

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, December 14, 2022
4:00 p.m.

Anne T. Kent/Map Annex Room & MCFL Technical Services
1600 Los Gatos Drive, Suite 180, San Rafael, CA 94903

Directions: Highway 101 Take Lucas Valley Road to 1600 Los Gatos Drive. Follow the signs reading "Main Lobby" or "Sheriff" until once past the second building on the left you turn left into the driveway leading into the parking lot (If you reach the YMCA you've gone too far). Continue down the driveway until past the edge of the building on the left, then turn left and find a parking spot in front of the building. Enter through Lobby B and immediately on the left is the entrance to Suite 180 – MCFL.

NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

Meeting will be held in person but members of the public may still access meeting through Zoom link provided below. Please join Library Commission meeting from your computer, smart phone or tablet.

Join Zoom Meeting

<https://us06web.zoom.us/j/88077761288?pwd=SkpMOHBIMk55eC9sZlFKRDJDVY0Zz09>

Meeting ID: 880 776 1288

Passcode: 093954

One tap mobile

+16694449171,,88077761288#,,, *093954# US

+13462487799,,88077761288#,,, *093954# US (Houston)

Dial by your location

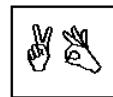
+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US



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.

+1 253 215 8782 US (Tacoma)
 +1 301 715 8592 US (Washington DC)
 +1 305 224 1968 US
 +1 309 205 3325 US
 +1 312 626 6799 US (Chicago)
 +1 360 209 5623 US
 +1 386 347 5053 US
 +1 507 473 4847 US
 +1 564 217 2000 US
 +1 646 558 8656 US (New York)
 +1 646 931 3860 US
 +1 689 278 1000 US
 Meeting ID: 880 7776 1288
 Passcode: 093954
 Find your local number: <https://us06web.zoom.us/j/88077761288>
 +1 720 707 2699 US (Denver)
 +1 253 215 8782 US (Tacoma)
 +1 646 558 8656 US (New York)
 +1 646 931 3860 US
 +1 689 278 1000 US
 +1 301 715 8592 US (Washington DC)
 +1 309 205 3325 US
 +1 312 626 6799 US (Chicago)
 +1 360 209 5623 US
 +1 386 347 5053 US
 +1 507 473 4847 US
 +1 564 217 2000 US
 Meeting ID: 815 4336 5363
 Passcode: 520588
 Find your local number: <https://us06web.zoom.us/j/81543365363>

“Write it on your heart that every day is the best day in the year.”
Ralph Waldo Emerson

		<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>
4:00	1.	Call to Order	Ream	Action
	2.	Roll Call	Ream	Action
	3.	Approval of Agenda	Ream	Action
	4.	Approval of 11-09-22 Minutes	Ream	Action
	5.	Open Time for Public Expression		
	6.	Reading & Correspondence File	Ream	Information
	7.	President's Report for November	Ream	Information
	8.	Old Business		
	9.	New Business	Ream	Information
	a.	Anne T. Kent Map/Annex Report	Acquaviva/Christensen	Information
	10.	Director's Report for November	Adlawan	Information
5:30	11.	Announcements	Ream	Information
	12.	Adjournment	Ream	Action

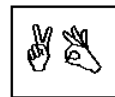
Numbered List of attachments:

4. Minutes for November 9, 2022
11. Library Director's Report for November, 2022

Unnumbered Attachments:

e:\msw\sec\libcom\2022packets\com22-12-14a

Marin County Free Library
3501 Civic Center Drive, Suite #414, San Rafael CA 94903
www.marinlibrary.org



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.

