

MARIN COUNTY FREE LIBRARY COMMISSION



Lana Adlawan

Director of County Library Services

MARIN COUNTY FREE LIBRARY COMMISSION

Proposed Agenda

Friday, February 10, 2023

10:00 a.m.

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 CITY LIBRARY

164 Donahue Street (at Drake), Marin City, CA 94965

Directions: Highway 101 to the Marin City exit, from the north turn right onto Donahue Street; from the south take the off ramp circling around onto Bridge Blvd. To the stoplight, turning left onto Donahue Street, continue circling around on Donahue until you reach the stop sign on the corner of Donahue and Drake. Turn right on Drake and look for parking. The library is located on the corner of Donahue and Drake with doors facing Drake Street. **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/88288992836?pwd=YnFwSjVNNTBFNjY5sSUxTWE1OR3c3QT09>

Meeting ID: 882 8899 2836

Passcode: 429315

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)



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.

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+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: 882 8899 2836

Passcode: 429315

Find your local number: <https://us06web.zoom.us/j/88288992836>

“Won’t it be wonderful when black history and Native American history and Jewish history and all of U.S. history is taught from one book. Just U.S. history.” —Maya Angelou

Someone struggled for you right to vote. Use it. (Susan B. Anthony)

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
10:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of 01-11-23 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President’s Report for January	Ream	Information
	8. Old Business		
	9. New Business	Ream	Information
	a. WebStars Report	Douglas/Russo	Information
	10. Director’s Report for January	Adlawan	Information
	11. Announcements	Ream	Information
11:30	12. Adjournment	Ream	Action

Numbered List of attachments:

4. Minutes for January 11, 2023
11. Library Director’s Report for January, 2023

Unnumbered Attachments:

MARINet Board minutes of December 1, 2022 held online

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

Brown Act:

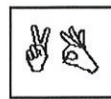
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

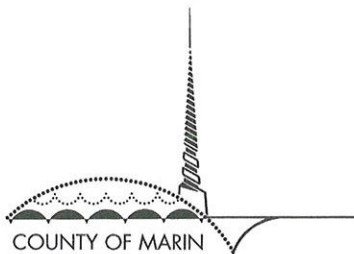
Meeting Locations

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA, 94970



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MARIN COUNTY FREE LIBRARY COMMISSION



MARIN COUNTY FREE LIBRARY
Meeting in person and virtual

--PROPOSED MINUTES--
Wednesday, January 11, 2023

Lana Adlawan
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
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- (1) **CALL TO ORDER**
Meeting called to order at 4:05pm.
- (2) **ROLL CALL**
Present

Alison Blume	Ali Iqbal	Daniel Sherman
Sally Hauser	Nick Javaras	Loretta Farley
Linda Ward	Claudia Wilson	Sue Ream
Glynda Christian		

Absent with Notification

Anya Schandler	Margaret Kathrein	Ann Kaplan
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Also Present

Lana Adlawan, Director of County Library Services
Leching Chan, Administrative Services Associate
Edna Guadiana, Administrative Services Associate
Damon Hill, Library Services Manager
Raemona Little Taylor, Deputy Director of County Library Services
- (3) **ADOPTION OF AGENDA M/S/C – Javaras/Hauser Agenda approved as submitted**
- (4) **ADOPTION OF December 14, 2022 MINUTES - M/S/C Hauser/Javaras Minutes approved as submitted.**
- (5) **OPEN TIME FOR PUBLIC EXPRESSION – NONE**
- (6) **READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting**

(7) PRESIDENT'S REPORT FOR DECEMBER

President Ream reported the following:

- She announced the appointment of a new commissioner in January and welcomed Glynda Christian, who represents District 5. President Ream requested that Commissioner Christian tell the Library Commission something about herself. She has experience working in libraries and teaching ESL. Glynda apprised the Commission that she had recently moved from Bodega Bay to Novato. She's been a Library Director in the past. She loves the Golden State Warriors.

