

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, January 11, 2022**  
**4:00 p.m.**

**CORTE MADERA LIBRARY**  
**707 Meadowsweet Drive, Corte Madera, CA 94925**  
Corte Madera Library --707 Meadowsweet Drive, Corte Madera, CA 94925

Directions: From Highway 101 exit west on Tamalpais Dr. Turn left on Sanford & left on Meadowsweet. Library is on the right. In order to assure a quorum, please notify us, if you are unable to attend meeting **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/85406803473?pwd=b3F1VkJkNXWENsUWhFdDhhS2c4VXphQT09>

Meeting ID: 854 0680 3473

Passcode: 213661

One tap mobile

+16694449171,,85406803473#,,,213661# US

+13462487799,,85406803473#,,,213661# US (Houston)

Dial by your location

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

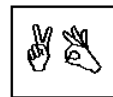
+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 646 931 3860 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.

+1 689 278 1000 US  
 +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)  
 Meeting ID: 854 0680 3473  
 Passcode: 213661  
 Find your local number: <https://us06web.zoom.us/j/kcugP8hYrC>

*Write in your heart that every day is the best day of the year*

**-Ralph Waldo Emerson-**

<b><u>ITEM</u></b>	<b><u>PRESENTER</u></b>	<b><u>STATUS</u></b>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of 12-14-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for October	Ream	Information
	8. Old Business		
	9. New Business	Ream	Information
	a. Measure A Fund Review	Chan	Information
	b. Facilities Overview	Hill	Information
5:30	10. Director's Report for December	Adlawan	Information
	11. Announcements	Ream	Information
	12. Adjournment	Ream	Action

*Numbered List of attachments:*

4. Minutes for December 14, 2022
11. Library Director's Report for December, 2022

Unnumbered Attachments:

MARINet Board minutes of November 3, 2022 held at Tech Services

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

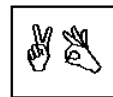
**Brown Act:**

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**

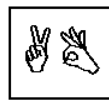
Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937



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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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#### LIBRARY COMMISSION AGENDA FOR 01/11/23 MTG

MARIN COUNTY FREE LIBRARY  
Meeting in person and virtual

--PROPOSED MINUTES--  
Wednesday, December 14, 2022

- (1) CALL TO ORDER  
There wasn't a quorum at 4pm, so meeting started out as informational with Item 9a going first. Meeting called to order @ 4:15 pm.
- (2) ROLL CALL  
Present  
Ann Kaplan                      Ali Iqbal                      Daniel Sherman via Zoom  
Sally Hauser                      Nick Javaras                      Loretta Farley via zoom  
Margaret Kathrein                      Sue Ream  
  
Absent with Notification  
Anya Schandler                      Claudia Wilson                      Linda Ward  
Alison Blume  
  
Also Present  
Lana Adlawan, Director of County Library Services  
Carol Acquaviva, Librarian II, California Room, CCE Library  
Diana Barrera, Administrative Assistant I  
Jennifer Christensen, Librarian I, California Room, CCE Library  
Edna Guadiana, Administrative Services Associate  
Raemona Little Taylor, Deputy Director of County Library Services
- (3) ADOPTION OF AGENDA M/S/C – Hauser/Kaplan Agenda approved as submitted
- (4) ADOPTION OF November 9, 2022 MINUTES - M/S/C Javaras/Kaplan Minutes approved as submitted.
- (5) OPEN TIME FOR PUBLIC EXPRESSION – An email with concerns from Bill Hale was read to the Library Commission.
- (6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting

(7) PRESIDENT'S REPORT FOR NOVEMBER

President Ream reported the following:

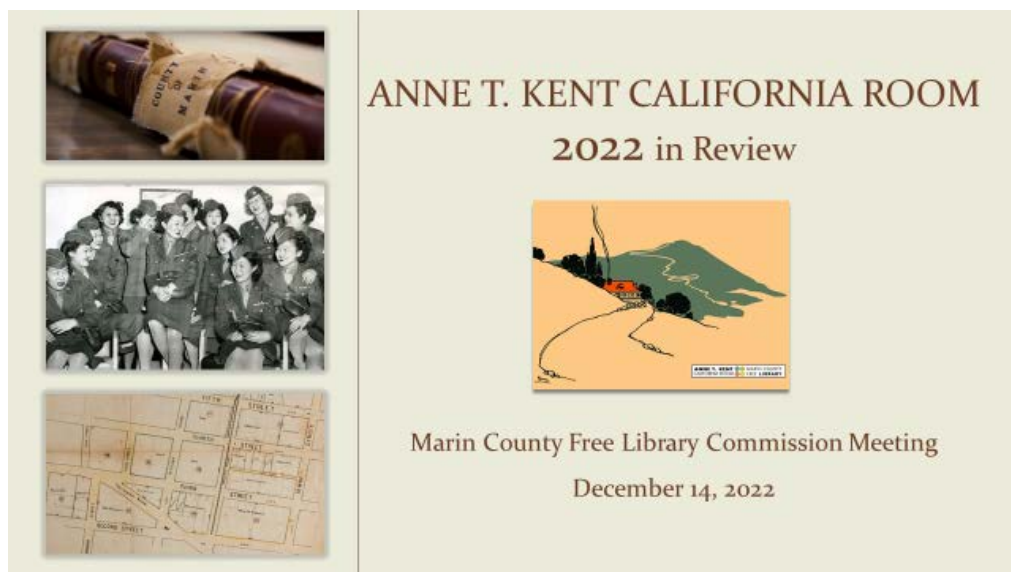
- She announced the appointment of a new commissioner in January, Glynda Christian, who represents District 5. She has experience working in libraries and teaching ESL.
- In order to fill all of our seats once more, they will consider ways to engage the community in district three for the two seats that are vacant there.
- Commissioner Ali has made the decision to resign from his vice president position. He will stay on the commission. In order to take care of that and have someone step in, they will need to have more discussion about it.
- She mentioned about how to honor some of our departing and retiring staff members who have performed exceptionally well. To recognize some of the people who have left, they will speak more about it in January. "We lost a lot of amazing talent". "We want to be certain that we acknowledge their contributions".

