

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, December 9, 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/94373266860?pwd=UUFpRFfEK2piODY2aktLRTJDhWFpUT09>

Meeting ID: 943 7326 6860

Passcode: 870838

One tap mobile

+16699009128,,94373266860#,,,,,0#,,870838# US (San Jose)

+12532158782,,94373266860#,,,,,0#,,870838# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 943 7326 6860

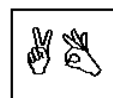
Passcode: 870838

Find your local number: <https://zoom.us/u/ab1n5X5aXY>

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

*"The book to read is not the one that thinks for you, but the one which makes you think."*

Harper Lee



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 November Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a.	Ream	Information
	8. a. Facilities/Measure A/Budget	Hill-Walker-Galiani	Information
	b. Adult Services Report	Doerge	Information
	c. Novato Report	Doerge	Information
	9. New Business	Ream	Information
	a. Update on new Library site	Magnus	Information
	10. President's Report for November	Ream	Information
	11. Director's Report for November	Jones	Information
	12. Announcements	Ream	Information
6:00	13. Adjournment	Ream	Action

*Numbered List of attachments:*

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

Unnumbered Attachments:

MARINet Board minutes of September 17, 2020 and October 15, 2020  
held at MCFL Tech Services, 1600 Los Gatos Dr., Suite 180, San  
Rafael CA

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

**Brown Act:**

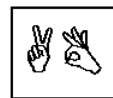
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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--  
Thursday, November 12, 2020

(1) CALL TO ORDER

Meeting called to order at 4:07 p.m. Deputy Director Bonny White gave a brief virtual tour of the pop-in Northgate library, which will reopen on 11/19.

(2) ROLL CALL

Present

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

Absent with Notification

Ali Iqbal

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  
Laurie Thompson, California Room Librarian, Civic Center Library  
Diedre Smith  
Bill Hale, Member of the public  
Geraldine Breiz, Administrative Services Associate

(3) ADOPTION OF AGENDA

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

(4) ADOPTION OF MINUTES

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

(5) OPEN TIME FOR PUBLIC EXPRESSION—

Bill Hale commented on the Overdrive change to Libby, one could not use desktop computers, or laptops with it. He also commented that Libby is not very reliable

(6) READING & CORRESPONDENCE FILE

Materials for Reading Folder were emailed to Library Commissioners prior to meeting.

(7) OLD BUSINESS

- a. Youth Commission Members – Chantel gave a brief update to the Commission regarding the possible appointment of teen representatives, Web Stars and/or XR stars. After meeting with Clerk of the Board, we should be able to invite and recruit young people to fill the vacant Library Commission slots. We have reached out to our County Counsel for their input on this.
- b. Library Services Expansion/Tier – Sara gave a short update and then deferred to Bonny for the rest of the update. Sara reported that curbside service and computer access are both going very well, along with browsing which started today at the Northgate Mall library. Bonny reported that everything has been removed from the Northgate Mall pop-in library, except for books, DVD's, Books on CD's and children's books and DVD's. This library will be open from 12-4 on Thursday, Friday and Saturdays. We will allow only 10 people in at a time for 15 minutes of browsing.

(8) STAFF REPORTS –

- a. Anne T. Kent CA Room Report – Laurie Thompson
- b. Teen Services Report – Eva Patterson
- c. Civic Center Report – Eva Patterson

For the Anne T. Kent California Room  
By Laurie Thompson, Librarian II  
November 12, 2020

1. Seeking innovative ways to serve our patrons during the pandemic, the California Room's version of "curbside delivery" has been to conduct research for all local history & genealogy reference questions received & provide patrons with digital versions of the primary & secondary sources used to answer their queries. This often involves anywhere from 30 to 90-minutes of research and digitization per query. We receive anywhere from 15 to 20 queries per week and some of our map & survey queries involve providing 6-20 scans or snapshots of maps, field notes & other source materials. In the month of October, we were happy to bring back CRM volunteer -& professional surveyor- Phil Danskin- who helps us on Tuesday mornings to field & answer some of the many map & survey requests we get. Starting in November, volunteer Brian Crawford is re-joining us on Thursday afternoons to continue his outstanding efforts to catalog maps in our survey collection. Much of the metadata associated with our online digital collection of over 3000 historic maps & surveys has been created by Brian.
2. Over the past few months we've migrated the popular CRM e-newsletter to a new platform, preserving our archive of over 500 articles dating back to 2012. The mission of the CRM community newsletter is to inspire & educate the public by providing insightful & compelling stories relating to Marin's history & culture. Both staff and CRM volunteers with local history expertise contribute articles which I edit and we published on a weekly basis. New articles in the e-newsletter are read by about 500 subscribers & over 3000 CRM Twitter followers. Digital Archivist Carol Acquaviva was key to the success of this endeavor. We invite you to subscribe to our newsletter –or access it any time- at <https://marinlibrary.org/californiaroom/>.
3. In the past year we have curated and mounted 3 significant public exhibits, two in collaboration with community partners. Early 2020 marked the conclusion of our partnership with MMWD to celebrate the 100th anniversary of the completion of Alpine Dam & Reservoir. The exhibit –on