(8) OLD BUSINESS

- President Ream announced that we would be recognizing staff who have retired or left the Library at our annual meeting in June.

(9) NEW BUSINESS –

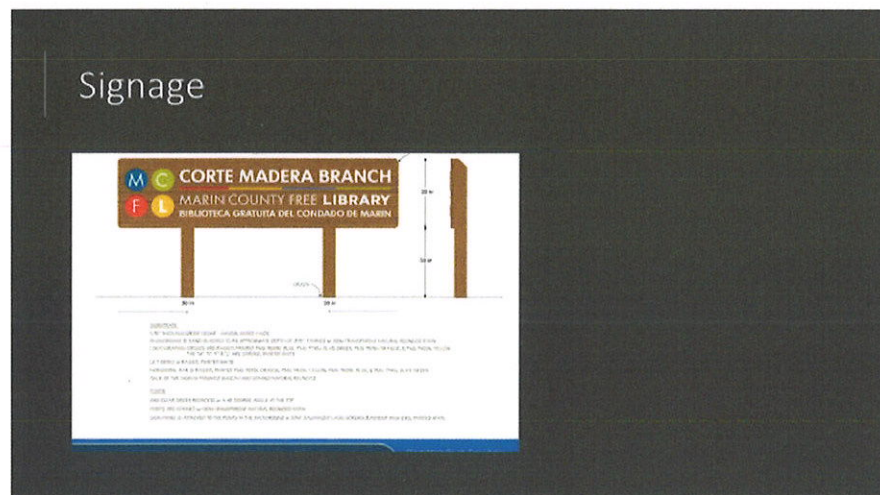
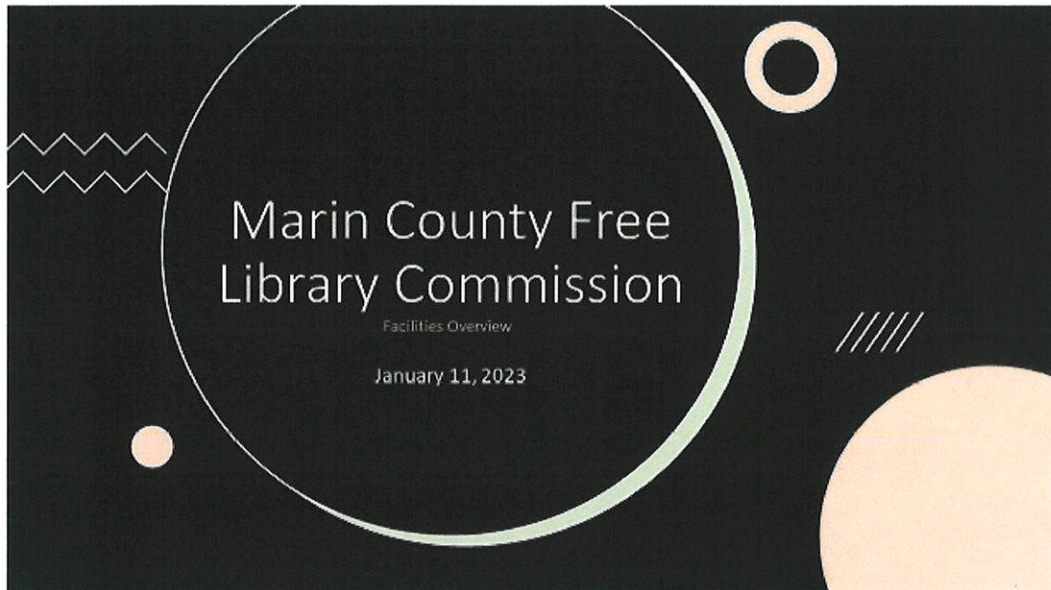
- Measure A Fund Review – Leching Chan, Administrative Services Associate gave the brief update below. Director Adlawan reported that not much has changed, since this was last reported on.

In answer to a question, Director Adlawan stated that Measure B kicks in in FY2024-2025.