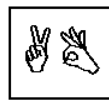
Brown Act:

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



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 12/14/22 MTG

MARIN COUNTY FREE LIBRARY
Meeting in person and virtual

--PROPOSED MINUTES--
Wednesday, November 9, 2022

- (1) CALL TO ORDER
Meeting called to order @ 2:03 pm.
- (2) ROLL CALL
Present

Ann Kaplan	Anya Schandler – via zoom	Claudia Wilson
Sally Hauser	Nick Javaras – via zoom	Sue Ream
Margaret Kathrein	Alison Blume – via zoom	Linda Ward

Absent with Notification

Loretta Farley	Daniel Sherman	Ali Iqbal
----------------	----------------	-----------

Also Present

Lana Adlawan, Director of County Library Services
Shereen Ash, Librarian II, Corte Madera Library
Diana Barrera, Administrative Assistant I
Madeline Bryant, Sr. Librarian-Education Initiatives Coordinator
Janet Doerge, Sr. Librarian, Branch Manager, Novato Library
Leslie Galiani, Administrative Services Manager
Edna Guadiana, Administrative Services Associate
Damon Hill, Library Services Manager
Raemona Little Taylor, Deputy Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Penny Wells, MCFL Friends
- (3) ADOPTION OF AGENDA M/S/C – Kaplan/Schandler Agenda
approved as submitted
- (4) ADOPTION OF September 14, 2022 MINUTES - M/S/C
Javaras/Schandler Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – Bill Hale
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the
Library Commission prior to meeting

(7) PRESIDENT'S REPORT SEPTEMBER AND OCTOBER

President Ream reported the following:

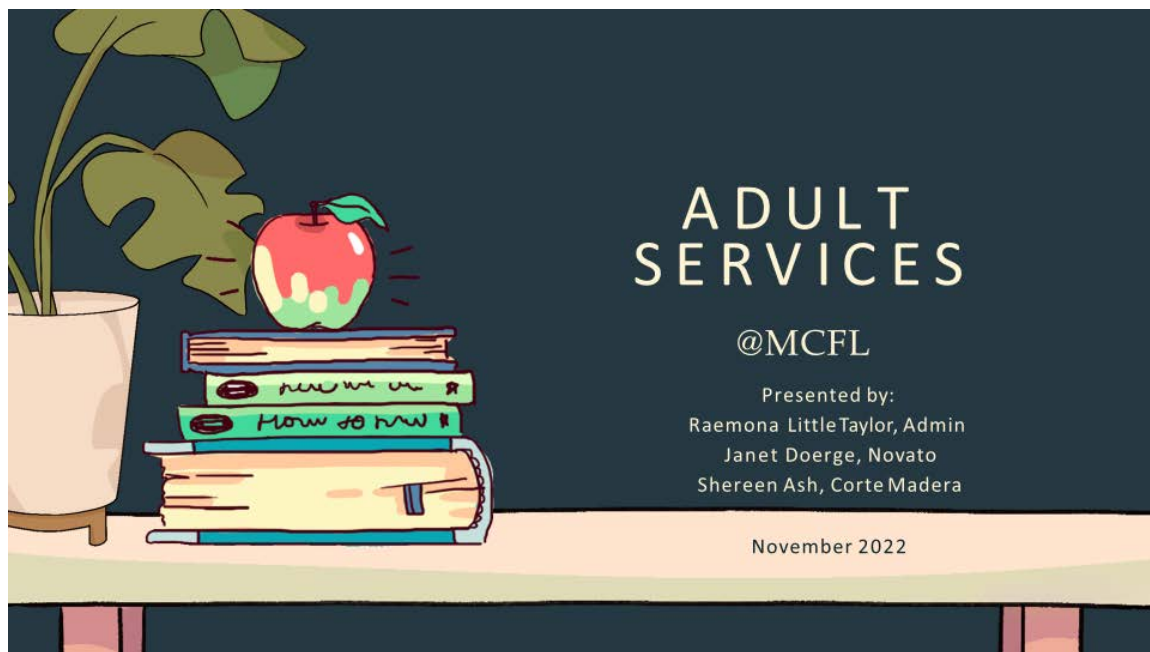
- She expresses gratitude to the Committee for their efforts and work in achieving the passage of Measure B; with funding for nine more years, the planning for the necessary tasks may begin.
- She invited the commissioners to visit the Fairfax Garden, how beautiful it turned out.
- She added that Commissioner John Macleod left his position due to a change of address. District 3 has two openings, while District 5 only has one. She encouraged the Commissioners to extend invitations to others.
-

(8) OLD BUSINESS

The Board of Supervisors approved the Library Commission Bylaws on October 18, 2022.