(8) OLD BUSINESS

NONE

(9) NEW BUSINESS –

a. Anne T. Kent Map/Annex Report – Carol Acquaviva & Jennifer Christensen



## Anne T. Kent California Room

Carol Acquaviva, (L2) Librarian & Archivist

Jennifer Christensen, (L1) Librarian & Digital Archivist

Dewey Livingston, Map Archivist (contingent hire)



### Our Mission

The Anne T. Kent California Room is an archive dedicated to collecting, preserving and interpreting information on local, regional, and state history with a strong emphasis on the history and culture of Marin County. In doing so, we seek to document the full diversity of voices and cultures that have shaped our community.

### Our "Patron Profile" & Materials Accessed



Books, Oral Histories,  
Photographs, Scrapbooks,  
Maps, Artifacts, Newspapers  
Yearbooks, Diaries & Letters,  
Ephemera, Newsletters,,  
Ledgers, Technical Reports....

### Online Digital Collections

[marinlibrary.org/californiaroom](http://marinlibrary.org/californiaroom)



8,752 individual  
photographs, postcards,  
pamphlets, maps,  
surveys, and indexes  
(16,700 scanned items)

Digital Archive  
est. 2004  
[contentdm.marinlibrary.org](http://contentdm.marinlibrary.org)





## 2022 in Review: Staffing & Hours

- Librarian Laurie Thompson retired in March 2021.
- Carol officially assumed the L2 position in June 2021.
- Carol covered both L1 & L2 positions until March 2022.
- Map Archivist (and renowned local historian) Dewey Livingston 1 day/week

March 2022:

**Welcome Jennifer Christensen, L1 Librarian & Digital Archivist!**



Civic Center: Monday – Friday 9 a.m. to noon (drop-in)  
and call ahead.

Annex: Thursday (call ahead)

## 2022 in Review: Reference By the Numbers

We answered about **1, 785 Reference Questions.**

**Email / Phone** Reference has become a standard for many patrons.

Number of in-house materials used by patrons: **10,760 items.**

About **250** Surveyor queries filled,  
with **over 2,000** maps and survey material.

Digital Archive: **1,771** individual visits. **3,491** sessions.

Local History **Newsletter: 43** articles. **500 subscribers**

Over **2,500** followers on twitter & Instagram.

## 2022 in Review: Outreach

"Hands-On History" – opportunity to connect with community members, present and future patrons, stakeholders, donors, outside of our facilities.



Kentfield Greenbrae  
Community History Day,  
Bon Air Center



Finding History Day,  
Santa Rosa Community Center



## 2022 in Review: Local History Programs & Presentations



**Fairfax: History Through Maps,**  
Dewey presented, in partnership  
with the Fairfax Library



**Author Talk & Book Discussion:**  
**Capital Punishment**  
& San Quentin, Tobin Buhk



**Documentary Film**  
**Premiere**  
on local endurance  
athlete & small business  
owner Bill Bradley.

## 2022 in Review: Local History Presentations to Outside Organizations



**San Rafael History Revealed**  
**Through Historic Maps.**  
Dewey presented to "San Rafael  
Heritage" organization.



**China Camp History.**  
Carol presented to  
Friends of China Camp, alongside  
Rep. Jared Huffman and State Parks  
Director Armando Quintero.



