MARIN COUNTY FREE LIBRARY COMMISSION

Gabriella Calicchio
Interim Director of County Library Services

Library Commission
3501 Civic Center Drive
Suite 414
San Rafael, CA 94903
Phone: 415.473.3220
Fax: 415.473.3726
CRS Dial 711
www.marinlibrary.org

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, April 14, 2021
4:00 p.m.

Meeting will be held remotely

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

Meeting ID: 994 4718 9211
Passcode: 899932
One tap mobile
+16699009128,,99447189211#,,,,*899932# US (San Jose)
+13462487799,,99447189211#,,,,*899932# 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 DC)
+1 312 626 6799 US (Chicago)

Meeting ID: 994 4718 9211
Passcode: 899932
Find your local number: https://zoom.us/u/ab4xLqyERI

ITEM PRESENTER STATUS
4:00 1. Call to Order Ream Action
2. Roll Call Ream Action
3. Approval of Agenda Ream Action
4. Approval of March Minutes Ream Action

Reading brings us unknown friends” – Honoré de Balzac

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.

LIBRARY COMMISSION AGENDA FOR 04/14/21 MTG
5. Open Time for Public Expression
6. Reading & Correspondence File Ream Information
7. Old Business
   a. Commission Vacancy Update Walker Information
8. New Business
   a. Online Services and Digital Tools Magnus Information
   b. Bookmobile Vickers/Lumb Information
9. President’s Report for March Ream Information
   Information
10. Director’s Report for March Calicchio Information
11. Announcements Ream Information
12. Adjournment Ream Action

Numbered List of attachments:
4. Minutes for March 10, 2021
10. Library Director’s Report for March

Unnumbered Attachments:
MARINet Board minutes of February 18, 2021, held at MCFL Tech Services, 1600 Los Gamos Dr., Suite 180, San Rafael, CA
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 Meadowweet 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
MARIN COUNTY FREE LIBRARY
Virtual Meeting
--PROPOSED MINUTES--
Wednesday, March 10, 2021

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

(2) ROLL CALL
Present
John MacLeod           Sue Ream           Ann Kaplan
Linda Ward            Barbara Schoen    Margaret Kathrein
Loretta Farley        Nick Javaras      Sally Hauser
Anya Schandler

Absent with Notification
Ali Iqbal

Also Present
Gabriella Calicchio, Interim Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Raemona Little Taylor, Deputy Director of County Library Services
Kathy Guruwaya, Administrative Assistant II
Leslie Galiani, Administrative Services Manager
Damon Hill, Library Services Manager
Edna Guadiana, Administrative Services Associate
Geraldine Breiz, Administrative Services Associate
Bill Hale, Member of the public

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

(4) ADOPTION OF MINUTES M/S/C-Javaras/Schandler – Minutes approved as submitted.

(5) OPEN TIME FOR PUBLIC EXPRESSION – Bill Hale asked which Districts are lacking members. Commissioner Javaras replied that the 4th District is (his District); Edna gave the following breakdown of what vacancies need to be filled if there were to be 3 members from each District: 1 from D2, 1 from D4, and 2 from D5. President Ream stated that we’d like to have at least 2 from each District.

(6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting.
(7) OLD BUSINESS
   a. Strategic Planning Feedback Timeline: holding off for a couple months until the new director is here.

(8) NEW BUSINESS
      
      - Facilities Primary Goals

      Primary Project Goals

      Fairfax Library
      
      - Fire Life Safety System 60% designed – construction next fiscal year
      - Community Garden 90% design completed
      - ADA Parking Spot

      Novato
      
      - Fire System is 90% completed most interior work done
      - Electrical improvements for Teen Area and Service Desk
- Roof and Windows
- Children's ADA and Shelving Project
- Fire System and Interior HVAC plans 90% complete and permit process with construction to follow