(9) NEW BUSINESS –

- a. Adult Services Report – Janet Doerge and Shereen Ash



PRESENTATION OUTLINE



TECHNOLOGY
SUPPORT



CIVIC
ENGAGEMENT



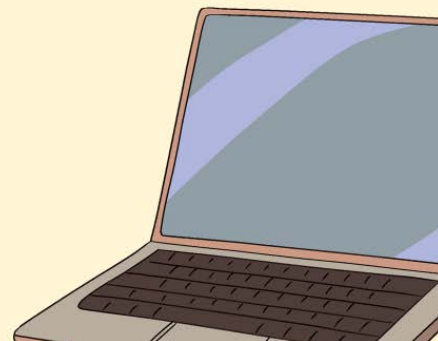
SOCIAL
CONNECTION



WHAT'S
COMING UP?

TECHNOLOGY SUPPORT

- Responsive to Survery
- Supplementing All Things Apple
- Partnering with Technology4Life for Android with support of Friends of Library
- One-On-One Help Downloading Library eBooks & Digital Resources



BUILDING AND SUPPORTING

- Book clubs: online and in person
- Knitting groups

SOCIAL CONNECTIONS

- Monthly programs on gardening, local flora, fauna and history, health concerns (Alzheimer's, stroke prevention), docent talks, art shows, workshops, writing workshops
- Talk on managing loneliness





WHAT'S NEXT!



- Computer training with Technology4Life
- All Things Apple
- Programs in November & December:
Moments in Marin History, *Long COVID Survival Guide* book event
- Missed a program? See a recording on the MCFL youtube channel
<https://www.youtube.com/user/marinlibrary>
- What would you like to see?

Nowadays, I know the true reason I read is to feel less alone, to make a connection with a consciousness other than my own.