**Workshop.**  
Carol presented to the  
Society of California Archivists  
annual conference.

**Sign Here:**  
**Handwriting & Autographs**



**60th Anniversary of the**  
**Civic Center Library**  
**Branch and Building**



**2022 in Review:**  
**Displays**

**History of the**  
**Fairfax Library Branch ( at FAI)**



**Frank Lloyd Wright-designed**  
**Doghouse –Civic Center Cafeteria**



Coverage from:  
local media,  
CNN,  
NY Times,  
NY Post,  
House & Garden  
Architectural Digest  
Smithsonian Magazine





## 2022 in Review: Teen Interns & Library School Students

- San Jose State's School of Information
- Sinaloa Middle School
- Mark Day School
- Redwood High School



9 Volunteers  
Over 1,200 Service Hours!



- Dave Williams
- Brian Crawford
- Brad Rippe
- Gary Robards
- Phil Danskin
- Lissa McKee



- Cathy Gowdy
- Jocelyn Moss
- Nancy Castor



Projects include:  
Map cataloging, genealogy research,  
surveyor assistance, indexing,  
organizing new collections, specialty  
research and writing.

## County Fair History



55 Fragile Surveyor  
Field Books



Additions to Oral Histories,  
Marinship, Marin City,  
& San Quentin Prison  
Digital Collections



## 2022 in Review: Digital Archive



## 2022 in Review: Oral History Program Marilyn L. Geary, Oral Historian



Paula Pilecki  
Center for Nonprofit Leadership  
And Spectrum Center of Marin



Felecia Gaston,  
Marin City Performing Stars



Rev. Jane Spahr,  
LGBTQ+ Advocate

## 2022 in Review: By the Numbers - Donations (average 3x/week)



Replaced **hundreds** of books with better copies.

Donations increased during COVID.  
Backlog of processing from March 2020-March 2022.



Daily efforts: evaluating, organizing, identifying,  
& processing material.



**150** new volumes.

**500** photographs & postcards.

**27** photograph albums.

**75** small artifacts.

## 2022 in Review: Additional Outreach & Partnerships

Pixie Park Co-op

Bolinas Historical Society

Marin City History Society

San Quentin Prison Museum

Marin Law Library

Dominican University Archives

Point Reyes Library

Jack Mason Museum of West Marin History

Belvedere-Tiburon Landmarks Society

Marin History Museum

Tomales Regional History Center

Marin Archive Collective

Board of Supervisors

Department of Cultural Services

Department of Public Works

County Assessor & Recorder Offices



## On the Horizon in 2023

- **Friends of the California Room**

- **Diverse Oral Histories**

- **Innovative, Creative, Inclusive Programming & Displays**

- **Continue Outreach and Partnerships:**

MCFL Branches

Schools; Marin Office of Education

Marin City Historical & Preservation Society

Elizabeth Terwilliger ("Mrs. T.") Digital Archives

California Alpine Club





After a brief question and answer period, President Ream thanked Carol & Jennifer for their presentation.

- (9) DIRECTOR'S REPORT FOR NOVEMBER 2022 – Director Adlawan reported on the following:
- She mentioned she would like to take this opportunity to thank the library commission. This commission is fantastic. She has never met a more unique, caring, and dedicated group of people who work well together. It's a cause for celebration, appreciation, and gratitude.
  - There was in the Marin Independent Journal, in the opinion section, a passage from Measure B with another message of gratitude for everyone who worked on the campaign. Also, clarification on Measure B since there was some confusion between our initiative B, which was approved, and the College of Marin's Measure B from 2016. They wished to make that clear.
  - Our Assistant Director of County Library Services, Chantel Walker, will be leaving MCFL and the County in January.
  - Thank you to Carol and Jen for putting together the presentation. She looks forward to the future contributions the two of them will make to the Marin history collection. She sincerely appreciates it.
  - The meetings will have to take place in person, most likely in March. The Brown Act regulations will alter because the governor will no longer be in possession of the State of Emergency Order. The Board of Supervisors will still need to decide if remote public engagement is acceptable. In the future, she will have more details to share with you.
- (10) ANNOUNCEMENTS – The next meeting will be on January 11, at 4:00 pm in the Corte Madera Library.
- (11) ADJOURNMENT – M/S Javaras/Schandler/ Meeting adjourned @ 5:00 pm

