

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, February 10, 2021**  
**4:00 p.m.**

**Meeting will be held remotely**

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

Meeting ID: 996 3237 8857

Passcode: 555024

One tap mobile

+16699009128,,99632378857#,,,,\*555024# US (San Jose)

+13462487799,,99632378857#,,,,\*555024# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

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

+1 312 626 6799 US (Chicago)

Meeting ID: 996 3237 8857

Passcode: 555024

Find your local number: <https://zoom.us/j/ad8LtXHuzT>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00 1.	Call to Order	Ream	Action
	<b>Introduction of Gabriella Calicchio, Interim Library Director</b>		
2.	Roll Call	Ream	Action

**“You are only one good book away from a good mood”.**

Unknown

3. Approval of Agenda

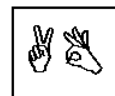
Ream

Action

4. Approval of January Minutes

Ream

Action



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

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

	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a. Filling Commission Vacancies	Walker	Information
	8. New Business	Ream	Information
	a. Strategic Plan 2021-2026	Walker	Information
	9. President's Report for January	Ream	Information
	a. Retirement for Bonny White	Ream	Information
	10. Director's Report for January	Jones	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

*Numbered List of attachments:*

- 4. Minutes for January 13, 2021
- 11. Library Director's Report for January

Unnumbered Attachments:

MARINet Board minutes of December 17, 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:**

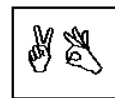
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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--  
Wednesday, January 13, 2021

(1) CALL TO ORDER

Meeting called to order at 4:03 p.m.

(2) ROLL CALL

Present

John MacLeod

Sue Ream

Ali Iqbal

Linda Ward

Barbara Schoen

Margaret Kathrein

Loretta Farley

Nick Javaras

Sally Hauser

Ed Meagher

Absent with Notification

Ann Kaplan

Anya Schandler

Also Present

Sara Jones, Director of County Library Services

Chantel Walker, Assistant Director of County Library Services

Bonny White, Deputy Director of County Library Services

Damon Hill, Deputy Library Services Manager

Leslie Galiani, Administrative Services Manager

Edna Guadiana, Administrative Services Associate

Anna Giles, CAO Analyst

Bill Hale, Member of the public

Geraldine Breiz, Administrative Services Associate

MCFL Staff: Jennifer Livingston, Julie Magnus, and Raemona Little-Taylor

(3) ADOPTION OF AGENDA M/S/C-Javaras/Kathrein--Agenda approved as submitted

(4) ADOPTION OF MINUTES M/S/C-Schoen/Hauser -- Minutes approved as submitted

(5) OPEN TIME FOR PUBLIC EXPRESSION— Commissioner MacLeod shared a video he created of Sara Jones with the Commission. The link to view Sara's video is:

<https://youtu.be/Yu76xwmox3k>

(6) READING & CORRESPONDENCE FILE --Materials were sent to the Library Commission

- (7) OLD BUSINESS - Chantel gave an update on having youth serve on the Library Commission.
- Yes we can go out for youth to join Library Commission
  - We'll have to go to BOS for approval to pay them
  - Commissioner Farley prefers to have volunteers; while Commissioner Javaras thinks we allow both volunteers and paid youth members on Commission
- M/S/C Javaras/Schoen moved to go forward with the proposal to BOS for approval
- (8) NEW BUSINESS
- a. Education Partnerships and Marin Promise Partnerships



## Education Initiatives Update

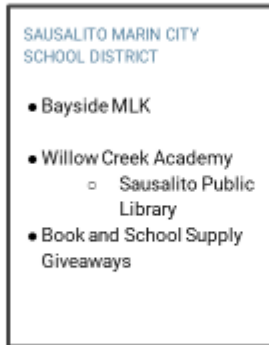
Library Commission Meeting  
Wednesday | January 13, 2021



Raemona Little Taylor  
Diana Lopez

Education  
Initiatives  
Coordinators

Despite COVID, we have had a busy year. Today we'll share some brief updates about our school partnerships, some book distributions, and then we want to highlight our partnership with Dominican University for our Reading Buddies program.