Zadie Smith

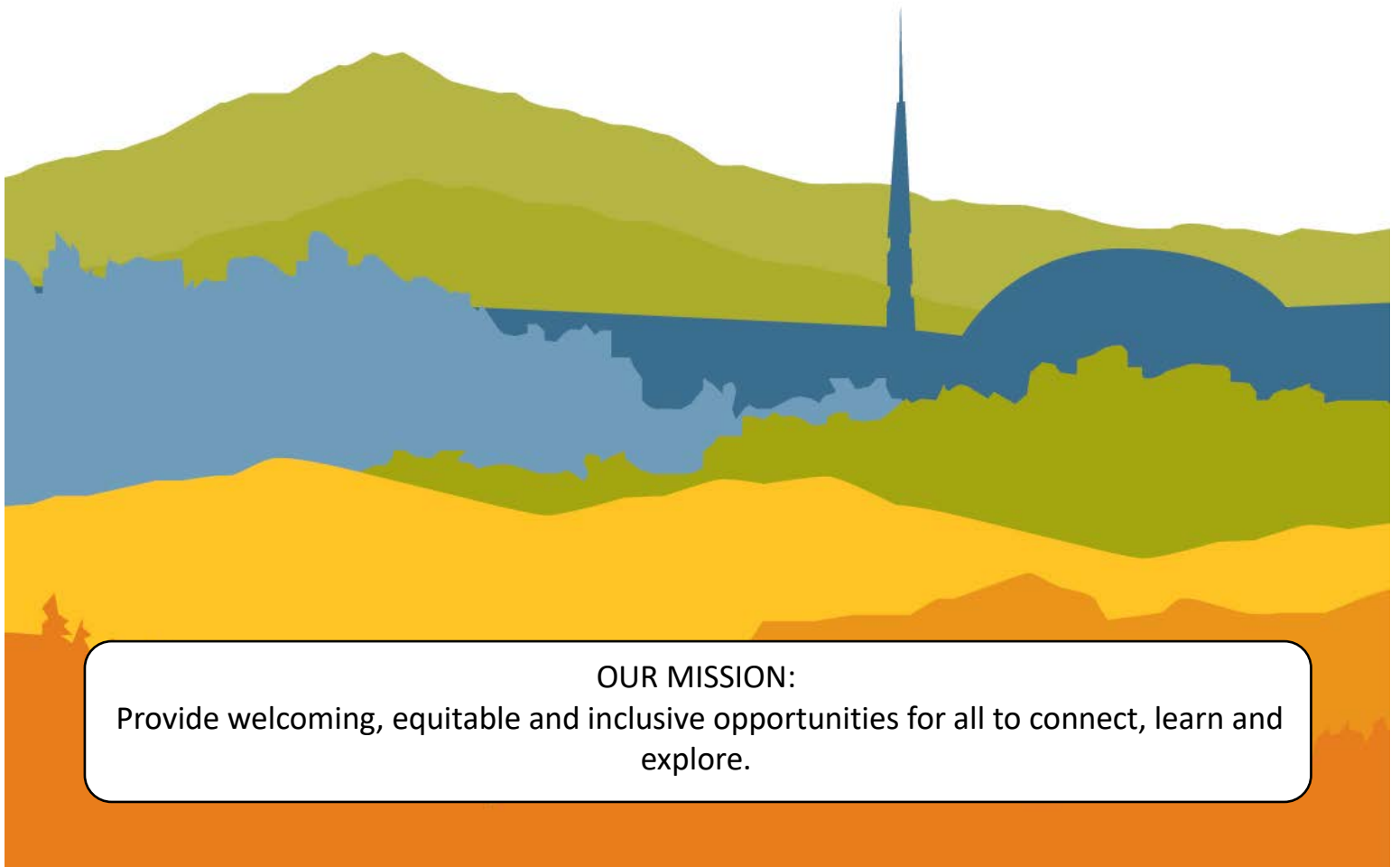
President Ream thanked Janet and Shereen for their presentation.

- (9) DIRECTOR'S REPORT FOR SEPTEMBER/OCTOBER – Director Adlawan reported on the following:
- The library is implementing technology, such as the new patron counters and the Radio Frequency Identification (RFID) project for the collections, which will be finished in November. This will help us move toward an automated sorting machine to help us get materials faster and get them distributed throughout Marin County.
 - A huge thank you and round of applause to the staff, whose daily work and connections with the people enabled Measure B to pass. There is a lot of planning to be done because the funds will be used for nine years for personnel, the needs of the facilities, outreach activities, and how to reach towns along the coast who are in need of services. Everyone is thrilled and relieved to have the funding secured, as well as the continued support of the Friends of the Library, the Commission, the Foundation, and all our partners.
- (10) ANNOUNCEMENTS – The next meeting will be on December 14, at 4:00 pm in the Annex Room at Los Gatos. . After the meeting there will be a Holiday get-together, everyone is encouraged to bring a meal to share and a new children's book to donate.
- (11) ADJOURNMENT – M/S Javaras/Schandler/ Meeting adjourned @ 2:55 pm



Marin County Free Library Commission Report
Lana Adlawan, Director of County Library Services

NOVEMBER 2022 ACTIVITIES



OUR MISSION:

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

LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services

Many wonderful library programs for children and families occurred this month. Children and their families were welcomed warmly and with great enthusiasm. Some fantastic intergenerational programming. Some highlights are below!

Fairfax: On Nov. 1st Fairfax Library hosted a Día de los Muertos craft program for families which included several stations for different crafts, as well as a community altar that patrons were encouraged to add to. We had staff helping children and adults make and decorate skeletons and skulls, create small altars using shoe boxes decorated with collage materials, and create large, beautiful paper flowers.