display at the Civic Center Library- featured rare photographs and artifacts from MMWD's private collection, including some of the tools used to construct Alpine Dam. Last January, Sandra Chen, exhibit coordinator for Dominican Univ. of CA, reached out to us to request a local history exhibit to inspire students, faculty & the general public & to be displayed in the display cases at the University's Science Building. This exhibit, titled *San Rafael Then & Now* will remain at Dominican until the end of 2020 for the benefit of students and faculty (though -unfortunately- the Pandemic has cut short viewing to the general public). Finally, for the first 3 months of 2020, the public had the opportunity to view our *Marin County Voting Rights & 19th Amendment Exhibit* which is currently on display at the Civic Center Library.

4. Since the beginning of the Pandemic, we've been assembling an archive of materials to document its evolution and its effect on Marin County. This has included collecting both analog and digital materials. The digital component will eventually be posted online. Over the past few months, we've received great response from the community who's submitted photographs, audio excerpts & artifacts for our *Marin COVID-19 Pandemic* archive.
5. Despite the limitations of the pandemic, we are pleased to have two active student interns working on important projects, remotely.

San Jose State University Library Science student **Owen Clapp** –a native of the San Geronimo Valley- worked throughout the summer and during the fall semester to document current issues in the San Geronimo Valley including the Black Lives Matter movement and the COVID-19 pandemic. Principally, Owen has been conducting oral history interviews with individuals from a range of backgrounds including Native Americans, African Americans and Latinos who trace their family history back to West Marin. He has also interviewed the family who created the Western United States' first interracial summer camp in Forest Knolls during the World War II era. Additionally, Owen took photographs to document a large Black Lives Matter protest in Woodacre in June of this year. Owen's project will eventually be included in the California Room's digital archive.

Dominican University intern **Cece Trifoso** has been photographing various sites around Marin County to show the impact of the COVID-19 Pandemic on everyday life, with an emphasis on life at the College of Marin and Dominican University campuses. She's also visited & photographed sites in Novato, including downtown & the Hill Recreation Area. Cece's project has included capturing the metadata for her photographs, which we plan to post online. Additionally, Cece will conduct short interviews with local University & College students to document the impact that distance-learning and the pandemic are having on their lives.

6. On October 9<sup>th</sup> California Room Oral Historian Marilyn Geary & I conducted a Zoom interview with Phyllis Thelen, a founder of San Rafael's Art Works Downtown & a long-time advocate for the arts in Marin County (Phyllis is also an artist in her own right & at the age of 93, still very active). This oral history had been pending from March when we were forced to cancel due to the shut-down.

Stimulated by current events, this fiscal year, the California Room' oral history program will focus on racial equity and social justice. Together with our long-time oral historian Marilyn Geary, we've identified a wide-range of potential narrators with a view to document and record

marginalized voices in Marin County and to add depth and diversity to our collection of nearly 600 interviews, dating back to 1974. Among the individuals we're reaching out to this year are:

- a. Otis Bruce Jr. – Asst. District Attorney and first Black prosecutor with the Marin County District Attorney's office (Scheduled for November 20).
  - b. Felicia Gaston – CEO, Performing Stars of Marin
  - c. Omar Carrera – CEO, The Canal Alliance
  - d. David Haynes-Chivers – a local youth leader in the Black Lives Matter movement
  - e. Walter Turner – Instructor of Black History at College of Marin, raised in Marin City
  - f. Marcus Small – Pastor of the People's Inter-cities Fellowship, grew up in Marin City
  - g. Dr. Lois M. Moore – Novato Citizen of the Year, San Marin High School teacher
  - h. Reginald Lyles, retired Novato police captain and social activist
  - i. Vinh Luu – Director of Marin Asian Advocacy Project (MAAP)
  - j. Anastacio Gonzalez – an immigrant farm worker from Mexico who has worked in West Marin since 1969; Creator of Anastacio's Famous BBQ Oyster Sauce
  - k. Socorro Romo – Executive Director of West Marin Services
  - l. Lourdes Romo – Executive Director of Paper Mill Creek
  - l. Nancy Bertelsen – Initiator of the Latino Photography project and involved in the founding of the Dance Palace in Point Reyes Station.
7. Over the summer we were active participants in MCFL's initiative to compile resources & deliver a Public Learning Session, in response to the Sir Francis Drake Blvd. controversy. I served on the MCFL & Marin BOS steering committee and coordinated with the 3 speakers who gave public presentations on the Coast Miwok; Sir Francis Drake; & the history of Sir Francis Drake Blvd. Respected local historian & our own map archivist Dewey Livingston gave the talk on the history of Sir Francis Drake Blvd. at the learning session & also prepared both an article & a timeline –on the same subject. CRM Digital Archivist & Librarian Carol Acquaviva compiled a comprehensive list of resources for [MCFL's Sir Francis Drake Boulevard History Resources page](#).
8. The CRM's digital archive, initiated in 2003, has never been more popular & the pandemic has underscored its importance by facilitating free remote public access to thousands of local history source materials including photographs, maps, oral history interviews & documents. We continue to add new resources on a regular basis. Key new collections added in the past year include a [Women's Suffrage Centennial collection](#) with an emphasis on local & national women's suffrage Leader Elizabeth Thacher; Collection of Architect, author, and educator [Sim Van der Ryn](#), an internationally recognized leader in the fields of green design and sustainable architecture. A West Marin resident since 1969, Van der Ryn taught architecture at the University of California, Berkeley for 35 years & founded the Farallones Institute in 1974 to research ecologically integrated living design. His collection consists of over 1800 photographs, slides, plans, drawings, videos, notes, and publications. Other collections of note include:
- a. [Alpine Dam Construction Collection](#), in partnership with MMWD.
  - b. Several albums depicting [San Quentin Prison](#), and [death-row prisoners](#), circa 1890-1915.
  - c. [Baltimore Park \(Larkspur\)](#) photograph album



- d. Almonte (Mill Valley) photograph album
- e. Ted Hubbard Illustrated Maps of Marin
- f. Isaac Shaver Photograph Album: Railroads, c. 1895
- g. Isaac Shaver Photograph Album: San Rafael, c. 1895
- h. Cushing & Eldridge Families of Marin (via a donation from the family)
- i. San Geronimo Valley Postcard Collection

Laurie reported that the California Room has received many donations this year, not only from generous Jeff Creamer, a philanthropist who underwrites so much, but from other people as well. Laurie also shared an item from context is everything with the commission. Laurie announced the Jessie Hartley, a big donor to the California Room, had recently passed away.



## Our Statement of Purpose

The Teen Services Committee (TSC) aims to foster connections, learning, expression and leadership among teens through culturally responsive, equitable, innovative and youth-driven services, programs and technology. TSC supports youth to connect, create and collaborate, while supporting library staff to understand models of youth participation and leadership development and connected learning for the 21<sup>st</sup> century.

## Summer Program

- No More Scratch Offs
  - No More Branch Raffles
  - Stamped Passport
  - Heavy on Experiences
  - Read - Explore - Create
- Get started with one of these or choose your own adventure!

SHELTER-IN-PLACE  
Change of plans

## TEEN INVOLVEMENT

Teen Survey

Teen Leaders Crew

Teens Leaders Crew helped CCE devise some of our programs and craft kits. With the help of our teens, we are continuing with Trivia nights, have had some cooking shows and demonstrations, and pumpkin carving, poetry and prose nights, safety (police in schools), Marin Comic festival. Our virtual programs are still ongoing. Craft kits were sent out to the educational alliance at South Novato, Marin City and West Marin, and now includes Juvenile hall. Virtual classes are mainly held at the Makerspace. Instagram was our way of communicating with each other.

## GOING VIRTUAL

[Trivia Night](#) [Book Clubs](#) [Cooking](#) [3D Model Design](#)

[Marin Comic Fest](#) [Pumpkin Carving](#) [Watercolor Art](#)

[Poetry & Prose](#) [Sewn String Art](#) [Film about West Marin Immigrants](#)

[Rethinking School Safety](#) [Make a Zine](#) [Self Care](#)

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## GETTING CRAFTY

[Art Kit](#)

[Fiber Art Kit](#)

[Hydraulic Engineering Kit](#)

[Stuffed Animal Kit](#)

## BEING SOCIAL

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[Craft Kit Tutorials](#)

[Virtual Classes](#)

[Instagram](#)

Book Lists

Blog Posts

Book Talks

Online Resources Training

Book Giveaways

2020 Literature Review

TAG Involvement

Teen Fiction Audit

# BUSINESS AS USUAL

We decided to have teen volunteers write posts/articles for MCFL's monthly e-newsletter when scheduled for Teen Services. Fairfax activist Sophia Martin's essay about racial equity was postponed but will be posted later. Book and web resources were added to support the essay. We are seeking teens who volunteer for Reading on the Ranches to also write an article.

We continue our online program offerings this month with Middle School Book Club: *Cinder* by Marissa Meyer; LunaTech for Girls; Sewn String Art; Intro to Blender; Many Voices, No single Story (A short film that shares the experiences and journeys of West Marin immigrants); Open Mic Night; Author Event: Renee Watson; Watercolor Press Art. Our teens are eager to help develop our programs.