We renewed our partnership with SMSCS for another three years.

We recently started working in the Willow Creek Academy library in collaboration with the Sausalito Public Library. Their children's librarian has since left, but Abbot Chambers, City Librarian and Director of Communications remains committed to supporting us. Their Friends group will still be buying books for the school library.

Book Giveaways: We continue to partner with the Marin Housing Authority on the Book Rich Environment Initiative. We received over 1,000 books (toddler through teen) to give out. Due to COVID, we were unable to have our annual Books & BBQ, but we still gave out books in collaboration with community partners

### **Bags of Love (Bayside MLK)**

# of visits 4

# of books given away (total) 794

**Freedom School** - 100

**Performing Stars Diaper Drive** - 70

**Wifi Hotspot and Summer Smarty Ants** - 118

**Back to School** - 300

**Thanksgiving** - 200

Author Programs -

"Author Programs

BMLK and BTG"

Aisha Saeed 80

David Swope 12

Renee Watson 80

Grace Lin 75

Total 247

**TOAL 1829**

In August, with support from Sara and Bonny and community partners such as BTG and First Missionary Baptist Church, I coordinated a school supply drive. We gave away over 450 backpacks full of school supplies for kids at schools in our district. Any leftovers were given to kids in the Canal.

## South Novato

### Novato Unified School District

- Library Cards, daily after school programs, and class visits pre-COVID
- Book Giveaways at Free Lunch Sites in April and during summer
- Learning Hubs
- WiFi Hotspots
- Teens as WebStars
- Reading Buddies



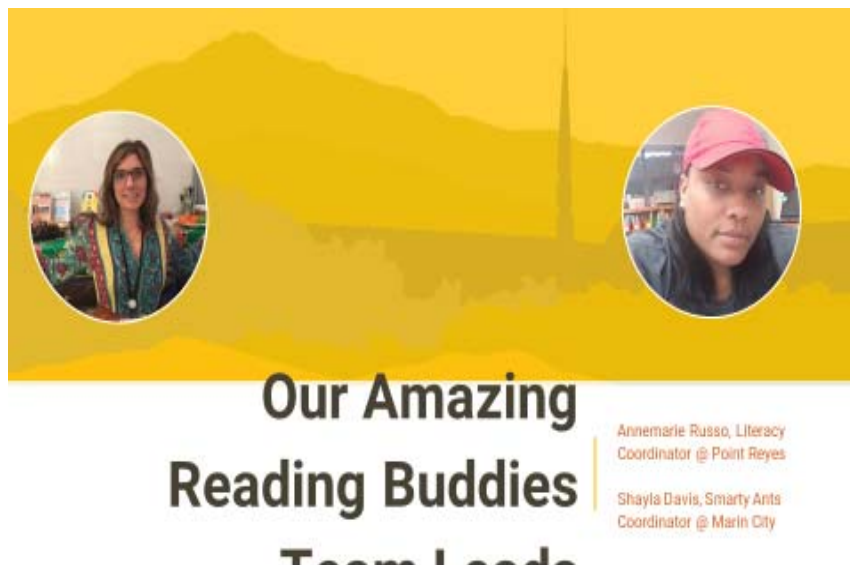
Hamilton Clothing Drive & Book Giveaway	166	2 visits
Hill Education Center Free Lunch Program	400	1 visit
Hamilton Free Lunch Program	390	1 visit
Total: 956		

## West Marin

### NICASIO SCHOOL DISTRICT AND SHORELINE UNIFIED SCHOOL DISTRICT

- Continued Partnership in FY19-20 and 20-21
- Pre-COVID Monthly Library Visits with Storytime and Maker Activities
- Book and School Supply Giveaways





Annemarie Russo is the Literacy Coordinator at the Point Reyes Library where Reading Buddies began. She has worked for MCFL since 2016 and is English/Spanish bilingual. Shayla Davis is our Smarty Ants Coordinator at Marin City. She's been running Smarty Ants since 2016, first as the Boys & Girls Club Bayside MLK Site Director, and since 2018 as a member of the MCFL team.