Staff and volunteers also created a community altar around the hearth in our community room. Staff and patrons were encouraged to add photos, flowers, and decorations to the altar.

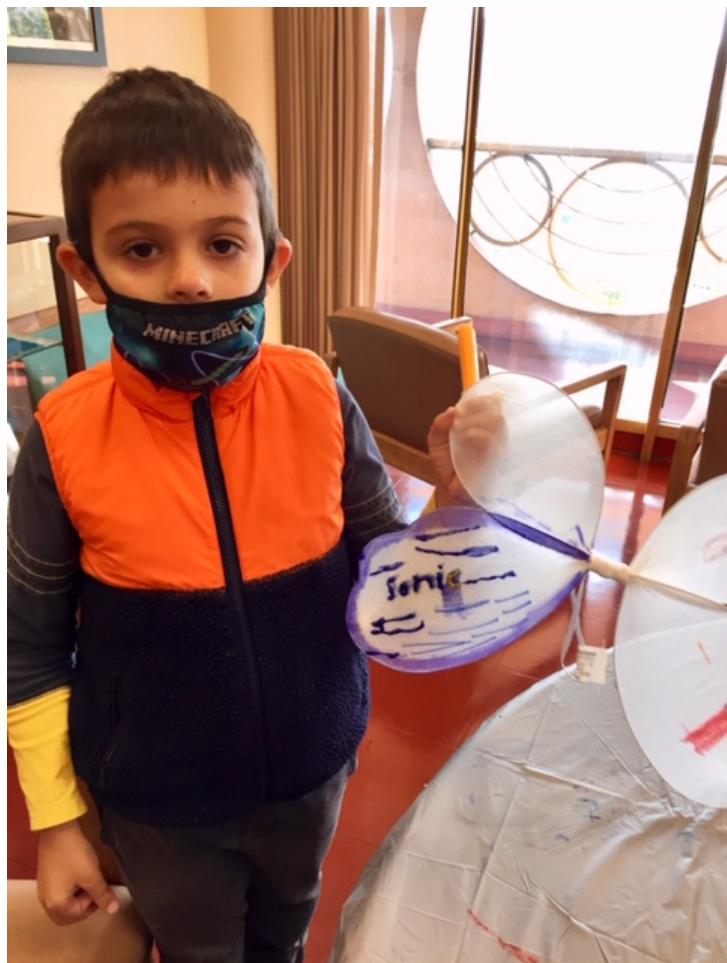




Civic Center: Civic Center held 3 very successful family drop-in maker programs this Fall/Winter. Kids and families were very ready to return to library programming and asked Miss Kitty, "can we come do this EVERY Wednesday?"

Our friend David really immersed himself in all three programs. He wrote "sonic" on his wings as they are superfast and superhero.

Unstructured maker play is so important for developing creative thinking.



The robot program was equally a hit and a new decorating addition to Denise, Maile's and Brooklyn's bedrooms.



Here's a photo from Judi Evan's storytime visit to Marin Enrichment Preschool in Greenbrae on 11-17.

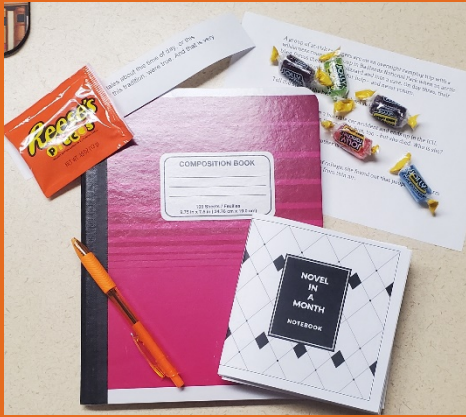


Corte Madera rebooted the Laundromat Literacy program. Shelves were stocked with materials in English and Spanish for children, young adults, and adults. Program flyers and more information were made available

The patrons were very appreciative.