MEASURE A CAPITAL PROJECTS SUMMARY FY 22/23									
Project No.	Project Title	Service	BUDGET 12/23 1 MIL	Budget 21/22 1 MIL	Budget 20/21 2 MIL	Budget 19/20 500K	BUDGET 18/19 500K	Total Expended FY 18/19 to 22/23	
		CONSTRUCTION	\$ 900,000.00	\$ 900,000.00	\$ 1,500,000.00	\$ 400,000.00	\$ 400,000.00		
		PROF. SRVC.	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00		
		MISC	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		
54LP05ROOF	Novato Measure A Project	Professional Services 522510	\$ 7,472.00		\$ 26,440.00	\$ 29,651.45		\$	63,563.45
		Construction 540210		\$ 127,863.10	\$ 441,615.60	\$ 27,684.63		\$	597,163.33
		Miscellaneous Costs 522310						\$	-
		DPW Labor 561110		\$ 27,836.85	\$ 76,127.80	\$ 27,997.83		\$	131,962.48
			\$ 7,472.00	\$ 155,699.95	\$ 544,183.40	\$ 85,333.91		\$	792,689.26
54LP06ROOF	Corte Madera Measure A Project	Professional Services 522510	\$ 3,848.00	\$ 1,374.00	\$ 46,986.00	\$ 67,768.30		\$	119,776.30
		Construction 540210	\$ 74,946.00	\$ 496,885.98	\$ 582,421.45	\$ 52,663.20		\$	1,205,916.63
		Miscellaneous Costs 522310		\$ 7,502.60		\$ 279.38		\$	7,781.98
		DPW Labor 561110		\$ 85,494.72	\$ 119,876.65	\$ 27,867.41		\$	233,038.78
			\$ 78,894.00	\$ 591,267.30	\$ 749,084.10	\$ 148,678.29		\$	1,567,513.69
54LP07ROOF	Fairfax Measure A Project	Professional Services 522510	\$ 7,830.00	\$ 8,635.00	\$ 39,305.00			\$	55,770.00
		Construction 540210			\$ 41,436.77	\$ 58,980.00		\$	100,416.77
		Miscellaneous Costs 522310						\$	-
		DPW Labor 561110		\$ 27,876.77	\$ 39,507.54	\$ 6,600.16		\$	73,984.47
			\$ 7,830.00	\$ 36,511.77	\$ 120,249.31	\$ 65,580.16		\$	230,171.24
54LP10FAI	Fairfax Life Safety Project	Professional Services 522510						\$	-
		Construction 540210	\$ 31,764.20					\$	31,764.20
		Miscellaneous Costs 522310						\$	-
		DPW Labor 561110		\$ 41,266.93				\$	41,266.93
			\$ 31,764.20	\$ 41,266.93	\$ -	\$ -		\$	73,031.13
	S Novato Measure A Project	Professional Services 522510			\$ 36,000.00			\$	36,000.00
		Construction 540210						\$	-
		Miscellaneous Costs 522310						\$	-
		DPW Labor 561110						\$	-
			\$ -	\$ -	\$ 36,000.00	\$ -		\$	36,000.00
54LPMISC	Measure A MISC Proj	Professional Services 522510					\$ 1,248.00		
		Construction 540210					\$ 23,812.95		
		Miscellaneous Costs 522310					\$ 25,060.95		
		DPW Labor 561110						\$	25,060.25
					\$ -				
1/11/2023			\$ 125,660.20	\$ 824,735.95	\$ 1,449,516.81	\$ 299,492.36	\$ 25,060.95	\$	2,724,465.57

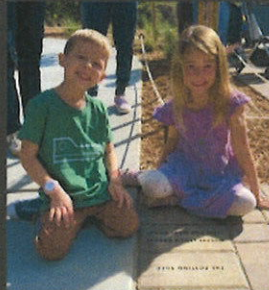
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- b. Facilities Overview – Damon Hill, Library Services Manager gave a brief overview on our facilities.