### Revenue Sources & Facilities Expenditures: Measure A (Sources and Uses)

#### Revenue Sources and Uses

**MCFL Facilities including Measure A and all Sources**

#### REVENUE SOURCES & FACILITIES EXPENDITURES: MEASURE A (Sources and Uses)

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Measure A Revenues ($448k)</th>
<th>Measure A Totals</th>
<th>Measure A Bond (2023)</th>
<th>County Contributions</th>
<th>Grant Funding</th>
<th>Total Sources</th>
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<tbody>
<tr>
<td><strong>Fiscal Year</strong></td>
<td><strong>FY 15-16</strong></td>
<td><strong>FY 16-17</strong></td>
<td><strong>FY 17-18</strong></td>
<td><strong>FY 18-19</strong></td>
<td><strong>FY 19-20</strong></td>
<td><strong>FY 20-21</strong></td>
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<tr>
<td><strong>Capital Improvement Projects</strong></td>
<td>$600k</td>
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<td><strong>Plan Annexation</strong></td>
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<td><strong>MCOA Capital Projects</strong></td>
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<tr>
<td><strong>Cortez ES</strong></td>
<td>$10,000</td>
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<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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<td><strong>Program Reimbursements</strong></td>
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<td><strong>Total</strong></td>
<td>$415,644</td>
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#### Fiscal Year 15-16

- **Cortez Library**
  - $1,300 for new shelving
  - $1,300 for new shelving
- **MCFL Library**
  - $1,300 for new shelving
  - $1,300 for new shelving

#### Fiscal Year 16-17

- **Cortez Library**
  - $1,200 for new shelving
  - $1,200 for new shelving
- **MCFL Library**
  - $1,200 for new shelving
  - $1,200 for new shelving

#### Fiscal Year 17-18

- **Cortez Library**
  - $1,100 for new shelving
  - $1,100 for new shelving
- **MCFL Library**
  - $1,100 for new shelving
  - $1,100 for new shelving

#### Fiscal Year 18-19

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 19-20

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 20-21

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 21-22

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 22-23

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 23-24

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 24-25

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 25-26

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 26-27

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 27-28

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 28-29

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 29-30

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 30-31

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 31-32

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 32-33

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 33-34

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 34-35

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 35-36

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 36-37

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 37-38

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 38-39

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 39-40

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 40-41

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving

#### Fiscal Year 41-42

- **Cortez Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- **MCFL Library**
  - $1,000 for new shelving
  - $1,000 for new shelving
- Measure A Budget Structure

**Measure A Budget Structure**

**Measure A Revenue Budget**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>ORG #</th>
<th>Object</th>
<th>Revenue Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Tax/Assessment - Prop. Tax</td>
<td>24816501</td>
<td>411125</td>
<td>$2,500,000</td>
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**Measure A Operational Expense Budget**

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<tr>
<th>Operating Expense</th>
<th>ORG #</th>
<th>Object</th>
<th>Expense Budget</th>
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<tr>
<td>Salaries &amp; Benefits (10% Personnel Cost)</td>
<td>24816501</td>
<td>511110</td>
<td>$1,000,000</td>
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<tr>
<td>*Other Services/Charges (RE Leases, Literacy &amp; Learning Bus Programs, Library Materials)</td>
<td>24816501</td>
<td>521110</td>
<td><strong>$550,000</strong></td>
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<tr>
<td>Technology</td>
<td>24816501</td>
<td>521110</td>
<td>$50,000</td>
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<tr>
<td><strong>Total Operating Budget</strong></td>
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<td><strong>$2,000,000</strong></td>
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**Measure A CAP Budget**

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<tr>
<th>Capital Expense</th>
<th>ORG #</th>
<th>Object</th>
<th>Expense Budget</th>
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<tr>
<td>Capital Projects</td>
<td>24846541</td>
<td>540210</td>
<td>$500,000</td>
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<td><strong>Total CAP Budget</strong></td>
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<td><strong>$500,000</strong></td>
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<td><strong>Total Measure A Budget</strong></td>
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<td><strong>$2,500,000</strong></td>
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</table>