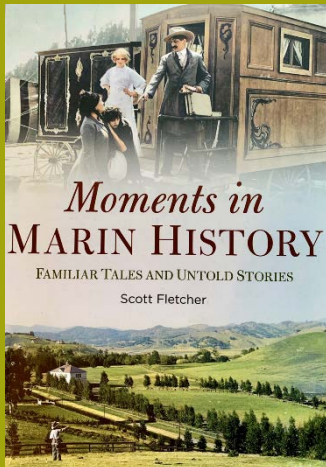
Teen Services



The Novato teens watched 'Sonic the Hedgehog' On November 5th and 'Fantastic Beast and Where to Find Them' on November 19th. On November 12th, the Anime Club met and made candy sushi while watching a couple of episodes of 'Spy X Family'. Finally, November is National Novel Writing Month (NaNoWriMo), and teens picked up a kit at the information desk. The kit included a composition book, pen, writing prompts, a plot twist, a mini booklet to keep track of their writing, and candy!

Teen volunteers at Corte Madera Library have been hosting a "Homework Help" program on Saturdays for kids in grades 3-10. On Saturday the 10th they'll be wrapping up the semester with a special "Cocoa and Cram" session, complete with hot chocolate, cider, and some treats.

Adult Services



Jennifer Thompson had an exhibit of **Library Portraits & Pandemic Paintings** on display through November at the Point Reyes Library. Some of her work depicted MCFL staff, like the example to the left of Annemarie Russo. Artist Statement: "Portrait painting can suggest that, in a time of chaos, nothing could be more necessary--more defiant--than simply showing life as it's being lived."

The exhibit, **Amanda Makes a Book**, follows the eighteen-month process of making the little book, *Me and My Dad*, a picture book about growing up in Fairfax, California by local artist and Novato Librarian, Amanda Tomlin. On display at Corte Madera Library through December 8, are a series of multicolored wood block prints demonstrating the development of the book from first proof to finished work. The annotated images illustrate the artist's notes about technique, color choice, and content that result in the final print. Included in the exhibit are three carved wood blocks and a link to a video of the artist at work.

A program on **Managing Loneliness in Adults**, was presented online by Paul Mangal, PhD. He discussed the health impacts of social isolation and provide practical tips for combatting loneliness. Dr. Paul Mangal is a licensed clinical psychologist who works in private practice in The Bay Area, with expertise in brain health and wellness and specializes in neuropsychological assessment and cognitive rehabilitation therapy for adults with a variety of neuromedical diseases and disorders.

Local historian and author Scott Fletcher explored Marin's past in his online presentation that recaptures **Moments in Marin History** through stories and images, based on his new book. The photographs were selected from the Marin History Museum's vast collection and the text first appeared as a series of articles Scott wrote for the *Marin Independent Journal* newspaper. In addition to teaching history at many Marin schools, Scott was the library director at San Domenico School from 2005-2018. Since 2011 he's volunteered at the Marin History Museum, working as a cataloger for the Boyd Collection and writing over 150 Marin History articles.

Collection Development & Management

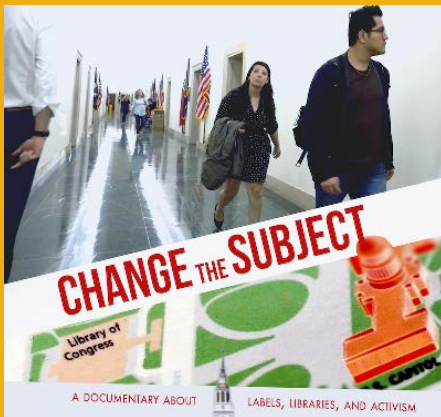


New online resources were added to our collection in November. Digital versions of the Consumer Reports Buying Guide and Bloomberg Businessweek are now available on our [Flipster](#) platform, joining Consumer Reports. There is no waiting – you can access the current and back issues through our website.