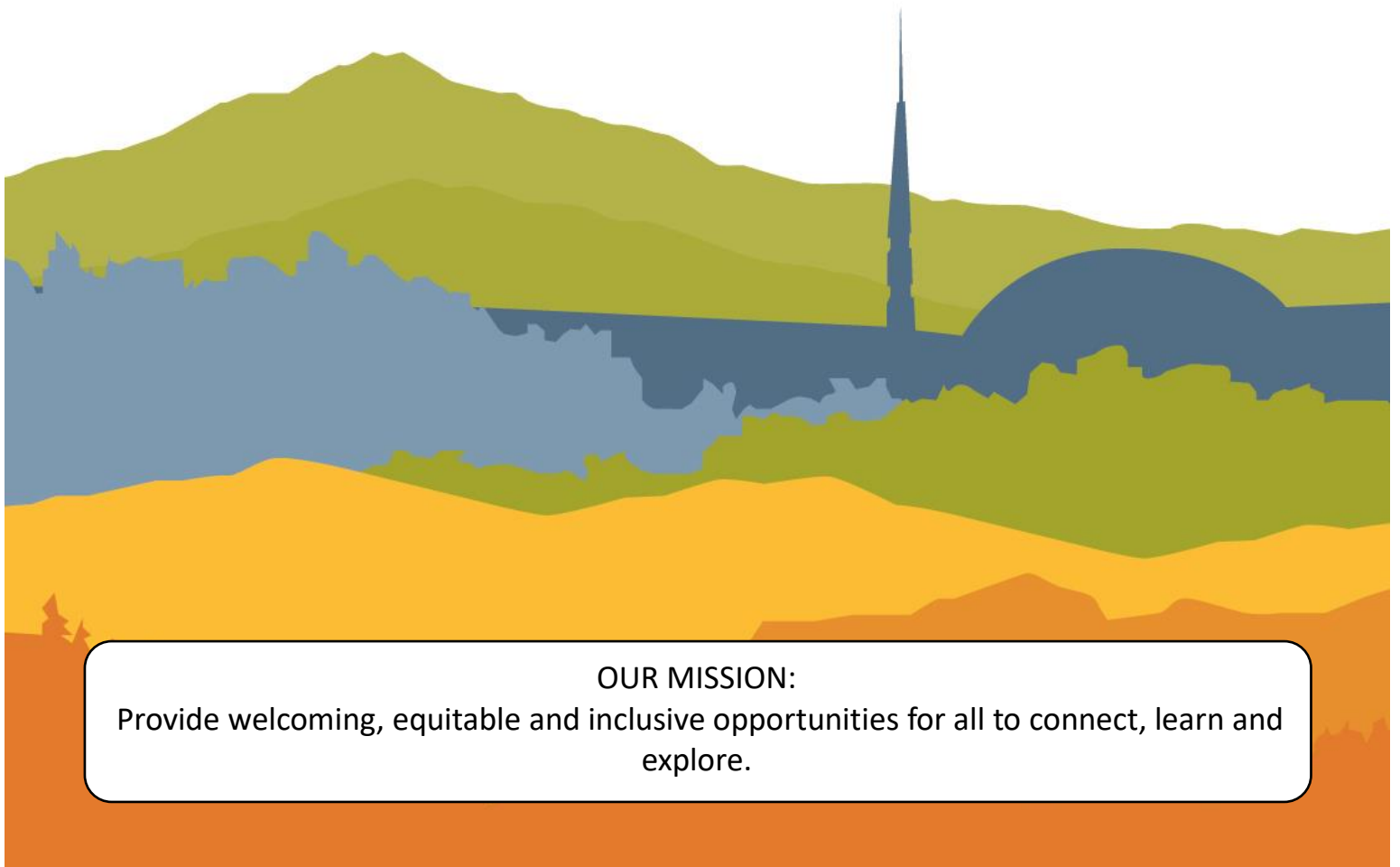


Marin County Free Library Commission Report  
Lana Adlawan, Director of County Library Services

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## DECEMBER 2022 ACTIVITIES

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# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## Children's Services



### **25 Days of Vowels: The Gift of Words:**

We are very excited about this new program! Below is the blog published on the Library's website about "25 Days of Vowels:"

Vowels give us the gift of words. There are five major vowels. They each make a short sound and a long sound. Learning all the short and long vowel sounds can be very helpful to young readers. Or even old readers like me. As a librarian, I am a strong reader. I am also a terrible speller. So, I wasn't too surprised to find out that I am a little foggy on short vowel sounds. This self-knowledge came from an intensive week-long training in Orton Gillingham, a systematic approach to reading. San Francisco Public Library based its reading program FOG on this method. They inspired me to take the training after talking to them about their amazing program.

Since that training I have conquered my short vowel sounds and learned some tips and tricks. Join the library on a vowel journey this December to learn what I have learned. Each day starting Dec 1st is a different lesson. **Follow us on Instagram** to see the daily lesson. The flashcard PDFs are below or can be picked up at some **library locations**. May your month be full of joy and learning.

**-Laura Kennett, Novato Library Children's Manager**



## A circular badge featuring a character from the anime 'Beyblade'. The character is a young man with dark, spiky hair, wearing a white jacket over a red shirt. He is holding a blue and white Beyblade. The badge is being held by a hand, and the background is a wooden surface.

Corte Madera hosted three nights of after hours study hall for high school students during finals week for the first time since winter 2019.

Annemarie (Point Reyes) visited the Juvenile Hall classroom to deliver books in English and Spanish to incarcerated youth. She also weeded their collection and took down requests for purchase. Natalie (Civic Center) selected and ordered new books to be delivered next month.

**If you liked...**

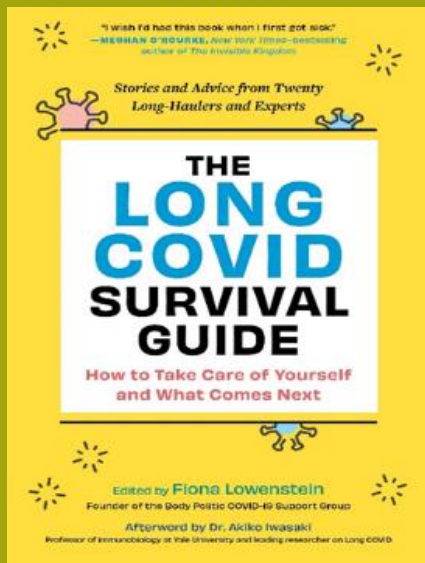


*Never Have I Ever*

**...then read:**



## Adult Services



Contributing authors of *The Long COVID Survival Guide*, Fiona Lowenstein and Lisa McCorkell, discussed peer-to-peer support, emerging research, and the role of medical bias in Long COVID experiences in this online presentation.