**5 Year Projection**

5 Year Projection

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Actuals</td>
<td>Actuals</td>
<td>Actuals</td>
<td>Actuals</td>
<td>Projected</td>
<td>Plan</td>
<td>Plan</td>
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<td><strong>Beginning Fund Balance</strong></td>
<td>$4,488,748</td>
<td>$5,600,732</td>
<td>$7,419,745</td>
<td>$8,393,296</td>
<td>$7,113,495</td>
<td>$7,125,110</td>
<td>$6,910,050</td>
<td>$6,677,600</td>
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<td><strong>Property Tax - Base</strong></td>
<td>$8,395,930</td>
<td>$8,146,442</td>
<td>$8,955,517</td>
<td>$9,350,400</td>
<td>$9,810,000</td>
<td>$10,204,000</td>
<td>$10,551,832</td>
<td>$10,927,480</td>
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<tr>
<td><strong>Property Tax - Other</strong></td>
<td>$4,403,725</td>
<td>$4,500,401</td>
<td>$4,910,046</td>
<td>$4,859,875</td>
<td>$4,894,275</td>
<td>$4,894,075</td>
<td>$4,937,644</td>
<td>$4,976,061</td>
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<tr>
<td><strong>Maintenance</strong></td>
<td>$2,519,181</td>
<td>$2,571,119</td>
<td>$2,639,973</td>
<td>$2,680,000</td>
<td>$2,680,000</td>
<td>$2,753,000</td>
<td>$2,766,372</td>
<td>$2,844,017</td>
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<tr>
<td><strong>Other Revenues</strong></td>
<td>$1,227,027</td>
<td>$1,220,440</td>
<td>$1,901,928</td>
<td>$1,901,000</td>
<td>$1,901,000</td>
<td>$1,901,000</td>
<td>$1,901,000</td>
<td>$1,901,000</td>
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<tr>
<td><strong>Total Revenue</strong></td>
<td>$16,957,964</td>
<td>$17,333,683</td>
<td>$18,743,640</td>
<td>$18,718,015</td>
<td>$18,412,890</td>
<td>$18,276,815</td>
<td>$18,058,045</td>
<td>$17,573,825</td>
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<tr>
<td><strong>Salaries and Benefits</strong></td>
<td>$10,964,929</td>
<td>$11,458,063</td>
<td>$11,448,561</td>
<td>$11,355,166</td>
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<td>$12,681,017</td>
<td>$13,280,317</td>
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<td><strong>Services and Supplies</strong></td>
<td>$3,743,994</td>
<td>$4,007,016</td>
<td>$4,098,813</td>
<td>$4,599,448</td>
<td>$4,643,229</td>
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<td><strong>Other Expenses</strong></td>
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<td>$1,232,801</td>
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<td><strong>Program Capital Outlay</strong></td>
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<td><strong>Total Expense</strong></td>
<td>$15,833,660</td>
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<td>$18,393,640</td>
<td>$18,372,470</td>
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<td>$18,825,225</td>
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<td><strong>Net Library Cost</strong></td>
<td>$(1,626,096)</td>
<td>$(1,612,637)</td>
<td>$(1,640,881)</td>
<td>$(1,667,460)</td>
<td>$(1,564,954)</td>
<td>$(1,029,945)</td>
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<td>$(1,775,004)</td>
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<td><strong>Ending Fund Balance</strong></td>
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<td>$(7,069,743)</td>
<td>$(9,089,298)</td>
<td>$(7,149,699)</td>
<td>$(7,095,113)</td>
<td>$(6,910,050)</td>
<td>$(6,637,600)</td>
<td>$(6,318,235)</td>
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**5.26.21 Financial Planning for the Library Department**

**5 Year Projection**

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<th>Assumptions</th>
<th>1.04</th>
<th>1.02</th>
<th>1.02</th>
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<tr>
<td>Prop tax - base</td>
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<td>1.02</td>
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<td>VAT salary inflation</td>
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<td>1.02</td>
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**Unofficial Fund Balance**

**Measure A Revenue Budget**
## 5 Year Projection without Measure A

### 3.26.21 Financial Planning for the Library Department

### 5 Year Projection without Measure A

<table>
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<td><strong>Property Tax - Rate</strong></td>
<td>$ 6,488,930</td>
<td>$ 7,180,413</td>
<td>$ 9,300,177</td>
<td>$ 9,148,536</td>
<td>$ 9,120,500</td>
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<td>$ 9,120,500</td>
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<td><strong>Property Tax - Other</strong></td>
<td>$ 6,488,930</td>
<td>$ 7,180,413</td>
<td>$ 9,300,177</td>
<td>$ 9,148,536</td>
<td>$ 9,120,500</td>
<td>$ 9,120,500</td>
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<td><strong>Measure A</strong></td>
<td>$ 6,488,930</td>
<td>$ 7,180,413</td>
<td>$ 9,300,177</td>
<td>$ 9,148,536</td>
<td>$ 9,120,500</td>
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<td><strong>Other Revenues</strong></td>
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<td><strong>Salaries and Benefits</strong></td>
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<td><strong>Services and Supplies</strong></td>
<td>$ 2,893,990</td>
<td>$ 2,908,076</td>
<td>$ 3,336,684</td>
<td>$ 3,502,539</td>
<td>$ 3,502,539</td>
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<td><strong>Reserve (Due Time Allocations)</strong></td>
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<td>$ 2,300,000</td>
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### Measure A Capital Projects Summary FY 2020/21