We are continuing our audit of our Teen Fiction of the last 2 years as part of the CREI (Cultivating Racial Equity & Inclusion) Action Plan. The audit will help us determine the current racial diversity of our Teen Fiction collection and help advise future collection needs.

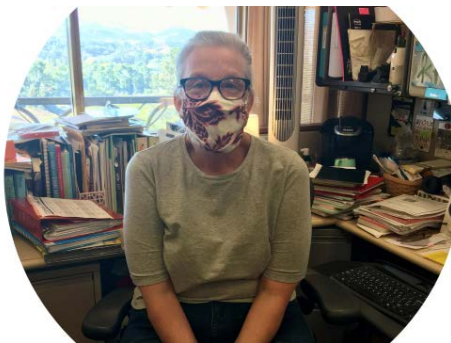
# Civic Center Library

We Carry On

Eva introduced the current Civic Center Library staff via pictures to the Library Commission.



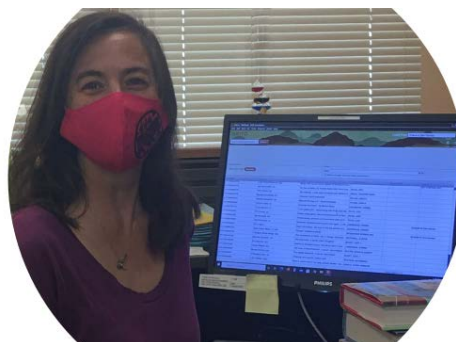
Tara – Library Aide



Kathleen – Children's Librarian



Eva – Branch Manager



Mary – Library Aide



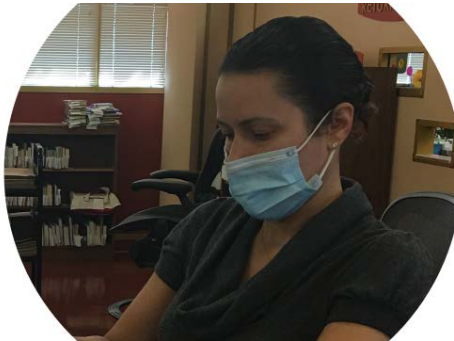
Laurie – CA Room Librarian



Dewey – Maps for the CA Room



Linda – Librarian



Denise – Library Assistant II



Jan – Curbside Service

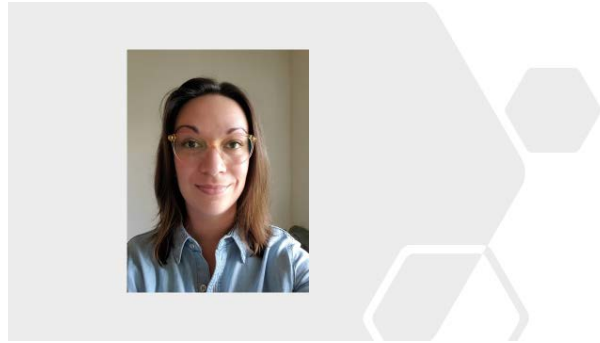


Hillsman – Library Aide





Victor – Library Desk Supervisor



Natalee – Librarian II



Carol – CA Room Digital Librarian



Trish – Library Assistant II

Eva went on to give a brief update on curbside service at the Civic Center Library via photographs.



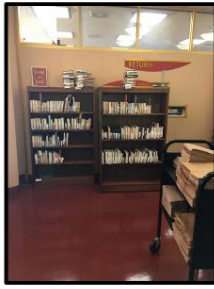
Holds waiting for patrons to pick up by appointment only!



Holds waiting to be picked up



Holds waiting to be picked up!



Patron holds



Barricade



Public Computers Information



Barricade



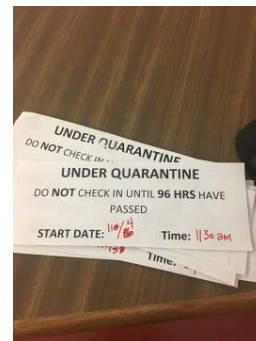
Front part of Library



Barricade



Item returns that are quarantined for 4 days before they are checked in. Date & time stamped



Dated Quarantine signs for bins





Items that are returned and going to other libraries.



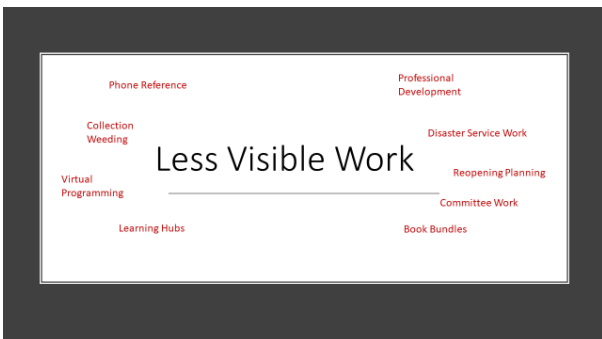
All furniture removed to storage – Empty Teen Svcs area



Social distancing of public use computers  
7 instead of 15 available for use



Curbside station



After a brief discussion, President Ream thanked Laurie and Eva for their very informative reports.