From the Dominican website: *More than 300 undergraduates are connecting and contributing to the greater community through 20 Service-Learning courses at Dominican University of California this semester. Much of the work is focused on addressing the education gap in marginalized communities throughout Marin County.*

This is a hands-on, equity-centered program that is part of a course that students enroll in. Some examples:

- ART/HONO 3119: Art Fundamentals
- CASC 3405: Community Engaged Research Methods
- EC 2000.1/3/8/9: Effective Communication 2
- HIST 1030: Evolution of Human Cultures
- HONO 3206: Social Justice & Ethical Action
- HONO 3412: Creative Writing
- PHIL 2101: Power of Words: Culture, Condition
- PHIL 2105: Ethics of Housing & Homelessness
- PHIL 2109: Healthcare Ethics & Equity



- Fits into 3rd Grade Literacy goal by providing one-on-one reading practice with an adult Reading Buddy using the program Epic over Zoom.
  - a. (All Reading Buddies are fingerprinted and accompanied by library staff.)
- College & Career Program enrollment goal of “Enroll in a postsecondary program by Fall after graduation” as we are working with students in an undergraduate program and they are learning skills/obtaining hands-on experience
- College & Career Program completion goal of “Complete a postsecondary program within 6 years” With instruction that we provide as well as the experience of directly impacting education equity goals, Dominican students are working towards completing their program


<https://www.dominican.edu/academics/engaged-learning/service-learning>

<https://www.dominican.edu/news/news-listing/service-learning-students-connect-community-trying-times>

<https://www.marinpromisepartnership.org/posts/cradle-to-career-county-wide-fact-sheet/>


<https://www.marinpromisepartnership.org/how-it-works/>

<https://www.marinpromisepartnership.org/progress-reports-race/>



**PARTNERSHIP WITH DOMINICAN UNIVERSITY: Quotes from Dominican Students About Their Reading Buddies Experiences:**

- *[Student SV] was my youngest buddy and my most diligent worker. Reading was a slight struggle for her, and most of the chatting we did, we did in Spanish, but she was one of the most persistent readers I've come across. She never gave up, and although she doubted herself at times, once I told her how much I believed in her and that big words are just little words mashed together, her confidence soared, and reading big words wasn't so scary anymore. She never gave up, which I admire about her. - South Novato RB*
- *After my first time, I was eager to attend Reading Buddies each Friday. I loved seeing the students I worked with and seeing the excitement on their faces each time I was there. This opportunity changed the outlook I have on life and how fortunate I am to have been a volunteer here. I am sure I learned more from this community and experience than they learned from me. During my time at Reading Buddies, I became aware of the hardships students face and the lack of materials in their education system to help them succeed in life. After everything I learned in the first semester, I was hooked on this program and being involved in it. I have completed two more semesters with Reading Buddies and am about to start my fourth. I am sad I have not been able to attend this program in person for almost a year, but am grateful to still be part of it and working with wonderful educators who are dedicated to helping these students. I am excited to return in person when the pandemic is over. - Marin City RB*



Fall 2020:

Two honors classes led by Thomas Burke, Assistant Professor of Literature & Languages and Social & Cultural Studies in the School of Liberal Arts and Education, will focus on race and representation in children's literature. Burke has partnered with the Marin County Free Library Reading Buddies program, pairing 38 students virtually with 38 youth in Marin City, Novato, and Point Reyes Station to read together weekly in a program aimed at improving literacy and closing the education gap in marginalized schools and communities in Marin.