#### MEASURE A CAPITAL PROJECTS SUMMARY FY 2020/21

<table>
<thead>
<tr>
<th>Project No.</th>
<th>Project Title</th>
<th>Library Site</th>
<th>Service</th>
<th>Balance 19/20</th>
<th>Budget 2020/21</th>
<th>Expended 2020/21</th>
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<td>Miscellaneous Costs</td>
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<tr>
<td>Construction</td>
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b. Measure A Funding Allocation 2021 – 2024

- Proposed Measure A Budget Structure Beginning July 1, 2021

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<th>Operating Expense</th>
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<th>Expense Budget</th>
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<td>*Other Services/Charges (RE Leases, Literacy &amp; Learning Bus Programs, Library Materials)</td>
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<td>Technology</td>
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<td>Total Operating Budget</td>
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</table>

*RE Leases ($400K), Literacy & Learning Bus Programs ($200K), Math ($300K)

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<tr>
<th>Measure A CAP Budget</th>
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<td>ORG #:</td>
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<td>Capital Projects</td>
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</tr>
<tr>
<td>ORG #</td>
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<td></td>
<td></td>
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<tr>
<td>Object</td>
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<tr>
<td>Expense Budget</td>
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<td>Capital Projects</td>
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<td>Total CAP Budget</td>
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</table>

Library Capital Projects Budget

<table>
<thead>
<tr>
<th>Total Measure A Budget</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$2,500,000</td>
</tr>
</tbody>
</table>

Approved on March 10, 2021 by the Library Commission


After a question-and-answer period, President Ream thanked Chantel, Leslie, and Damon for their reports.

(9) PRESIDENT’S REPORT FOR MARCH – Sue reported on the article from the American Library Association on the Build America’s Libraries Act at [http://www.ala.org/advocacy/builddlibraries](http://www.ala.org/advocacy/builddlibraries) and gave the following link for tracking the $5 billion bill package: [https://www.govtrack.us/](https://www.govtrack.us/). She also shared the following post from Jared Hoffman:

**Jared Huffman**

Libraries need our support, even during the pandemic when access is limited and we’re reading a lot of e-books and audiobooks. One of the best perks I have in Congress is borrowing privileges at the Library of Congress, which I’m using more and more. Just finished the amazing "Sapiens" and am now reading "Notes from an Apocalypses" (on why some people have always tended to believe the end-times are near) and "Cry Havoc" (by the former mayor of Charlottesville about the white nationalist debacle that engulfed his community in 2017).

Most communities have libraries that are helping educate, connect and enlighten people in important ways. We need to support that everywhere. While technology and services are changing, I can’t imagine a time when we will not need libraries. That’s why I’m proud to be co-sponsoring the bipartisan Build America’s Libraries Act, which upgrades to the nation’s library infrastructure to address challenges such as natural disasters, COVID-19, broadband capacity, environmental hazards, and accessibility barriers - including improving library facilities in underserved communities across the country.

That’s all. Just a plug for libraries. Have a great day.
(10) DIRECTOR'S REPORT FOR MARCH

Interim Director Calicchio reported on the following:

➢ Director's Search: the search consultant's contract should be signed by the end of the month. The hope is that someone will be in place by the end of May or beginning of June.
➢ Chantel and Raemona are doing a fantastic job as members of the Executive Team and are helping me get more familiar with the Library.
➢ Raemona: pop-up library at Northgate Mall and update on reopening efforts throughout the system.

(11) ANNOUNCEMENTS
Next meeting will be on April 14 at 4:00 PM.
John MacLeod had a poster of Sara made that staff is signing, the Commissioners can send John a note to Sara if they'd like and he'll paste it on the back of the poster before sending it to her.