**Big Expression: Works by Cedars Artists** is on display at Fairfax Library. Artists Amey Joy, Kathy Llewelyn, Sheri McSweeney, Andrew Mei, Anna Price, Tim Shepp, and Tom Schmitt are each committed to their craft in order to share their unique expression. Cedars of Marin has been inspiring creative, productive, joyous, and healthy lives for individuals with developmental disabilities in Marin County for over 100 years.

The Stinson Beach Library presented “**50 Years of Portraits by Dewey Livingston**” on exhibit for the month of December.

Two Android-focused programs were organized in December geared towards older adults:

**California Phones** provided a fun and comprehensive, in person, two hour training session at the Fairfax Library. Knowing how to use your Android Phone is important for Disaster Preparedness as well. Be ready and feel confident!

**Technology4Life** met with patrons on Zoom to teach about Organizing Photos with Google Photos. With many people using their phones as their cameras, we all have lots of photos to organize. Get tips on how to find images, how to group them, and how to use Google’s photo tools. All sessions are recorded and available on the Library’s YouTube channel for 6 months.

Those without computers or internet connections can check out a Tech Pack from their local library. Technology4Life classes will be held monthly throughout 2023 and are sponsored by the Friends of the Marin County Free Library.

## Collection Development & Management



We are happy to announce that a new digital book collection for kids and families went live in December– **LOTE 4 Kids (Languages other than English)**. It is available on our website. This collection of digital audio-picture books features over 2000 stories in over 50 languages, with more being added all the time.

LOTE4Kids allows children to enjoy the magic of books in World Languages from the comfort of home. Each book is provided with an English translation to help develop multilingual reading and listening skills. Kids can also watch a selection of English-only books with Australian, US, and UK accents. There is also an activities section included, with some additional games/coloring, etc. Accessibility tools are available (text size, grayscale, high contrast, negative contrast). This database of children's picture books helps our library to engage Culturally and Linguistically Diverse (CALD) families in our communities, as well as grow and diversify our collection with LOTE and digital books, and support kids learning new languages.

Our Technical Services team has received more **California State Park Passes** from the California State Library and are processing them to distribute to our branches. This program has proved very popular and increases access to parks and open spaces for all in our community.

We have also started placing RFID tags in our magazines, as we are nearing the end of the project to tag the majority of the collection.

## Educational Equity



On Dec 1, Madeline and Mattie (Point Reyes Library Staff) organized the Nicasio School Library and worked on Collection Maintenance tasks, including weeding old books and identifying areas of need of development. Madeline also engaged with students and teachers about collections needs.

On Dec 13, Reading Buddies concluded a very successful semester at Point Reyes Library. Annemarie (Point Reyes) took the lead on a close collaboration with West Marin School, which helped bolster the program this Fall. 260 in-person sessions were held in the library for a total of 7800 minutes read. Positive parent feedback was received with one parent noting how convenient and helpful this program was as an after-school activity. The online sessions also concluded with 28 sessions and 840 minutes read.

On Dec 13, Lily (Stinson Beach) conducted her first family storytime at Stinson Beach library. Four families (total of 13 people) enjoyed cozy winter stories, cookies and crafts.

South Novato Library staff curated 200 books to give out to elementary children for two outreach events at Hamilton School. For Hamilton's annual holiday celebration, Giving Tree, staff offered a diverse collection of easy-to-read fiction, graphic novels, and bilingual books to inspire joy, creativity, and community this holiday season. South Novato's Community Library Specialist and Children's Librarian also visited four second grade classrooms bringing more books, sharing stories, and inviting students and teachers to visit the library.

South Novato Library is planning to adapt the successful Reading Buddies program to make it fully bilingual (English/Spanish), offering literacy instruction, the joy of reading, and Service-Learning opportunities in Spanish as well as continuing the robust English-language program. To date, staff have surveyed families in the Hamilton community and developed a list of students who are interested in participating in a pilot of the bilingual program.