(9) NEW BUSINESS - NONE

(10) PRESIDENT'S REPORT FOR NOVEMBER

President Ream acknowledged that yesterday was Veteran's Day, and shared the following information:

- The 102 anniversary of the war to end all wars
- On the 11<sup>th</sup> hour on the 11<sup>th</sup> day of the 11<sup>th</sup> month the Armistead was signed
- 1919 Woodrow Wilson proclaimed that this was going to be a day of memory
- 1938 Congress declared this a national holiday
- 1954 at the request of a number of World War II and the Korean War veterans, President Eisenhower made this a National Holiday to be observed by everyone as Veteran's Day.

President Ream announced that she had attended the Library's All Staff Day and gave a brief recap on it. She requested that staff give an update on the progress of the new library site at the Commission's December meeting. Sue shared a couple of slides with the rest of the Commission.

(11) DIRECTOR'S REPORT FOR NOVEMBER

Director Jones reported on the following:

- We are making progress in hiring staff;
- We received over 200 applications and are in the process of hiring 8-9 Library Assistant I's for the branches;
- We had over 130 applicants for the Librarian I positions;
- We handed over 2,000 bags containing books and kids activities and prizes over the Halloween weekend

(12) ANNOUNCEMENTS

Our next meeting is scheduled on **Wednesday, December 9**, via Zoom at 4pm. It was suggested that everyone wear a funny, ugly sweater/sweatshirt for Christmas at our next meeting.

(13) ADJOURNMENT – M/S Schandler/Javaras - Meeting adjourned @ 5:39 p.m.



**Marin County Free Library Commission Report**  
**Sara Jones, Director of County Library Services**  
**November 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 - Communications and Website Enhancements

**2. Personnel**

**3. Library Director Activities**



## Children's Services

During the Shelter in Place



Fall is usually the time that Children's Services staff invite teachers to bring their classes to the library for field trips, or library staff visit classrooms. This year students are receiving visits from Children's Services staff via Zoom! Some of the topics that have been presented to classes:

- Book Bundles
- Book talks of new titles
- Live demonstrations of the library catalog and placing holds
- Overviews of Overdrive/Libby and Hoopla
- A video created to explain curbside  
(<https://drive.google.com/file/d/1hw05IeqRJgdp1SSJuVHXVRWm9j-DFH0n/view>)
- Breakout sessions to give students practice placing their own holds
- Tour of National Parks website
- Tour of the Bookmobile
- Educational and social service resources were shared with the Novato USD Community Liaisons which they can now use to inform students and families.

Teachers have been thrilled. Some comments we've received: "Your connection to the kids and adults in our community makes our library such a welcoming place." "The students were stoked to be placing books on hold online!"



## Teen Services

During the Shelter in Place

- We decided to have teen volunteers write posts/articles for MCFL's monthly e-newsletter when scheduled for Teen Services. Fairfax activist Sophia Martin's essay about racial equity was postponed but will be posted later. Book and web resources were added to support the essay. We are seeking teens who volunteer for Reading on the Ranches to also write an article.
- We continue our online program offerings this month with Middle School Book Club: *Cinder* by Marissa Meyer; LunaTech for Girls; Sewn String Art; Intro to Blender; Open Mic Night; Author Event: Renee Watson; Watercolor Press Art. Our teens are eager to help develop our programs.
- We are continuing our audit of our Teen Fiction of the last 2 years as part of the CREI (Cultivating Racial Equity & Inclusion) Action Plan. The audit will help us determine the current racial diversity of our Teen Fiction collection and help advise future collection needs.