(12) ADJOURNMENT – M/S Schandler/Javaras – Meeting adjourned @ 5:43 PM.
Marin County Free Library Commission Report
Gabriella Calicchio, Interim Director of County Library Services

March 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
   b. Teen Services
   c. Adult Services
   d. Collection Development and Management
   e. Educational Equity
   f. Specialized COVID Responses
      i. Communications and Website Enhancements
      ii. Curbside Services and Reopening

2. Personnel

3. Library Director Activities
**Library Activities and Our Equity Focus**

- The Children’s Services Team continued planning for our Summer program by ordering giveaway books. Our focus, similar to last year, will be:
  - Kids that have no access to preschool (served by Learning Bus)
  - Kids without access to wifi (served by HotSpots)
  - Kids not reading at grade level
  - English language learners
  - Children with special needs
  - Children of service workers in our community
  - Kids in Foster care or group homes
  - Children living in food deserts and/or experiencing homelessness
  - Communities of color
  - Kids with a lack of transportation
  - Children whose parents are incarcerated

- Children’s Services Team completed updating its mission, vision, strategies, and metrics. Our draft mission: “To develop, promote and evaluate children’s services, build community connections, empower families to be lifelong learners, and support professional development in children’s services for all library staff.”

- The Learning Bus team distributed a new “Little Learners” kit to families this month. The theme is “Sewing and Lacing” which supports fine motor development. The Learning Bus is also partnering with County H&HS to provide kits to home visitors as part of the Healthy Families Marin initiative.

**Teen Services**

- Discussed ideas for reaching teens when branches reopen for browsing. We understand the teens use the library for socializing, but we won’t be able to offer space for that.

- Our Summer Program will remain the same as last summer with virtual programming, craft kits, and giveaway books.

- There is a need for another member to take over the Teen Leadership Crew.

- We began planning a strategy for Mission-Based Programming. Want to give teens a voice (Leadership Crew, teen magazine) and put creative outlets into the hands of teens (books, craft kits).
March is Women’s History Month! It had its beginnings in Sonoma County, California in the 1970s when a group of educators wanted to rectify the lack of curriculum about women’s historical achievements in K-12 education. MCFL celebrated with a blog about resources to learn more that included websites, books, and movies, all available through our libraries.

A featured program for March was a talk with songwriter, musician, speaker, and community advocate Hollis Wong-Wear. With her roots in spoken word and slam poetry, Hollis is passionate about how creativity and the arts fuel and shape civic discourse and is dedicated to lending her voice and capacities towards vibrant social equity.

MCFL is now offering ESL Classes on Zoom! For those interested in learning, improving, and/or practicing English, Beginner and Intermediate level classes are now available.

The Inverness Library has reinstated its Wednesday Coffee Klatch once a month! All are welcome to join them for a virtual social gathering via Zoom on the last Wednesday of every month.

Legal Aid of Marin presented two virtual workshops for adults this month, one in English and one in Spanish, about California’s newest eviction protection law, Senate Bill 91, that extends housing protections for renters during the pandemic.

Tec Services has moved forward in our collection shelf-ready projects this month. Team members, working with MARINet, were able to troubleshoot and solve problems with our Midwest vendor’s system interaction with the leaders in our Sierra ILS that caused duplicate records, and we also successfully submitted our first test order to Baker & Taylor, our major supplier of books. The Baker & Taylor process to set up the Customized Library Services, or CLS has been a detail-oriented and challenging project. This was a big hurdle that will allow us to review all the settings and processing for the Teen, Spanish and Adult Non-Fiction items, leading to further expansion.

Tec Services, working with our Tech Support team & Library Marketing, has been preparing Tech Connect Packs of Chromebooks and WiFi Hotspots to launch when we reopen branches for Library Express Service in April.

On the digital collection side, we are highlighting the new collection of OverDrive Magazines. Over 3300 titles are available on either OverDrive or the Libby app. Circulation is great. So far
this month 7 of the top 20 titles checked out are magazines, including US Weekly, The New Yorker, Cook’s Illustrated, The Economist, Dwell, Bon Appetit, and HGTV Magazine.

Marin City Library collaborated with Performing Stars and First Baptist Missionary Church to attend their grocery giveaway. We distributed approximately 60 TK-3rd grade books and about a dozen 8th-12th grade books.

