working w Innovative is more of a traditional customer/client relationship. What is the future of innovative? Henry – demo? Or try to make our own Koha?

COM likes Primo and Alma. Bywater – supports Folio. Also, other support companies – Equinox, etc. Dan – doesn't think admin of MARINet should be running all the tech. Bel-Tib – wants to find out more, Theresa, looking long term. Bonnie – likes to have a choice.

Linda – have a demo? For MARINet staff and maybe later for whole board.

Abbott – reach out to another library who moved from Sierra to Koha.

- D. Proposal for Teen Services Working Group: Teen services Librarians want to meet and share about issues related to Teen services. Abbott read email supporting project. Linda Kenton will be the liaison to the Teen Services working group. Jessica – partner w children's services working group? More of a networking group? (Linda). Anji – how is county working group going to integrate into this group? Bonnie, youth services working group? Anji – teen libs can work together on their own. Working group or networking group? Abbott – asks Erin Wilson to be acting chair. TSW created.

- E. Overdrive – Changes to P/RH model: Abbott – PRH changing ebooks sales model from 1 copy 1 user to a timed/metered access model. For example, licensing for 12 months. Timed access not cost effective except for high demand best sellers. Abbott proposes making a concerted effort to purchase a bunch of back catalog long term popularity items. A number of MARINet libraries have pledged \$ adding up to just about 10,000, almost equal to the cost of a cart that Abbott has created in the Overdrive Marketplace. Abbott – longer term we don't know what is happening with the lending models. Thanks everyone for jumping on this comments Linda. Jessica suggests bringing a

proposal to raise the # of concurrent checkouts from 10 to 20. Will bring back a proposal.

F.

G. Dogobooks and School-Public cooperation: Links on St Hilary School website to MARINet resources could violate contract with EBSCO. Linda points out that the school can link to the library site and then link to available databases.

H. Other non-action items: Linda Kenton thanks MARINet for using the ceramic mugs.

VI. Standing Items for the agenda

A. System Administrator's report: Dan logs into server and shows board the Gmail bounce problem. Shows a specific email that didn't go through and how it stays in the queue. Dan comments that email tracking has become extremely important. 20%-30% of messages not going out. About 40% of email addresses in the system are Gmail addresses. What are we doing with bounce notices?

B. Correspondence: none

C. Topics for future agenda: Wifi security, Bringing ppl back to library, Continue w Cenic, Board attendance -

VII. Announcements:

Mill Valley, longest literary picnic table. 140 ppl. MCFL – educational initiatives work in Marin City and South Novato. Embedded librarian at MLK school. COM – semester started, reference desk moved. Better visibility. Not doing common read. Getting less block grant money. Just set up NYT online. Working on new educational master plan. DOM: semester started. Hired new librarian Aaron Richardson. Set up NYT, had some issues. Larkspur: has two new hires, Dunya Maqsoudi Moreno and Anna Mahrer. FOL doing an antiques roadshow event charging \$25 to give appraisals on three items. Bel Tib Blackies Hay Day event coming up. Spending a lot of time on the new building. New librarian Catherine Pyun. Sausalito: Moving collections. Sent an inquiry about service animals. Had an incident with a service animal. San Rafael: Staff day tomorrow @ NatureBridge. 2nd round of new library meetings Oct 16th, 18th 20th. Shared service desk project starting. San Anselmo: 3 day DVDs issue of DVDs disappearing – moved them to the circ desk. Patrons ok w it. See if we can move the DVDs back eventually. Got Grant from state library book project. OBOM meeting next week Thursday at 11 AM.

Minutes taken by H. Bankhead