## Adult Services

During the Shelter in Place



- There were upwards of 16 **virtual programs** offered for adults in October by our librarians using the Zoom platform. Topic included Backyard Birds, Introduction to Citrus, Unexpected Japan, a Talk on Spider Silk and the ever popular All Things Apple (12 classes). All told, 1,850 people took advantage of these learning opportunities. We recently started posting some of our adult programs on the **MCFL YouTube channel** and these are getting anywhere from 4-58 views, depending on the topic.
- Shereen Ash gave an **online orientation of library services** to a group on interns working with Aging and Adult Services, at Marin County Health and Human Services. They are connecting isolated seniors with devices so that they can obtain tele-health services and will now be able to also share what resources MCFL can offer seniors to combat isolation such as the reference phone line, virtual programming, curbside services, and the array of online resources available through our website. And through this connection came an **example of how meaningful our services can be:** the supervisor from H&HS relayed that one of her clients had been recently diagnosed with Parkinson's Disease. He was very upset about his diagnosis and called the library's reference line for information. After receiving a number of articles in the mail from one of the librarians, he was greatly relieved. It made a big difference in how he felt about his condition.
- November **blog topics** included one about the aforementioned fact that MCFL is on YouTube. We have a variety of events, from storytimes for kids to instructional videos about our resources, Marin Master Gardener programs, and interviews with local poets. Check them out on the MCFL website! Another blog post highlights the 2020 Literary Awards, including the Booker Prize Longlist, Nobel Prize in Literature, and National Book Award. Pictured at left is poet Louise Gluck, who is the first American woman to win the Nobel Prize in Literature.



## Collection Development and Management

During the Shelter in Place

- Children's & Teen Materials Selector, Clara McFadden, will be collaborating with the Sausalito Marin City School district to help order diverse books that support the school curriculum for the Willow Creek Academy Library, recently the recipient of a \$30,000 donation from the Friends of the Sausalito Library. Clara was connected to the project by Diana Lopez, who has been leading the Marin City Library team in work on the school library collection with staff from the Sausalito Public Library.
- Tec Services, from our selectors to acquisitions and processing, has worked to support the MCFL priority of improving educational



## Collection Development and Management

During the Shelter in Place  
CONTINUED



equity in Marin by providing help with connecting to vendors like Beboop Books and Firstbook, assisting with creating collection codes for a new Reading Buddies collection, and expanding Wonderbooks, a literacy tool that includes pre-loaded audiobooks attached to children's books to aid in developing readers.

- To support the new browsing collection at the Northgate Pop-In Library, we ordered additional new and popular items to display there.
- Work continues on shelf-ready projects with Midwest for DVDs and audiobooks, with bibliographic files now being shared from the vendor.
- We welcome two new staff to our Tec Selector Team, Ann Bertucci and Katrina Sadler.



## Educational Equity

During the Shelter in Place




- **Family Engagement:** The West Marin Literacy program received a \$5,000 California Humanities Library Innovation Lab grant to explore new ways of engaging California's immigrant communities. This month, we screened "Many Voices, No Single Story," a short documentary film featuring local West Marin immigrants, followed by a Q&A with the filmmakers and interview subjects.
- **Reading Buddies:** While connecting online can be challenging, we are seeing a growing love of reading among students who meet with buddies once a week. One mom told us she already noticed an improvement in her daughter's reading, thanks to this program. Her daughter has become very motivated and convinced her to buy 4 books to practice. She asked if the library can send some books, too. Just wait until students get the appreciation book bags we're preparing for participants in December!
- **Little Learners:** The Learning Bus team continued hosting bi-weekly virtual pre-school and expanded the Little Learners take-home kit pilot from West Marin to Novato, Canal, and Marin City families. We are also partnering with the Parent Services Project program, Aprendiendo Juntos, to distribute our bilingual play-based learning activities designed to nourish children's language, cognitive, physical, and emotional development.

## **Specialized COVID Responses**

### **Communication and Website Enhancements**


- The staff preview phase of the new website was launched. The new website is built on the BiblioCommons BiblioWeb platform, and will allow more seamless integration with the catalog, and enhancements built specifically for libraries, with a commitment to continuous development. It will also provide a more stable and secure platform, with support from the BiblioCommons team. Our website is a critical component in communicating to our community, especially during the pandemic. The new website features pathways to discovery through indexing of content of all kinds, from staff lists to blog posts to resources, to provide more opportunities for learning and connections.
- Library Marketing has been busy supporting many efforts this month, creating business cards to promote our Talk to a Librarian help line, flyers for the branches on “Vote - your voice counts”, special bags for the MCFL-San Rafael collaboration on the new Northgate “Pop In” library featuring in-person browsing, a new handy computer appointments schedule combined with the curbside schedules, and event flyers.
- Social media posts included promotion of our help line, STEAM videos hosted by library staff, the short film “Many Voices, No Single Story – Muchas Voces, historias Unicas” that shares the experiences and journeys of West Marin immigrants, and the story of Native American Heritage month.
- A new collaboration to capture data related to digital literacy around Marin as a crucial component of the digital divide with the goal of improving educational disparities was started with the Marin Promise Partnership and Library Marketing.