Marin City Library collaborated with Performing Stars to have a Zoom book reading and Q&A with Linsey Davis, ABC News Anchor and correspondent and best-selling author of three books: The World Aware, One Big Heart: A Celebration of Being More Alike than Different, and her latest book, Stay This Way Forever—a book geared toward encouraging parents to honor their children’s individuality. Performing Stars, Friends of Marin City Library, Friends of the Sausalito Library, and Marin Housing Authority purchased 175 copies of Stay This Way Forever from Book Passage to give to children at Horizon Community School, Bayside Martin Luther King, Jr. Academy, and Willow Creek Academy in grades Pre-K through 2nd. We worked with the schools so that the classes could attend the program, and library staff labeled and personally delivered books to each school. Local ABC newscaster Jobina Forston served as Mistress of Ceremonies. Mary Jane Burke, Superintendent Marin County Office of Education, welcomed the students.

The Learning Bus team distributed a new “Little Learners” kit to families this month. The Learning Bus is partnering with County H&HS to provide kits to home visitors as part of the Healthy Families Marin initiative.

Specialized COVID Responses

Communication and Website Enhancements
This month our email newsletter highlighted our new interim director’s message, anti-racism resources, Digital Marin’s survey about Internet Access, the new Teen produced magazine The Spire, and library staff contributions as Disaster Service Workers, including at the Marin Center Inoculation site. On our website, we shared information about Women’s History Month, the new Marin County Rental Assistance Program, Housing Protections during the Pandemic, Tips for Beginning Readers K-Gr 3, and a memorial for children’s author Norton Juster, of The Phantom Tollbooth fame, among others. We added to our storytime playlist, featuring two new “Storytime with Vanessa” selections. Our Library Marketing team has been working on messaging and graphics to support our next level of service as we plan for reopening, and preparing the Tech Connect Packs labeling and inserts.
Curbside and Reopening

We are happy to announce that, beginning the week of April 19, Marin County Free Library will reopen most branches to the public for Library Express Service. To ensure sufficient space for social distancing to protect the health and safety of the public, the libraries will be open with limited occupancy and offer select services. Marin County Free Library* branches opening for Library Express Service the week of April 19 include Bolinas, Fairfax, Inverness, Novato, Pt. Reyes, and Stinson Beach. Corte Madera will offer limited outdoor browsing (due to construction) and expanded curbside hours. Reopening dates for the Civic Center, Marin City, and South Novato branch libraries are still being planned and will be announced as soon as they are confirmed.

What services does Library Express include?
- In-person browsing and additional services will be available, limited to 30-minute visits. Availability of specific services and access to facilities may vary by location, due to factors such as construction. All visitors will be asked to abide by safety protocols including wearing a mask and social distancing requirements.

What about Curbside Service?
- Curbside Service will continue to be available, though hours may change.

More information about branch hours for Library Express and Curbside Services and details about what will be included at branch libraries will be communicated soon. Updates will be available on our website. As we move forward, Library staff are working closely with County Health & Human Services and Risk Management to ensure the safety of our patrons and staff, and we will be gathering feedback as our new service model evolves.

Personnel Update

Thank you to the MCFL interview panel 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 newly-promoted Library Assistant Is:
- Erin Dietrich (SNO);
- Miriam Limeta (NOV);
- Terra Kelley (CMA);
- Maile Lilinoe (CCE); and,
- Kristine Augestad (CMA)

During March, internal recruitments opened for a Librarian I at the Fairfax Branch and a Librarian II at the Corte Madera Branch. External recruitment opened for a Library Assistant II at the Novato Branch Library. We look forward to announcing the results of the recruitments soon.

The following full-time and part-time vacancies are under review
- Administrative Services Technician 1.0 FTE – Accounting
- Community Library Specialist 3.0 FTE – Pt. Reyes;
Interim Library Director Activities
Below is a brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

Hello Commissioners,
It is hard to believe that a month has passed since our last meeting.

- March has been spent solidifying re-opening plans. Raemona has done a fantastic job leading those efforts with the Branch Managers. The process has been inclusive and comprehensive. If all goes well, the majority of our libraries will be open to the public in some form by April 19th.
- April 4th-10th is National Library Week. This year’s conference is focused on the innovative ways that libraries have opened their doors beyond the traditional walls of our buildings and expanded access and resources to meet the needs of our patrons during this unprecedented time in our history.
- The search for a permanent Library Director has begun in earnest. We hope to have a Director in place in place before July.

Commission Members:
MCFL and the County of Marin
THANK YOU for your commitment to welcoming, equitable and inclusive library services.
MARINet Board Meeting Minutes
February 18, 2021 – Online Meeting

Meeting convened at 9:05 a.m.