Corte Madera Projects

- HVAC
- ADA path of travel and bathrooms



Fairfax Garden



Future Projects

- FY 23/24 Facilities Assessment in response to Measure B
- Branch Refresh planned completion December 2023



Thank you

After a brief question and answer period, President Ream thanked Leching and Damon for their presentations.

- (9) DIRECTOR'S REPORT FOR DECEMBER 2022 – Director Adlawan reported on the following:
 - She reminded the Commission to please take note of MCFL's 17 accomplishments listed in her Director's report.
- (10) ANNOUNCEMENTS – The next meeting will be on Friday, February 10, at 10:00 am in the Marin City Library.
- (11) ADJOURNMENT – M/S Javaras/Christian/ Meeting adjourned @ 4:53 pm



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

JANUARY 2023 ACTIVITIES

A stylized landscape illustration occupies the lower half of the page. It features rolling hills in shades of yellow and orange, a blue body of water, and a prominent blue spire (resembling the Transamerica Pyramid) in the background. The sky is white.

OUR MISSION:

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

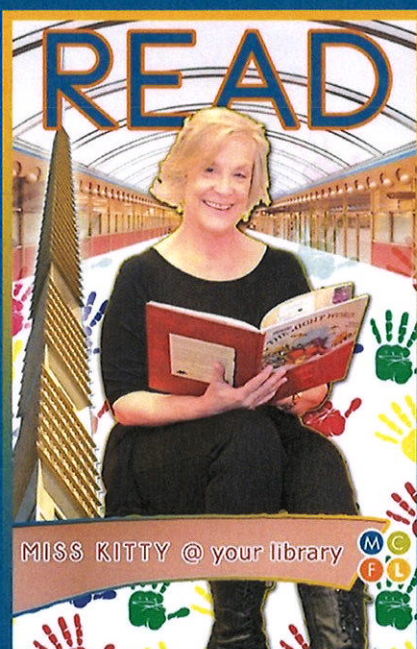
LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Children's Services



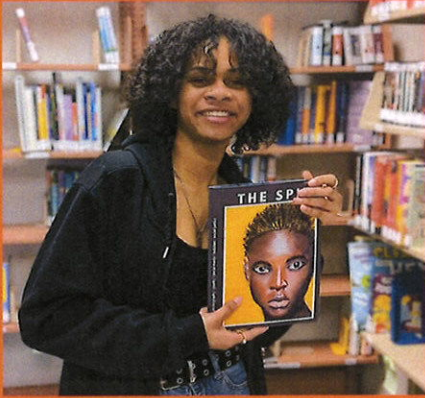
[Colors of Spanish](#), an interactive, early childhood Spanish immersion program has been providing story time at Inverness, South Novato and Novato branches for our youngest readers and their families. Early Childhood and language acquisition expert Guadalupe Tausch weaves music and movement into her engaging program, keeping children and adults moving and shaking. Programs are offered twice a month with an average of 25 children attending. Inverness Preschool teacher Samantha Sanchez says "the kids really enjoy coming. We have a lot of students super interested in learning Spanish. The kids that already speak Spanish at home are so excited to share their language and culture with their friends. It's very important and empowering to them."

Guadalupe Taush reiterates the importance of reinforcing the heritage language, the language of the home, which then strengthens the acquisition and development of the second language. Colors of Spanish celebrates culture and language in a way that supports the bicultural biliteracy of our diverse communities.



Kathleen Fitzhugh Remitz retired as Civic Center's Children's Librarian at the end of 2022. Known as Miss Kitty in the children's room and through her blog, she encouraged a love of reading and books for over 24 years. In addition to providing reader's advisory and countless story time programs, Kathleen was instrumental in bringing Mind in the Making training, focused on early learning and brain development, to all MCFL staff. As a member of the Children's Services Team, she was a strong advocate for equity, diversity and inclusion, and looked for new ways to serve children, teens and families throughout Marin. With her kind smile, her creative artwork, and her numerous cute shoes she brought a touch of magic to her work. Kathleen commented "Reading to a child is one of the great joys and privileges of life. I'm a lucky woman."