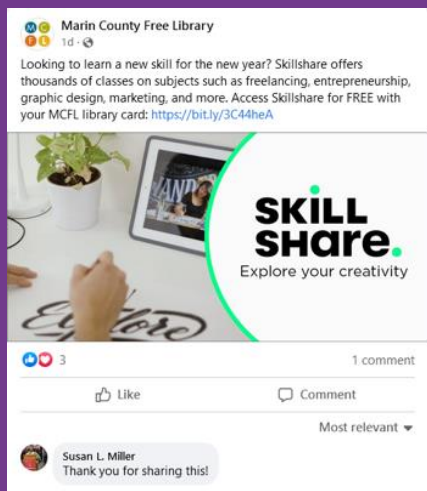


## Communications & Publicity

### We want to hear from you!



Most Popular Titles in Marin 2022



To gather community input on the use of our library spaces, including feedback on furniture and equipment, we launched a short survey this month. Information about the survey was sent out as an email newsletter and promoted in our branches and on the website. This information will help inform our branch refresh projects that are currently in the planning stage.

We collected statistics on the most popular books in Marin in 2022 and created a blog post with lists of titles that patrons could browse and request. It is fascinating to see what books were of interest. It also provides an opportunity to check to see if there are any you've missed. We share these posts on our social media, as well.

We shared other end-of-year lists of best books from a variety of sources on our website and social media, too - that way you can compare and see the differences throughout the Bay Area and the nation.

Some examples of the information links we've shared this month on our website and social media include Holidays on Hoopla, Home Viewing for the Holidays on Kanopy, 'Tis the Season: Cozy Mysteries, Laugh Together During the Holidays (for kids), Smartphone Basics Online Class for Android, Holiday Family Craft Program – Paper Bag Snowflakes, Listen While You Wrap Audiobook List, Skillshare courses, Digital Library Open 24/7, One-on-One Help Downloading Library eBooks and Digital Resources, Student Study Hall, and lots more to showcase all the ways the library is there for you!



## PERSONNEL UPDATE

Thank you to the MCFL interview panel members, hiring managers, administrative staff, and Finance Accounting Human Resources (FAHr) team members for helping us to recruit, promote and onboard new staff.

Please welcome new members to the MCFL team:

**Sarah Broderick**, Library Assistant II, South Novato Library  
**Ahmed Murad**, Administrative Services Technician, Library Administration

## OPEN RECRUITMENTS

- [Library Services Manager](#) (Tech Services), Continuous Recruitment
- Mobile Library Specialist ([Bookmobile](#) & [Learning Bus](#)), **CLOSES JANUARY 13, 2023**
- [Webstars Student Intern](#) – High School (Point Reyes, Marin City, South Novato), Continuous Recruitment

## VACANCIES UNDER REVIEW OR IN PROGRESS

- Assistant Director of Library Services 1.0 FTE, Library Administration
- Administrative Services Technician 1.0 FTE, Library Administration
- Library Aide (4), (2) 0.5 FTE Novato, 0.62 FTE Fairfax, 0.5 FTE South Novato
- Library Assistant II 1.0 FTE – Corte Madera Library
- Library Assistant I 1.0 FTE – Marin City
- Library Technical Assistant II 1.0 FTE Tech Services
- Librarian I (2), 0.80 FTE Corte Madera, 1.0 FTE Marin City
- Librarian II 1.0 FTE Civic Center
- Senior Librarian/Education Initiatives Coordinator 1.0 FTE Marin City

# MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

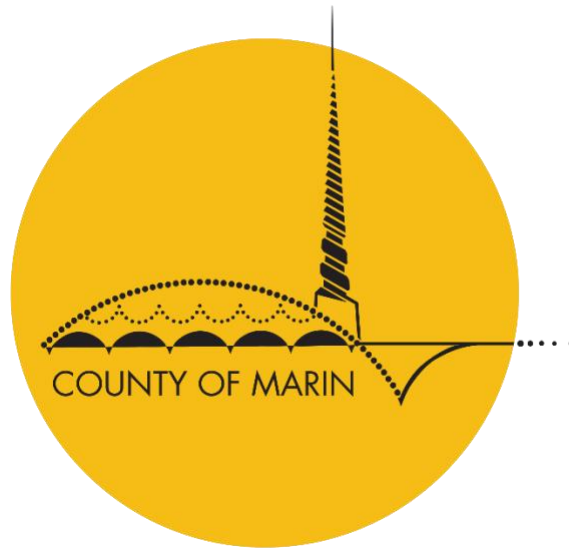
It's a new year, with another successful year on the library books! Here is a condensed list of **some** of MCFL's accomplishments in 2022 for you to review and enjoy. The list is not in priority order as, collectively, all our accomplishments make us the responsive, innovative, and stellar library system that we are proud to be a part of. Enjoy the review as we start to work on our list for 2023!