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Henry Bankhead (SRPL), Joey DellaSantina (BET), Anji Brenner (MVY), Gary Gorka (DUC), Sarah Frye (COM), Chantel Walker (MCFL), Franklin Escobedo (LRK), Jill Harris (SRPL guest), Jessica Trenary (MARINet), Dan McMahon (MARINet).

Absent:

Called to order at 9:05 a.m. by Chair Linda Kenton.

1. Public Comment
2. Guests: Jill Harris, Supervising Librarian for SRPL
3. Approval of Jan. 21, 2021 minutes: approved
4. Old Business
   a. RFID project:
      MCFL going to the Board of Supervisors to request the transfer of $500,000 for the RFID project, at a March BOS meeting. This Board needs a resolution to accept the money and define the purpose. (Circulated in the packet, will be sent for signature online in Adobe Docs.) We’re going to draft an RFQ and send it to a list of vendors that Lori provides us. Resolution (fy21-006) approved by vote.

   b. CDTF report:
      The first meeting was on Feb. 2, with 8 staff. Jamie Poirier was chosen as the group’s chair. In preparation for the meeting, the group documented local collection development processes, including weeding and evaluation of materials. They are also looking at what has changed this year in borrowing patterns. Given the interest in leasing by several libraries, the concept was floated, could we do MARINet-wide leasing for best sellers? This group is excited, as everyone is figuring out how to do standing orders, preprocessing, etc. Even if the CDTF only generates a list of best practices, that’s valuable. The group discussed the similarities to e-book ordering, and how ordering new hot titles in print could be faster. When we know what has changed in circ this year, to what extent will it change back with reopening? The group will report going forward in the systems report, if more is needed Abbot, Jessica or Dan will bring that. Libraries differ about the ways they select, and in philosophy about collections and cataloging, so focusing on what’s different may be important.

   c. Reopening plans:
      College of Marin Library is not on track to open until Summer, and then it will be a soft opening. Larkspur is waiting for sneeze guards, also quarantine storage takes up a lot of space now. Abbot says we could be in the red tier next week. San Rafael Public Library will open the Northgate Mall site when we go to red tier. Mill Valley is looking at scenarios. At San Anselmo, many of the Friends of the Library have been vaccinated twice already, and exhibit a lightness now. We will get more pressure from vaccinated users possibly. Linda is comfortable waiting for red tier, and is thinking one day a week at first. Bel Tib won’t have space until late March for books to come in due to construction. Are patrons asking for reopening? Mill Valley says generally the public is understanding about the delays in reopening the library building to the public. Marin
County Free Library says this is also their experience. San Anselmo has gotten a number of phone calls, assuming they’re open already. It’s understood that while libraries want to coordinate reopening, they may have local pressures that require them to reopen in this next month. The big thing is to let everyone else know via the email list if a library is reopening.

d. Agenda formation:
The form introduced last month for proposals for agenda topics is discussed. Whoever is proposing the item would have the burden of using the form. Dan will post it on Thurston – it’s probably time for a new page for directors, not as much for ongoing projects as for new proposals. It gives staff something to point to that clarifies, “This is what the board recommended.” Vote taken on using this form: Yes.

e. Equity discussion format and plans:
Chantel recommends that the topic remains on agenda, and we should give a time limit, 20 minutes near top of agenda. We’ll rotate in alphabetical order by system to decide who will lead the topic. Each person would choose a topic which is relevant. How to get to content? We might want to start with articles on topics to get started. Since we’re MARINet wide, it’s important to keep the topics suitable for MARINet wide. One possible topic would be privacy as example, what it means to different people. We all must increase our comfort with what we know and what we don’t know, learn as we go, and develop trust around topic. Any materials like articles should be part of the board packet. Send the link and a title of the article. No staff report required, just send the document to Dan. Vote: Accept plan as outlined by Chantel: Yes.