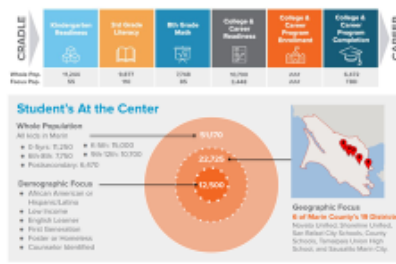
#### PARTNERSHIP WITH DOMINICAN UNIVERSITY

- Service Learning Students
- Honors 1100: Reading Popular Media
- Online orientation taught by Judy Kramer from 10,000 Degrees
- Online Epic training taught by Amy
- Diversity in children's literature presentation by Diana and Kayla

Cradle to Career

#### Cradle to Career - Countywide

Working Together for Educational Equity - We Promise to Close All Gaps by 2028



Marin City

#### WHAT WE DID

- Unable to launch RB at BMLK for Fall 2020
- Beta testing and comparison between Epic and ReadingIQ
- Continued with Smarty Ants



#### Smarty Ants Stats

- 40 kids participated in Smarty Ants for Fall.
- Completed a combined total of 487 hours (472 hours during class and 15 hours outside of class).
- On average per class, the kids showed some improvement:
  - Sanchez's, KG class progressed 7 levels.
  - Bunting's, TK/1st grade class progressed 3 levels.
  - S. Kelly's, 1st grade class progressed 20 levels.
  - Schmidt's, 1st/2nd grade class progressed 8 levels.



South Novato

#### WHAT WE DID

- About 5,700 Reading Buddies minutes accomplished
- 354 books read in Epic
- 34 Novato kids

#### CAREGIVER QUOTES

- *Mi hija encanto Reading Buddies y la verdad a también. (My daughter loved Reading Buddies, and the truth is that I did, too!)*
- *Creo que Emily si mejoró en su lectura. Gracias. Me gustaría que fueran más días de lectura, please. (I think Emily did improve in her reading thanks. I wish there were more days of reading, please.)*



To brighten up winter break, we also sent hundreds of books, maker kits, and toys home to students in December. Laura Kennett worked with Raemona Little Taylor to ensure every student in our Learning Hubs received a gift bag, while South Novato assembled personalized bags for 150 Hamilton families along with 34 Reading Buddies students.




### WHAT WE DID

- 10 week program
- 181 individual sessions of Reading Buddies
- Over 3,620 minutes of Reading



### CAREGIVER QUOTES

- Please continue doing this program as it encourages the child to read more.*
- The girls loved their buddies!*
- Alexander would like to participate in Reading buddies again this year - I am so thrilled you are able to provide this over zoom!*



### FUTURE OF READING BUDDIES

- Continued partnership with Dominican and Service Learning Program
  - Continued partnership with Professor Burke
- Spring 2021
  - West Marin, South Novato, and Marin City will have Reading Buddies.



Raemona  
Diana

RLittleTaylor  
DDLopez

@marincounty.org

After a brief question and answer period, President Ream thanked Janet for her reports.

Chantel gave an update on Marin Promise is a collaborative led by Ann Mathieson focused on moving educational equity forward. Some of the disparity between children of color and white children has gone down about 2% since Marin Promise started. In 7 years the disparity gap has not closed. For those interested in more information on Marin Promise, they will be having an event on January 27 or 28 on Zoom.

- (9) PRESIDENT'S REPORT FOR DECEMBER – Sue suggested that everyone share a good book, movie or music with everyone else.
- (10) DIRECTOR'S REPORT FOR DECEMBER
- Director Jones reported on the following:
- County Administrator is working on appointing an Interim Director, who will replace Sara until a permanent Director is found;
  - Sara's last day is Friday, February 12, 2021;
  - We will start recruitment for Deputy Director position as soon as possible
- (11) ANNOUNCEMENTS
- Next meeting will be on February 10 at 4pm. Bonny thanked the Commission for the wonderful work they do on our behalf.
- (12) ADJOURNMENT – M/S Javaras/Schoen - Meeting adjourned @ 5:22 p.m.