Teen Services

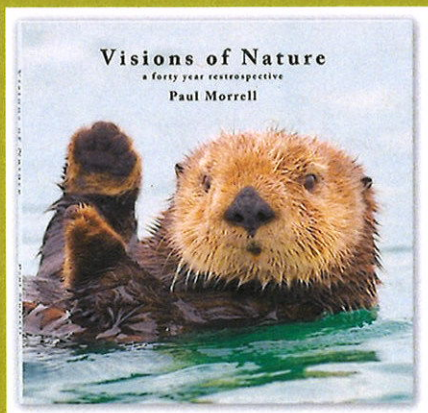


Earlier this month, the second edition of MCFL's teen produced magazine, [The Spire](#), was printed and sent out to MCFL's library branches for community members to pick up and take home! [The Spire](#) was originally created during the shutdown, when then Teen Librarian, April Hayley, worked with local teens over Zoom to find ways to connect with each other and with other teens stuck at home. The Spire was one of the fabulous results! Rashida Skaar, the youth services librarian at the South Novato branch, is working with teens now to begin gathering more art, poetry, essays, photography, and short stories for the next edition of The Spire. Teens interested in contributing their work to The Spire can email their work to teenlibrarian@marincounty.org. Community members can pick up copies of the 'Zine by visiting any one of [MCFL's branches](#) while supplies last.

Our recent outreach to Juvenile Hall was a success. We brought some fresh new books, and weeded some old, dusty books.

Programming update: Novato started the year off by watching 'Legally Blonde' on the first Saturday of the month. The following Saturday, the Anime Club watched several episodes of 'Demon Slayer' while creating decoupage boxes using discarded Manga. On the 18th, teens were able to create an art journal using an old book; and on the 21st we watched 'Twilight' while snacking on some treats.

Adult Services



Library branches are offering a mix of in-person and online programs on a wide range of topics. Here's what's been happening in January.

From Tec to Textiles

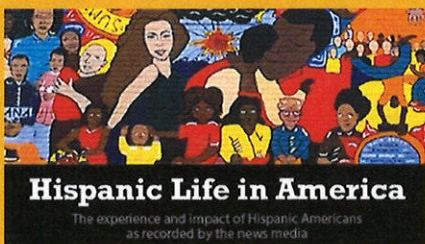
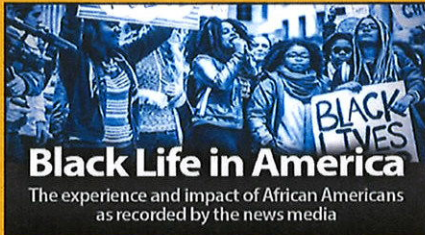
Our popular technology classes for Android and Apple devices continue to be offered monthly. They help patrons stay current, but some things are timeless. Textiles are weaving their way into branch programming. Novato library hosts a drop-in knitting group on the 4th Thursday of the month where one can get help with patterns and stitches and enjoy the company of other knitters. On Mondays at Inverness Library, there is a Mending Circle from 4-5 pm where you can work alongside others in the Jack Mason Museum Room. The Fabric and Fiber Makers' Club meets at Fairfax Library on the second Monday of the month and promises a fun and lively social environment while working on projects. January's art exhibits at Fairfax and Stinson Beach Library feature local textile artists. "Nice Threads", a display by Local Artist Travis Meinolf, is at Fairfax and works by Janette Martin and Heidi Paul are at Stinson Beach Library.

Artists Clare Elsaesser and Kai Samuels-Davis have a joint exhibit of art prints from original paintings on display through February 28 at the Point Reyes Library and a stunning photography exhibit, Visions of Nature, by Paul Morrell is on display at the Corte Madera Library.

Showing Up for Racial Justice (SURJ) Marin and staff at South Novato are teaming up again to present a series that examines the connections between racism and poverty. The first event explored how racism and nationalism affect the global economy. Each event will begin by viewing a short film about the topic followed by a panel discussion.