5. New Business
   a. FY22 Cost sharing formula:
      Resolution (fy21-005b) to accept. There was surprisingly not much change in the formula, given all the other changes this year. Are there other metrics that could be used for a cost sharing formula to make it more fair? Henry has proposals, ones that will lead to eventual JPA change. There is an idea of tiered services. We could use a staff report on possible funding methods for consortia. Vote on FY21 CSF: Yes.

   b. DRWG presentation:
      Jill Harris of SRPL, the current chair of DRWG, gave a presentation on next fiscal year’s recommendation. This year saw several new databases, and several publisher changes. Safari books is rebranded as O’Reilly Learning. DRWG recommends keeping most current e-resources, including Proquest Newstand and Enki. There should be a view later of Newsbank and Proquest, NYT and WSJ, as we may be able to lose ProQuest Newstand due to duplicate coverage. There is time to evaluate until Nov. Overdrive use exploded this year, now 42% of our patrons have used Overdrive in the last 2 years. Kid’s use of overdrive has grown a lot, even among overall growth this year, which is very significant. Question from the Board: Does the $60k increase cover the $20k estimate for universal borrowing adding out of county traffic to the Overdrive OD platform? Specifically no, but it probably gets us close. Another question: Can we push patrons to e-books from physical copies for bestsellers? Unknown. There is a question about Overdrive magazines, will we need to add more funds to this going forward? The answer is that RB Digital gave us same price for Overdrive content just as they were
bought by Overdrive, $25k instead of $40k they initially wanted. There were 2,000 checkouts of magazines in first 2 weeks of the new platform. How is the collection curated? The answer is that we can weed magazines so they won’t show up in the collection. The new interface is trying to show the most popular titles first. All titles now have current title, no archive-only stuff. There are separate checkout counts for Overdrive magazines and books, and titles are always available on this platform.

c. FY22 Budget proposal:
   Draft budget from January is revisited. There is a question about the MARINet web presence. Right no, there’s no change planned as BiblioWeb isn’t available for consortia and MCFL has a BiblioWeb site already. Aspen is an open source product now (used by Nashville). Our biggest driver of budget increase (up $85k this year) is Overdrive, plus the anticipation of a COLA for staff in new contracts. Motion to accept FY21-22 budget, Vote: Yes.

d. Quarantine of returned items:
   Some libraries currently quarantine for 4 days, some for 7. Is 24 hours do-able? Mill Valley moving to 24 hours on Monday. (effectively 36 hours, due to staffing.) Most libraries are ready to move to 24 hours, MCFL will depend on new Deputy Director Raemona LittleTaylor to coordinate that. Reopening may affect the delivery, MARINet will talk to the drivers, they will have to leave bins behind if there are too many on a given day. If libraries move gradually, it’s advantage for the delivery not to blow up at once. Discussion of paper bags, many libraries will continue using new branded bags as they have large supplies. There is a proposal to reestablish the reopening group. Circulation notices were discussed, people think that bills without overdues would be confusing. We will ask the CWG again about notices.

e. Accept MCFL funds for RFID project:
   The board approved resolution FY21-0007b to accept the funds and defined what they are for, and which accounts money would be transferred to. Vote: Yes.

6. Standing items
   a. Equity discussion: Held as agenda item this month.
   b. System administrator’s report: update on bookdrop project, the site chosen for a new bookdrop at Tam Junction looks promising.
   c. Topics for future Agenda
      Update RFID
      CDTF into sys admin report
      Report from reopening working group
      Equity discussion
      Overdue notices and billed items

7. Announcements:
   * Larkspur should be hiring a new librarian full time.
   * College of Marin’s new LRC building is in the hands of the architect now. Library may soft open in Summer, classes will starting online in Fall, there will be an option for instructors to stay online all semester or come back to campus.
   * Dominican University is planning for full residential campus in fall.
• Marin County Free Library’s Commission is actively recruit high school students, for some of the 3 open seats. Raemona LittleTaylor is starting as Deputy Director next week. MCFL is launching a new website this month in BiblioWeb. There is a new strategic planning process for the County, and people are being gathered for that process.

• Mill Valley launched first city wide read, which has over 170 participants.

• San Rafael Public Library has hired a new architect, Nolan Tam, to do the Albert Park design. This design will be done by June, and compared with a Carnegie Library remodel by the City Council.

• MARINet announced that staffer Giao Nguyen has just completed her BA degree through the California Working Scholars program.

• The Equity standing item will be rotated by alphabetical order, with Bel Tib going first. Chantel shared a document on ground rules and guidelines for these discussions, “Communications Guidelines Sharing and Learning together Safely.” She reviewed the guidelines with the group and will make them available. To address concerns with confidentiality in open meeting, the answer is we keep it on a professional level.

The meeting was adjourned at 11:23 a.m.

Minutes approved by MARINet Board 3/18/2021
Written by Dan McMahon, MARINet Systems Administrator