**Marin County Free Library Commission Report**  
**Sara Jones, Director of County Library Services**  
**January 2021 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 (Margaret and Raemona)
- b. Teen Services (Eva)
- c. Adult Services (Janet)
- d. Collection Development and Management (Digital and Physical) (Julie)
- e. Educational Equity (Raemona and Diana)
- f. Specialized COVID Responses

**2. Personnel (Chantel)**

**3. Library Director Activities (Sara J.)**

## Library Activities and Our Equity Focus

 <p><b>Children's Services</b> During the Shelter in Place</p> 	<p>Marin City Library continues its Marin City Live! children's author events. On Saturday, January 23, we welcome author and illustrator Grace Lin. As part of this series, a local donor has been providing books for kids in targeted age group at Bayside MLK and Bridge the Gap. Seventy-five copies of <i>Year of the Dog</i> were distributed.</p> <p>West Marin Libraries and the Learning Bus presented a series of fun virtual programs for 0-5 years olds and their caregivers.</p> <ul style="list-style-type: none"><li>• Erika Hara presented Japanese inspired Storytime on Jan 15 &amp; 22</li><li>• Erika Vetter presented Baby Sign Language on Jan 29</li><li>• Bilingual Dance and Movement Class on Jan 14, Jan 21, and Jan 28</li></ul>
 <p><b>Teen Services</b> During the Shelter in Place</p>	<ul style="list-style-type: none"><li>• We did not have the Lit Review this year (2021) because we didn't feel a virtual program would serve best. We pick it up again in 2022</li><li>• TSC supports guidelines to ensure diverse representation on booklists (ex. minimum 50% female authors, minimum 30% own voices authors—exact guidelines to be decided after consulting other committees)</li><li>• TSC Statement of Purpose which is aligned with MCFL Mission and Values was posted on committee site. We will begin working on our program planning document</li><li>• We gave feedback on the new website and contributed booklists for the launch</li><li>• We have completed the Teen Fiction Audit and are discussing our findings</li></ul>
 <p><b>Adult Services</b> During the Shelter in Place</p>	<p>The Talk with a Librarian Line had some memorable calls this month:</p> <ul style="list-style-type: none"><li>• A patron wrote to thank Shereen Ash for all the time she spent with her on the Talk with a Librarian line getting her next <b>book club kit</b> for her 30 year old book club in Bel</li></ul>



Marin Keys, but also got a tutorial on how to maneuver around the library's computer system to help her obtain their monthly reads. The book club kits have been invaluable to her group, seniors and do not have the inclination, space, or dollars to obtain more books. Since learning about the book club kits, they have more members showing up having actually read the book for discussion. With the age of their group, an actual book (not eBook or audio book) works best. Most importantly she noted with gratitude that **“Reading has been even more important to us all during the isolating time of the pandemic.”**

- **A man in Puerto Rico called asking how to obtain a resource he found in an MCFL blog post** written by Mildred Arencibia. He was searching for books for children in Spanish on COVID-19 and found this post: <https://marinlibrary.org/libros-para-explicar-el-virus-covid-19-a-los-ninos/> He is working on a project with the government to create kits about COVID-19 to give away to children and wants to include this resource. He at first asked if we were selling this book but I was able to direct him to the author's website and he will contact her to ensure he can distribute them in this manner. It is exciting when our work reaches out into the world with unexpected positive outcomes. MCFL's influence reaches far and wide!



## Collection Development and Management

During the Shelter in Place



The Technical Services team leaped into action this month to help support the emergency construction closures at Corte Madera and Novato. Materials from the delivery are being stored at Tec on tables until the items can be returned safely to both branches.

Current collection projects include looking at our Children's Holiday books with an equity lens to provide more balance, and to review Easy Chapter books with the goal of having 51% of the books include representation of diverse characters. The diversity audit of our Teen books was completed at the end of 2020, and analysis of the results will be happening in the next couple of months.