## Personnel Update

	<p>November flew by with as the MCFL Team moved ahead to recruit; hire; promote; and, onboard additional staff in regular-hire and contingent-hire roles.</p> <p>MCFL onboarded 4 new Librarian Ones during November: Ann Bertucci (Technical Services); Danny Le (Novato); Diana Miranda (South Novato); and, Isiah Hurtado (Marin City). In addition, Katrina Sadler, Librarian II, took on a new role on MCFL Collection Development Team.</p> <p>Interviews for 8.13 FTE in Library Assistant I Positions went well. Hiring Managers have identified several candidates who will be moving forward to the second phase of interviews during December.</p> <p>An Administrative Assistant II recruitment that opened and closed during November attracted 94 applications over a 2.5-week period for 1 full-time position in the Admin Unit. Interviews for the Administrative Assistant II position are expected in December.</p> <p>The following full-time and part-time vacancies are under review:</p> <ul style="list-style-type: none"> <li>• <b><u>Administrative Services Technician</u></b>      <b>1.0 FTE</b> – Accounting</li> <li>• <b><u>Library Aide:</u></b>      <b>0 .8 FTE</b> – Fairfax</li> <li>• <b><u>Library Assistant II:</u></b>      <b>2.5 FTE</b> – Spanish-Speaking Srvs.; Novato; W. Marin;</li> <li>• <b><u>Library Services Manager:</u></b>      <b>1.0 FTE</b> - (Facilities &amp; Projects)</li> </ul>
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## 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.

	<p>Managing Covid-19 changes to services</p> <p>The Bay Area is experiencing increased cases and concerns about stress on our healthcare system. Marin remains in the red tier but we can likely anticipate moving to purple tier with all other Bay Area counties.</p> <p>Linked below is a news release below that describes what changes in the tiers. For library services which are designated in the retail category we can continue curbside in both tiers but with input from Branch managers we have determined to cease in-person computer appointments. We added these while in the yellow tier and as things were opening up.</p>
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At this point, the browsing library (Pop-In) at Northgate remains open with the mall staying open. We operate at 25% capacity there which is 10 people. We could reduce that to 10% if needed. Patrons stay less than 15 minutes and at this point we feel this is still a safe way to provide browsing access.

8 Bay Area counties now in purple tier: What this means

<https://www.sfgate.com/bayarea/article/Bay-Area-county-purple-tier-COVID-15763161>.

Attend and provide input to Digital Marin, an effort to provide high speed access to all in Marin, led by County IST. This effort will integrate our wi-fi hotspot project and provide needed information for long term solutions. We currently meet at least weekly.

Update From the Bay Area Census sent to Amy Sonnie, Chantel Walker: a huge thanks to Amy for handling this project as it changed during COVID -19 and a well received report:

We've finally had a chance to review your final report and wanted to follow up with a personal note of thanks before we officially wrap up this chapter of work together. The 2020 Census has been a journey like none other and we could not imagine a better team of census champions to have partnered with during this marathon-turned-ultramarathon.

People and communities throughout the Bay Area will have better access to services, more resources and better political representation because of your work, perseverance, nimbleness, and innovation. Through virtual events, pop-up questionnaire assistance centers, car caravans, over 250 thousand phone calls and countless other creative activities, the Bay Area Counts 2020 network has made millions of outreach impressions in 68 languages.

And these impressions made a significant impact. Despite everything 2020 has thrown our way, the Bay Area's self-response rate (SRR) AND rate of increase has consistently ranked higher than both the state and national averages. As of today, our region's SRR is over 75%, almost 3.5% higher than where we ended the 2010 Census! Even our hardest to count tracts (HTC score > 57) ended at just less than 1% away from their 2010 SRR. And of the top 10 highest responding counties in the State, 6 of them are in the Bay Area.

Without a doubt, these regional results are really a product of the many meaningful and personal interactions our partners have with community members on a regular basis. More community members were reached thanks to your phonebanking efforts and social media outreach via Twitter and NextDoor.

	<p>We are so thankful for your partnership and incredibly proud of all that we have accomplished together. Moreover, we are inspired by all that we know can be accomplished when more of us coordinate and collaborate towards a common goal. We know the census journey is just one of many that we will take as we work to build a better, stronger, and more just Bay Area and we can't wait to see what's next.</p> <p>With gratitude, Stephanie, Aminah, Emily and the Bay Area Counts 2020 team</p>
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### Commission Members:

MCFL and the County of Marin

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

# **MARINet Board Meeting Minutes**

## **September 17, 2020**

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

I. Public Comment Period  
Bill Hale addressed the Board.

II. Introduction of guests  
Bill Hale

III. Approval of minutes July 16, 2020  
Minutes approved by Henry. Franklin seconded. Unanimously approved by group.

IV. Old Business

A. Curbside Updates -- all  
Directors briefly discussed strategies for curbside service and changes to curbside hours.

B. Reopening/redesigning services,

Bonnie presented an update. Libraries are working from retail guidelines, state library guidelines and any stricter local guidelines.