Other programs this month include how to prepare for emergencies and a writing workshop on recording your family history with personal historian Carla Koop, both at Fairfax Library. Inverness Library hosted a collage workshop with artist Lisa Doron.

Collection Development & Management



We have recently added 3 new resources from Newsbank to our digital collections for the community: Black Life in America, Hispanic Life in America, and Heritage Hub. These online resources will expand our tools for exploring the experience, perspectives, contributions, and history of people of color, as well as sharing more opportunities for genealogical research. Explore the resources using your library card to gain access.

- [Black Life in America](#) - comprehensive coverage of the African American experience from the early 18th century to the present day as recorded by the news media. Easy to use and updated daily, this resource supports discussions around race, equity, diversity, and social justice. Explore via full-text searching, access content organized by era for easy browsing, or choose from nearly 800 suggested searches such as "Emancipation Proclamation."
- [Hispanic Life in America](#) - The experience and impact of Hispanic Americans as recorded by the news media, 1704 to today. This primary source collection offers an expansive window into centuries of Hispanic American history, culture, and daily life as well as the ways the dominant culture has portrayed and perceived people of Hispanic descent.
- [Heritage Hub](#) - Explore your family history with the premier collection of U.S. obituaries and death notices for in-depth genealogical research from 1704 - today. Heritage Hub helps you easily identify relatives, uncover new information and potentially unknown family members. Includes deep coverage from all 50 states, hard-to-find content from the mid 1900's, and original obituary images. Access is available remotely and 24/7.

(Continued on next page)

Collection Development & Management (Continued)

Our selector team has shared additional data on more branch collection trends with library administration to aid in ongoing planning. Previous reports were focused on reviewing the data on use of library materials to gain insight for branches involved in projects to better design our spaces to provide engaging experiences and ensure accessible use. Gathering this information for all our branches helps provide a comprehensive overview on patron engagement with library services.

Behind the scenes at Tec, we're working on setting up logistics (lease plan, order, processing) for a Spanish language Lucky Day book pilot project for Novato and South Novato. We continue to work with our distributors to complete shelf-ready processing procedures and testing for children's collection materials. We worked diligently to prepare for the consortium server migration of our main library computer system, Sierra, earlier this month. Though the migration has been completed, there are a few residual effects for Technical Services, such as for some of our vendor catalog support tools (z39.50), our online workflow to manage Tec services collection invoices for the County, and data exports from our Sierra to other vendors, as well. Access to all public resources has been restored.

Educational Equity



Reading Buddies started up again at Point Reyes on January 10. Attendance from the West Marin School is strong. Play continues to be a strong component of **after-school learning at the library**. Children and families regularly convene in the Point Reyes Community Room, which was equipped with developmentally appropriate toys and materials as part of last year's Little Learners grant. In addition, Point Reyes staff offered **library curbside service** during the recent power outages in West Marin to ensure access to materials.

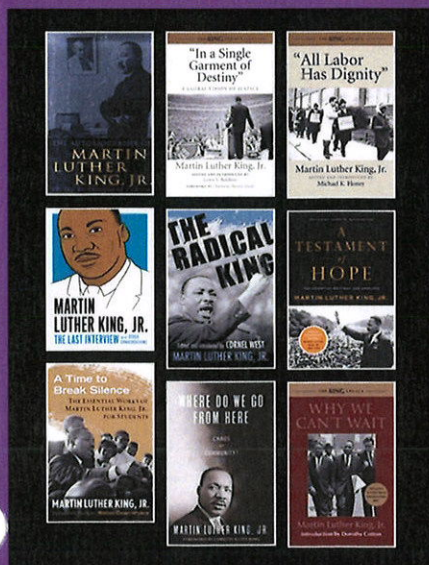
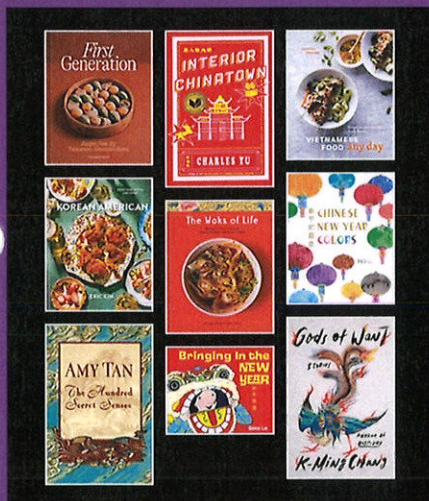
The South Novato Makerspace is expanding outreach to serve the many schools of the Novato Unified School District (NUSD). After connecting with Nick Williams the Science department chair at San Marin High, we will begin a partnership there that will provide special hands-on learning opportunities in the classroom to complement their syllabus. The first session will take place 2/1 at San Marin High with an interactive lesson on power outputs in wattage. This growth in our outreach will strengthen the MCFL connection with communities and support promotion of the new library card program for NUSD students. All of these visits will continue to raise awareness of the libraries, the makerspace, and the Webstar program. We are currently communicating with other schools.