Our metadata librarian revised some of the outdated Library of Congress subject headings in our catalog to eliminate terms that are dehumanizing. The headings “Aliens” and “Illegal aliens” have been replaced with “Noncitizens” and “Illegal immigration”. The decision to replace the terms with the new subject headings was made by the Policy and Standards Division of the Library of Congress in 2021, but individual library systems must make the changes to their own systems. Due to the impact of the pandemic on staffing, this project was delayed until recently. Our goal is to continue to review subject headings to make our catalog reflect our values of respect and inclusiveness.

Our Technical Services team has worked with staff involved with updating the library materials for the Sausalito Marin City School District, helping to place book orders and acquire materials. Funding to supplement the school district has been donated by the Friends of the Marin City Library.

Our selector team has shared collection usage trends with branch staff helping to develop plans to refresh some of our facilities. Reviewing the data on use of library materials provides insights into how to better design our spaces to provide engaging experiences and ensure accessible use.



Educational Equity



On November 3, Madeline Bryant and Mattie Ivy Leeds attended the Tomales Health Fair. They partnered with Parent Services Project staff on promoting services for children in the library and the community. Free books and early learning kits were distributed.

On November 14, Mattie Ivy Leeds visited Tomales Elementary and Bodega Bay Elementary to share stories and information about the library with grades K-2.

On November 16, Madeline Bryant visited **Nicasio School** to share books and literacy activities with students in grades K-8.

On November 18, Vanessa Waring and Alejandra Cruz met with the **Bolinas-Stinson School** principal to discuss opportunities for the Learning Bus to visit and ways that library staff can engage with parents to promote library services.

In-person Reading Buddies at Point Reyes is a success. Every Tuesday, library staff walk the children from **West Marin School** to the library for literacy activities and one-on-one reading time. Average attendance is 8-10 children.

South Novato Library has a new Makerspace Coordinator. Brandon Barragan was born and raised in Bay Area. After getting a degree in environmental studies from Saint Mary's College of California he began his career with the National Park Service at Point Reyes National Seashore. After four years of creating and expanding culturally relevant programs for title I schools, urban youth groups, and Spanish speaking families he has made the transition to the MCFL team. He is excited for the new challenge and hopes to bring his educator expertise to a new role in order to create the best possible Makerspace. One that is not only fun and adventurous, but that strengthens many community bonds in shared space.

Communications & Publicity



Read to a Dog

Saturday, December 3, 2022 Add to Calendar
10:30 AM - 11:30 AM
Novato

To express our thanks to our patrons and supporters for the passage of Measure B, the library marketing team created signage for our branches and website, to display along with the celebratory balloons for our locations! Our community inspires us to provide responsive and innovative services to help Marin thrive, and we wanted to show our appreciation. A special email message of thanks was also sent out with this message.

To reach out to our public with a year-end message of saving memories and giving thanks, in the November Library News email we linked to a “Share Your Story” feature on our website to provide an opportunity for people to let us know what they have experienced in the library. “A library is a collection of stories, both of the people we serve and the materials we loan. We’d like to collect yours! If you have a special memory from one of your interactions with the library this year, we’d love for you to [share your story](#).”

This month we have reorganized our [YouTube offerings](#) to provide a more engaging way to find our online recorded programs. Browse by Virtual Programs for Adults, MCFL Storytimes at Home, and popular videos.

Some examples of the information we’ve shared this month on our website and social media include [Native American Heritage month](#), staff efforts like “[25 Days of Vowels](#)”, our partnership in the [Shoreline Connectivity Project](#) for West Marin families, events like “Read to a Dog”, and opportunities for [online technology classes](#). And of course, there are lots of staff-curated lists of [books](#) and movies to discover.



PERSONNEL UPDATE

November 2022

Thank you to the MCFL interview panel members, hiring managers, admin staff, and Finance Accounting Human Resources (FAHr) Team Members for helping us to recruit, promote and bring in new staff.

Help us welcome new staff members who will be joining or moving to new roles within MCFL:

Lauren Snell, Librarian II, Fairfax Branch

Interviews were conducted for **Administrative Services Technicians, Librarian I, Library Aide, Library Assistant II, Media Technician** and **Senior Librarian/Branch Manager positions**. The **Library Services Manager position** recruitment remains open.