Anji reported on reopening implementation plans. She brought up the need for resources for those looking for jobs, including computer services

Each library discussed their site specific-plans for reopening.  
No public comment

C. FY17 and FY18 refunds and PayPal

D. Dan discussed the distribution of fines that were received via PayPal. Discussion will continue at the October meeting.

V. New Business

A. A. Universal Borrowing and E-Book Audio limits.  
The group discussed ideas about equity with regard to limits on e-books.

B. A presentation on Orange Boy metrics software will be held in September

VI. Standing Items for the agenda

A. System Administrator's report  
Dan discussed the contents of the report.

VII. Topics for future agenda

B, The topic of racial and equity issues was added as a standing item on the agenda. Sara Jones moved, Debbie seconded. The motion passed unanimously.

No public comment

C. Presentation on RFID by Lori Ayre

The remainder of the meeting was a presentation by Lori Ayre, Library Technology Consultant, on the various ways to implement RFID.

Minutes submitted by Gary Gorka, Dominican University of California

Minutes  
MARINet Board Meeting  
Oct. 15, 2020  
Online Meeting

Present: Linda Kenton (San Anselmo); Abbot Chambers (Sausalito); Joey Della Santina (Bel-Tib); Henry Bankhead (San Rafael), Franklin Escobedo (Larkspur), Bonny White (MCFL) Sara Jones (MCFL); Sarah Frye, College of Marin.  
Dan McMahon, Systems Administrator

Meeting called to order at 9:02

Guests: Susan Andrade (City of San Rafael Library & Recreation)

- I. Public Comment Period  
Bill Hale requested that acronyms be defined so the public can understand them.
- II. Introduction of guests  
Susan Andrade (City of San Rafael Library & Recreation)
- III. Approval of minutes Sept. 17, 2020  
Minutes were not received in time to be posted with the agenda, so will need to be approved at the November meeting.
- IV. Old Business:

A. Reopening plan, updates:

*MCFL*: soft launch of public computer access next week to include one hour/per day reservations at selected libraries. Schedule will allow cleaning computers between use. Curbside offered simultaneously at some locations, but will depend on staffing.

*SRPL*: plans (no set launch date yet) to offer browsing of high interest items at Northgate location with help from MCFL. Will continue curbside services at Main Library and hoping to use Pickleweed for computing (separate area from Library).

*Sausalito*: will probably open browsing on a limited basis.

*San Anselmo*: Looking at 11/4 date to open up for browsing to a limited number of people by reservation, one day a week. This was the most requested service in response to a survey to patrons. No self-serve, staff will grab holds.

*Mill Valley*: plans to offer computer access outside, but no indoor access at this time.

*Larkspur*- looking at checking out computers with hotspots. Quarantining takes up a huge amount of their small space, staff resources would be stretched to offer additional services inside.

*Bel-Tib*: Looking at having a small collection of best sellers and computers available in the Founders Room. No date set. No plans for beyond that until spring 2021.

*COM*: sticking with curbside, online instruction, handing out more laptops/hotspots.

B. RFID, evaluate Lori's Report

Bankhead cautioned against getting lost in the details, and suggested a push to implement tagging. Can buy tags now and tag and explore how we use readers later.

Discussion: Sausalito: move forward now if funds available. Build on collaborative nature. Bel-Tib: ideal time since weeding for new space. COM: still in information gathering stage, likely interested. SA: doesn't want to leave funds on table. Mill Valley: concerns about the timing when staff already stretched, and budgets have been cut. Kenton recommends bringing in Circ Working Group, and developing standards for how to tag.

MARINet Breaks for earthquake drill.

C. Check In: quarantine procedures

(Henry Bankhead takes over as host)

Larkspur and Mill Valley at 7 days, everyone else at 4 days.

V. New Business:

a. PSPS Preparations:

Libraries that are connected to City Halls and/or have generators will remain open; other libraries will try to offer limited services where possible.

b. Retreat Planning: suggestions included inviting Greg Lucas, more equity focus, and universal borrowing, McMahon suggested a bit of reflection to assess if doing what we want. Input should go to the Chair. Retreat will be 1/21.

c. Equity Discussion as Standing Item:

Motion to add equity discussion as standing agenda item passed (AC/FE). Sara Jones proposed first meeting to discuss what will look like.

VI. Standing Items for the Agenda

a. System Administrator's Report; Curbside represents between 40-50% of circulation. McMahon will bring a resolution re: fines next month, they are not yet distributed. There are \$414K in reserves. McMahon is delaying an upgrade for now. We are currently 2 releases behind because circulation staff are already stressed, but would be good not to get further behind.

b. *Topics for Future Agenda*: 1: possibility of creating small task force to discuss collection development; 2: relook at working groups; 3: should MARINet office staff take minutes.

VII. Non-action Items: Hale wants copy of recording.

VIII. Skipped announcements.  
Meeting adjourned at 11:16

*Respectfully submitted by Anji Brenner.*