Communications & Publicity

Library Service Update



Actualización del Servicio de Biblioteca



With the advent of atmospheric rivers and bomb cyclones ushering in the New Year, our team stepped up to coordinate emergency communications to our patrons about branch closures and library service alerts through our website and social media. From flooding at Marin City, power outages at Fairfax and West Marin, to a system-wide closure due to extreme weather, the focus was on messaging to keep residents, library patrons and staff as safe as possible.

We also created a communication plan about the planned outage of our main computer system in January, due to the MARINet migration of servers to provide more stability and security. Unrelated to the planned outage, there were some other issues with the library catalog in the following week due to vendor firewall and third-party integration that required more alerts – so all in all, a busy start to the year.

Our January library newsletter featured “Resolve to Read”, highlighting lists of all the amazing books of the past year, as well as a guide to the most popular items in Marin in 2022. In the “Did You Know” section we explained that there are more ebooks to be had through the OverDrive Partner Library feature, with access to the collections of the Peninsula and NorthNet systems.

Some of the other curated lists and information shared on our website and social media included Writings and Speeches of Martin Luther King, Jr, Lunar New Year Books for Every Age, International Holocaust Remembrance Day, Mock Newbery 2023, Fountas & Pinnell Reading Levels (for kids), Marriage & Coupling Relationships, Family Trauma & Resilience in Modern Fiction, American & Canadian Indigenous Voices in Fiction, British Crime Mysteries, Women in the Civil Rights Movement, Memoirs of the Civil Rights Movement, Race & Poverty Series list: The Racial Roots of Capitalism, as well as our monthly new book lists, hidden jewels, and Neshama's Choices. Browse these and many more at www.marinlibrary.org/explore.

(Continued on next page)

Communications & Publicity

(Continued)

Highlighted on our social media channels: events, including Emergency Preparedness, All Things Apple, Android and Social Media classes from Tech4Life, The Long Covid Survival Guide panel discussion, the first in a Poverty & Racial Justice film and conversation series (a partnership between MCFL and SURJ Marin), library exhibits like Nice Threads by Travis Meinolf, Bolinas Reads, shared County messages about severe weather emergency shelters and the Marin County Office of Equity's focus groups to gather feedback on priorities for Sheriff's Oversight, local history articles from the California Room about Tomales, George Lister and Rod Laver, and the library space usage survey, just to name a few.



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 help us welcome:

Ruth Itzun – Library Assistant II (Novato)

Lynne Maes – Senior Librarian (Civic Center)

Andre Clemons – Media Technician (Library Marketing/TEC)

OPEN RECRUITMENTS

- Webstars Student Intern – High School (Point Reyes, Marin City, South Novato), Continuous Recruitment
- Library Services Manager – Technical Services Unit, 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 1.0 FTE, Marin City
- Librarian II 1.0 FTE, Civic Center
- Mobile Library Assistant (2), Bookmobile & Learning Bus
- Senior Librarian/Education Initiatives Coordinator 1.0 FTE, Marin City

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN

Marin County had a literal flurry of activity in early January, in the shape of an extreme weather event. The rain was definitely welcome, but it did have a big impact on library service during the first two weeks in January. The Emergency Operations Center (EOC) for the County was activated, and library staff responded to the call for EOC Disaster Service Workers to assist. All library branches closed at 3:30pm on January 4 due to storm conditions.