1. Measure B PASSED by voters, increasing the library's revenue by \$4.7 million dollars annually over the next nine years.
2. MCFL recognized as the Department of the Quarter by the Board of Supervisors.
3. We completed an incredibly successful Community Survey campaign and created goals in response, such as a new technology program series that our Adult Services Committee recently started.
4. Radio Frequency Identification (RFID) tagging of all our materials just about completed. What this means is that all County and City library materials in Marin now have RFID tags, enabling us to increase the speed at which materials are delivered throughout the county. This also allows for better ergonomics in handling materials and a better self-check experience for patrons.
5. We welcomed 31 new staff members to MCFL this year!
6. We celebrate our very first County of Marin, Employee of the Year for MCFL... Alejandra Cruz, our Learning Bus Program Coordinator!
7. We completed a mighty StoryWalk project in all locations, include a marketing campaign with Marin Transit, allowing library information to be placed in 70 busses across the county.
8. Four Library Commissioners joined our Library Commission.
9. Fairfax completed its beautiful outside garden, expanding program opportunities for all ages of patrons.
10. We have a famous author on our staff! Tera Kelley (Corte Madera).
11. We revised our Collection Development Policy.
12. Staff participated in a hybrid All Staff Day.
13. We've had a year of tremendous partnership efforts with other County departments, such as the **Shoreline Connectivity Project** and the **Library Prescription Card**. These projects are actively changing lives and outcomes for children and families in our community.
14. Kerry Livingston (Stinson Beach) received the Marin County Supervisor of Volunteers of the Year Award.
15. We participated in the County Fair after a long hiatus due to the COVID-19 pandemic.
16. Our very own Deputy Director of County Library Services, Raemona Little Taylor, was named a Library Journal Mover & Shaker!
17. We celebrated our Friends for National Friends of Libraries Week in a campaign that was very much appreciated by all our Friends groups.

In community,

Lana Adlawan  
Director, County Library Services





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## COMMISSION MEMBERS:

MCFL and the County of Marin

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

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## **MARINet Board Meeting Minutes**

**Nov. 3, 2022 Online Meeting**

**Approved on 12/1/2022**

Present: Franklin Escobedo, Lana Adlawan, Anji Brenner, Gary Gorka, Linda Kenton, Abbot Chambers, Henry Bankhead, Sarah Frye, Crystal Duran, Dan McMahon, Jessica Trenary

Absent: None

Guests: Alain Dussert, Christopher Barnickel, Bill Hale

Bill Hale: It seems we use ad hoc committees, are the Ad Hoc committees open to guests? Is the consent calendar clear? On Overdrive, placing reserves on e-audio at SFPL is still light years ahead of MARINet and Marin Libraries. Are there summaries available for e-audio? There are really long waits. Reading lists are a negative. In BC. Finally, with Dan departing, he'll be hard to replace, as he has the institutional memory of MARINet.

Minutes, moved to approve the minutes of Oct 6 and Oct 11. (Two motions, both unanimous.)

Motion made to approve consent calendar, approved. The three board resolutions covered will be sent around using DocuSign.

AMH Project (Automated Materials Handling), Report on Visit to Sacramento Public Library on Nov. 2. Henry said it was a good tour, Hannah answered lots of questions. We also saw their Media Hotel. Dan said that IMMS was also demoed, we saw mostly the back end but they're still working on it. IMMS would replace Decision Center and Collection HQ completely. SRPL is planning to leverage IMMS to free up space on the floor for patrons. Staff will use handhelds to page books. Jessica says that SacPL has had AMH for a decade, this is their second system. IMMS, the Intelligent Materials Management System, is an app that tracks where folks are going, suggests which items to weed, and moves items to other branches when they aren't circulating. On the AMH, Dan said the amount of space around the machine is important, but the sound of it running turned out not to be super loud, it was covered by fans. Doors separating the machine from cubicles are still recommended and planned for this site.

Bill Hale: we need to ask public opinion before a vote. We also need to cite the code section for closed sessions and state what the purpose is, to fully comply with the Brown Act.

MARINet Staffing Succession Plan: Lana is meeting with Linda in the next two weeks.

Collection HQ single or multi-year: In light of IMMS info, Henry suggests we only sign a one year contract, not three to get a 5% discount. Jessica says the savings are \$5,800 over 3 years for the commitment. Lana agrees it should be one year, savings aren't that large. Motion made to approve one year contract. All Board members vote yes, 9-0, motion passes.

BiblioCommons Fines module proposal: Total fines paid in Sierra have gone from \$30k a month to \$2k. We're paying 30 to 40 percent of the fines collected online for overhead, for keeping two payment systems running. The BiblioCommons fine module is \$5k for the platform and about \$2k per year for the extra Pay Pal connectors. Staff recommend going to just one connector, classic only, so fees would only

consume 10% of fines paid. We will also stop accepting Pay Pal fines, and repatriate that money using a bank account. (Staff was authorized to do this last year, but we've not wanted to visit a bank in person yet. Motion made that we turn off payments in BiblioCommons. All members vote yes, motion passes 9-0.

Cloud based ILS: The immediate proposal is to move Sierra to a cloud-based platform as soon as possible. Our servers age out in July, and Dan, who built and supports the servers, will be retiring in January. Hardware failure would be problematic without support. Henry says it's a two-part question, should we retain Sierra at the same time? Given the timing issues, he'd support III's Sierra Cloud now if we can leave the door open as a group to what other possibilities exist in the future. We have a quote for Cloud that requires a two-year commitment, and the switchover could be done in January. If it goes past that, Dan is willing to come back extra hire to help Jessica with this project. The cost for moving to cloud is about \$50k, which we can cover with the salary savings from Dan's unfilled position between January and June 30.