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

- Librarian I 1.0 FTE – Marin City
- Library Technical Assistant II 1.0 FTE
- Mobile Library Assistant 1.8 FTE – Learning Bus, Bookmobile

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

Measure B passed with 76.59% in support! With this renewal of our parcel tax, voters have ensured that the library can complete much-needed work on its facilities, add to our print and digital collections, and continue our excellent service to our community. Thank you to the Friends of the Marin County Free Library, Tomales Bay Library Association (TBLA), Friends of the Bolinas Stinson Beach Libraries, Marin County Library Foundation, Library Commission and all our supporters who participated in a widespread campaign to inform voters of our parcel tax renewal. We look forward to building on your support and continuing to expand on the library's mission for all our communities in Marin.

I want to highlight the work that our Metadata Librarian, Mildred Arencibia, recently completed for our library catalog, noted in the "Collection Development & Management" section of the November report. This behind-the-scenes work is essential to supporting the library's mission and representing individuals as the valuable members of society that they are. Thank you, Mildred and team, for making this a priority! To find out more about this movement in libraries, Brooklyn Public Library published a blog post earlier this year which links to several good resources on the power our words have: <https://www.bklynlibrary.org/blog/2022/02/11/change-subject-project>. I am proud of our team for making these important changes in treating members of our community with the respect they deserve.

We've had two wonderful news releases this month, on projects related to supporting technology needs in our community. The first is our Shoreline Connectivity Project, which is targeted in West Marin and made up of several key partners all devoted to fulfilling the technology needs of students and their families. This project is life changing on so many levels, with a concrete plan for success centered in molding multiple agencies to meet the needs of families, rather than the public needing to meet the needs of an organization. I am truly proud of the work we are doing with our partner agencies on this project. Read more here: <https://www.marincounty.org/main/county-press-releases/press-releases/2022/lib-shoreline-project-111722>

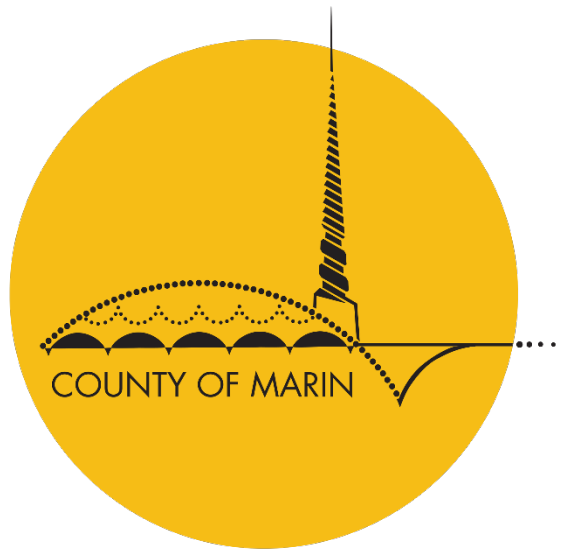
The second is a system-wide response to our community survey and targets adults and older adults in our community: <https://www.marincounty.org/main/county-press-releases/press-releases/2022/lib-online-classes-111622>. Technology4Life is offering technology classes online through April 2023 and covers a wide range of basic, but popular uses, for technology. Classes will be archived on the library's YouTube channel for six months. All classes can be found on our Events page of our website. Many thanks to the Friends of the Marin County Free Library for their support of this program and effort.

Lastly, but certainly not least, our Assistant Director of County Library Services, Chantel Walker, will be leaving the County in January. Chantel has been with the County since 2014 and with the library since 2018. She charted new paths with staff in our racial equity and diversity, inclusion, and equity goals, not only for our system but for California libraries at large. We wish her all the best in her new adventure and appreciate all that she has done for her local library system.

Happy holidays to all and here's to a wonderful 2023!

Lana





COMMISSION MEMBERS:

MCFL and the County of Marin

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