The Selectors also sent out a survey to branch managers to query them about the demand for new materials at each location, and what were the most needed types of items. The Selectors will incorporate this feedback into purchases for the remainder of the fiscal year. We have been working on being responsive to the unique needs of the “pandemic library” by assessing our collection fund allocation and looking at data about OverDrive use and demand.



## Educational Equity

During the Shelter in Place



Marin City, South Novato, and Point Reyes branches are once again collaborating with Dominican University's Service Learning (SL) Program on our **Reading Buddies** program. SL students read with kids after-school to help them build their literacy skills. As part of the program, staff from all of the branches attended the two sessions of Professor Burke's classes on January 25 and 26 to connect with the students and talk about the program. They will return to the classes in February to train them with Reading Buddies set to launch on February 10<sup>th</sup>.

## Personnel Update



During January 2021 MCFL continued our recruitment and hiring momentum! 2020 was a very successful year of hiring at MCFL. Thank you to the MCFL's interview panels members; hiring managers; admin staff; and, finance accounting human resources (FAHr) Team Members. In addition, special thanks to our colleagues from the County Administrator's Office and the Department of Human Resources.

### Please help us welcome new:

#### Administrative Assistant II

Kathryn S. Guruwaya (Administration)

#### Library Aide

Tyler Lacy (Fairfax)

#### Library Assistant I –

Elan Delgadillo (Marin City);

Joanna Langenhan (Fairfax);

Maria Cristine Criollo (Fairfax); and,

Tiara Mead (Novato).

During January, we opened a Deputy Director (Administration) and a Library Assistant II (Novato) recruitment.

The following full-time and part-time vacancies are under review

- |  |  |
|--|--|
| • <b>Director of County Library Services</b> | <b>1.0 FTE</b>   |
| • <b>Administrative Services Technician</b>  | <b>1.0 FTE</b> Accounting                                |
| • <b>Community Library Specialist</b>        | <b>2.8 FTE</b> - Point Reyes; Spanish-Spkg Srvs; W Marin |
| • <b>Librarian I</b>                         | <b>0.5FTE</b> – Fairfax                                  |
| • <b>Librarian II</b>                        | <b>0.8 FTE</b> – Corte Madera                            |
| • <b>Library Services Manager:</b>           | <b>1.0 FTE</b> - Facilities & Projects                   |
| • <b>Sr. Librarian</b>                       | <b>1.0 FTE</b> – South Novato                            |
| • <b>Technical Support Services I/II</b>     | <b>1.0 FTE</b> – Tech Support                            |



## Library Director Activities



As I write my last Library Director Report for the Marin County Free Library, I'd like to thank the Library Commission and the community for their tremendous support of me and our fabulous library system. I'd like to take this time to detail some of the most important work over the last 7 years that MCFL accomplished.

- Addressed the Grand Jury report: "*Libraries Aren't Just for Books Anymore*" concerns about use of Measure A, ensuring transparency and accountable use of the taxpayers' resources.
- Passed Measure A with 78.8% approval.
- Developed the first strategic plan for the library.
- Expanded MCFL facilities by 17,000 square feet at Tech Services, the California Room Annex at Los Gatos and the South Novato Location.
- Significantly expanded and enhanced education partnerships with Marin County Office of Education, XRLibraries/XRMarin, Novato Unified School District, Sausalito/Marin City School District, Nicasio Schools, Shoreline School District, and Marin Promise Partnership.
- Expanded equity, diversity and inclusion work and continue to grow a diverse workforce.
- Expanded innovation and technology use including 3D Printing, coding, MakerSpace and partnered with the first Virtual Reality classroom in the nation.
- Expanded partnerships with Cultural Services, like the Fair and the Poet Laureate, Marin County Parks, park passes, and the Pop-Up mall in Northgate.
- During COVID, ran the wi-fi hotspot project, day-care for healthcare and essential and five learning hubs, curbside services, greatly expanded online services, HHS support, food delivery, housing and rental assistance projects to support our community during this incredibly challenging time.