Going to cloud-based Sierras mostly means just moving the IP. We need to confirm with County HR that we can get an exemption for Dan to come back extra hire before 180 days have elapsed. Cloud-based Sierra does mean we can eliminate our Cloud Backup at \$5k per year. Discussion of whether we can replace Dan's position with a lower class? Dan says yes, though the current Systems Administrator job description actually does not include the technology skills that he uses in this position, most especially building Linux servers and dealing with the CENIC network. Some things can be pulled out of this position. Can we bring Lori in to talk to us on this issue? She could offer helpful analysis.

Motion made to move to III Cloud-based Sierra hosting as fast as possible. Vote is 9-0 yes, motion passes, for a 2-year commitment. Staff will prepare a resolution to cover financial moves needed for this to present in December.

Guests: Discovery Layer discussion: Alain Dussert, IT Supervisor, Santa Barbara Public Library and Christopher Barnickel, Director and of the San Luis Obispo Library talked about their transition to pen source software. They left the Black Gold Consortium at the same time as switching to Koha. The transition was not seamless but not bad. The discoverability of resources was a big part of the reason for choosing Aspen catalog. Both libraries, as part of Black Gold, felt they couldn't make decisions about the future of the ILS. Another big sell was Spanish language translation, Polaris could not do that. Aspen could though not 100%. Question, what has been the community impact leaving Black Gold. They haven't figured out resource sharing between each other yet. The libraries emphasized to patron that they'd purchase books as need to compensate for things they couldn't get for other libraries. The new catalog didn't really change resource use, not really up or down.

MARINet Retention Policy: The County's retention policy is 4 months on video. That seems to be what special districts are doing too. Do we have enough information to adopt county's policy? Video is taking up a huge amount of server space. Looking at county's policy, we need to call out specific pieces. Dan offers to put together a specific list for the next meeting. We don't belong to the Special District Assosiation. Crystal and Lana suggest we make our own retention policy. Has the county's policy been updated recently? San Rafael puts their videos on YouTube, it's very convenient storage platform. The Town of San Anselmo's policy was updated recently, 2021, so would be a good model to look at.

Collaboration: Crystal says that Bel Tib Library received a grant from the State for just under \$30k for book club kits. They'll also be hosting a sustainability fair at the library, and need local partners.

Sausalito Library is subscribing to BiblioPlus, at a flat rate rather than pay per view. It could be a candidate for MARINet-wide consideration, it's a good collection, and the flagship brand is BBC content. They're trying to be Netflix-like with their model, rotating in new stuff. Links to content will work in the catalog for the first time. It's costing about half of what Sausalito is paying for Kanopy. College of Marin is having a celebration in **(didn't get date, Sept or April 2023?)** Thursday for a Read along. MCFL is going to be resuming the committee for the Poet Laureate program. If any library interested in collaborating let Lana know, it's starting in early 2023. MCFL is hiring a Library Services Manager position, if you know anyone. This position covers collections, marketing, communications and technology. (Link posted: <https://www.governmentjobs.com/careers/marincounty/jobs/3753168/library-services-manager?keywords=library&pagetype=jobOpportunitiesJobs> )

Equity Discussion (Linda): The Town of San Anselmo just launched a DEI audit of their policies and procedures. They also did one on one focus groups, raising awareness and training for employees and residents. In the library, they've taken the book "So You Want to Talk About Race," broke it into two-chapter-long sets, and had a voluntary discussion group at the staff meetings. Is there room for a book discussion, one time, in this group?

There is a Marin Agency DEI resource group, is anyone going? They have great resources. Should there be conversations in the Working Groups? Not in CWG or BSWG, Teens no, Children's a little. At MCFL every meeting has an inclusive equity component. Franklin says that with a small staff, discussions happen all the time. Henry points out it's United Against Hate week. Discussion continues, the cities ask the libraries to be performative around equity work. This rings hollow to staff, particularly BIPOC staff being thrust into that role repeatedly. Mill Valley was asked to participate in LAH, but responded that libraries work against hate year-round. Franklins says they have too many things on the table, but he feels he's doing this work at a national level with ALA. Next month's discussion will be lead by San Rafael.

Systems Report: We are crafting the FY 23-24 budget in the next month, so any suggestions are welcome. We'll provide two options, mid-level (hold the line but inflation) and panic. Quipu just went live for registering patrons yesterday. It's working well, but only linked right now on the MARINet site. Lana asks about the Marin IT contract, we are going to talk to Dave about this and get IT support. Also we'll discuss his support for CENIC. Franklin and Lana should be involved in negotiating with Dave.

#### Topics for future agenda

- Retention Policy: action
- AMH and RFID
- Board resolution to authorize budget Cloud
- January retreat date?
- Special Meeting morning of Dec. 16<sup>th</sup> 10 to 11 am.

#### Announcements:

Bel Tib: Do we meet in Dec? Generally, yes.

Larkspur: Franklin is going on vacation for a week this month.