And had an excellent time helping all of this happening. I know you have a great foundation for the lucky person who gets this job!

Finally, Thank you to Gabriella Calicchio for accepting the Interim and to an absolutely exceptional staff that really run this organization- you are in the best hands.

## Commission Members:

MCFL and the County of Marin

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



## MARINet Board Meeting Minutes

December 17, 2020 Online Meeting

Meeting convened at 9:05 a.m.

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Franklin Escobedo (LRK), Henry Bankhead (SRPL), Chantel Walker, Damon Hill and Julie Magnus (MCFL), Anji Brenner (MVY), Debbie Mazzolini (BET), Gary Gorka (DUC), Sarah Frye (COM), Dan McMahon and Jessica Trenary (MARINet).

- I. No Public Comments (no member of public present)
- II. No guests
- III. Minutes of Nov. 19, 2020 approved
- IV. Old Business
  - A. Collection Development Task Force: Reminder to send names to Dan for staff to server on CDTF. Schedule 1<sup>st</sup> meeting for before January retreat if possible. Dan will set up email list.
  - B. Bookdrops: The bookdrop ordered by MCFL is having lengthy delays being delivered. This one is for use at Novato during a closure, but then can be used for the Lucas Valley site. What is being considered are two locations:
    - a. Lucas Valley Rd. at the pullout just West of Las Gallinas. The City of San Rafael has offered to install this one.
    - b. Tam Junction, we have to find an exact location. Anji will check with her contacts, the ideal spot may be County property.
  - C. Retreat Planning: We'll have a quick regular meeting before the retreat. The retreat topics will be Universal Borrowing, Equity, Collection Development Task Force, and the Agenda process for these meetings. Greg Lucas is a go as our speaker, at 10 a.m. There will be online lunch as well, where people will talk about the personal significance of a food they're eating.
  - D. RFID: Lori Ayre has sent her terms for consulting on this project with us, and the board voted to accept her at these terms. We will have unlimited questions, and a certain number of hours of research or presentations for \$1,400 per quarter.
  - E. Delivery: The challenges and increasing costs of delivery make it worth looking at the whole process. Cheryl Gould did a study on library delivery options that might be helpful, we need to track down a copy. There was a detailed discussion of the issues, largely financial and personnel ones, and how holds patterns and system settings are tied into delivery volume.
  - F. Reopening Plans: Given the increases in Covid-19 everywhere, everyone is in wait-and-see mode. Mid-January is about when everyone will be reevaluating this. Meanwhile curbside services are continuing, with varying breaks for the holidays at each library.
- V. New Business
  - None.
- VI. Standing Items for the agenda

- A. Equity Discussion (Chantel Walker): Chantel described how the current Equity discussion began for her and for libraries including MCFL with GARE in 2016. Bonny White and Sara Jones have been involved for years, and Sara is heading the Anti-Racist and Ally Network. MCFL is advertising staff openings in new and novel channels, and has increased staff diversity greatly in recent years, at all levels. This also leads to discussion of collection development policy, and the analysis of fiction collections (beginning with Teen) to see if they are representative, and to seek funding to grow an equity collection. If MARINet Libraries want to join CREI they can let Sara and Chantel know.
- B. System Administrator's report (Dan and Jessica): We are waiting on the Sierra upgrade until after the holidays, as it didn't happen at the once chance we had in early December. Newsbank and the Wall St. Journal are new products just set up for MARINet, and are using a homemade authentication system based on Sierra's API.
- C. Topics for future agenda: CDTF, Reopening, RFID, Bookdrops. For the retreat part, topics are as stated before, Universal Borrowing, Equity, Collection Development Task Force, and the Agenda process. Disaster preparedness is also a possible topic.

VII. Non-Action Items  
None.

VIII. Meeting adjourned at 10:25 a.m.

Minutes taken by Dan McMahon, MARINet Systems Administrator