Our West Marin branches were especially hard hit with long periods without power, which resulted in several delayed openings and closures. Bookmobile and Learning Bus service were also suspended for a few days until road conditions improved. With the unexpected chaos of the weather, there were still a number of shining service moments for the library:

1. The Point Reyes staff offered curbside service to patrons on Friday, January 6 to allow access to materials because of the extended power outages in West Marin. Thank you, Simon, Jennifer, Madeline, and Annemarie!
2. The Fairfax Library became a go-to place for power on January 6! The Town of Fairfax experienced widespread outages, but the Fairfax Library was powered! The library offered a timely Emergency Preparedness workshop in the morning and Branch Manager Margaret Miles said, "Patrons have been grateful for our space and service, and staff have been happy to help."

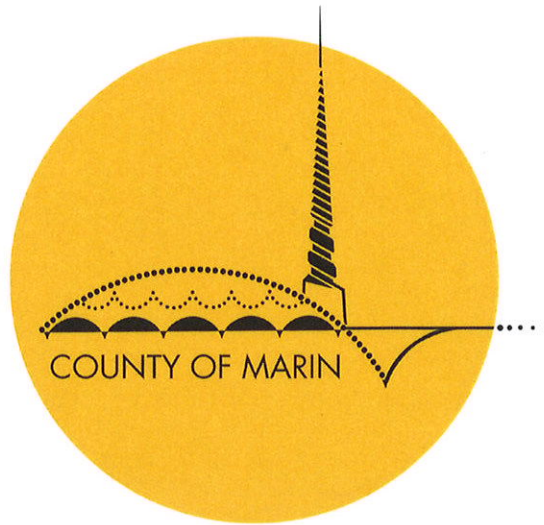
The weather on January 4 was the most extreme across the region but library locations balanced power outages and localized flooding the first two weeks of January.

On January 12th, the 30th [Annual Heart of Marin Awards](#) were held in San Rafael. This year, there was a very special library volunteer nominated for "Volunteer of the Year." **Congratulations** to our very own Virginia "Ginny" Schultz, President of the Friends of Marin County Free Library on the nomination! The award recognizes a volunteer who has provided exemplary volunteer service to a Marin nonprofit organization. Ginny is a tireless library advocate who helped lead the library's successful Measure B campaign (any many others), as well as steadfast dedication to the library's mission and service across Marin County. Congratulations, Ginny, and a big thank you from all of us at Marin County Free Library.

In community,

Lana Adlawan
Director, County Library Services





COMMISSION MEMBERS:

MCFL and the County of Marin

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

MARINet Board Meeting Minutes

Thursday, Dec. 1, 2022 - Online Meeting

Approved on January 5, 2023

Present:

Board Chair: Franklin Escobedo (Larkspur)

Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Lana Adlawan (MCFL), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Henry Bankhead (San Rafael), Sara Frye (College of Marin).

MARINet Staff: Jessica Trenary

The meeting came to order at 12:03 a.m.

- I. Public Comment Period - Public comment was given by Resident. Resident suggested library should acquire popular book summaries. Resident also recommended making some copies of catalog books for museum showings "reference only" so that they are more available.
- II. Introduction of Guests - No guests
- III. Approval of Minutes from Previous Meetings – Bankhead moves to approve the November meeting minutes, Adlawan seconds. Roll call unanimously approved.
- IV. Business Topics:
 - A. Record Retention Policy (*Action*) – Board appreciates Dan's compilation of information. Board would like MARINet to take Dan's document and convert it into a matrix with document types and retention periods. Discussion about how long to retain videos. Kenton recommends erring on side of caution per possible future Brown Act changes. MARINet should investigate cost and options for video retention, including Google Drive.
 - B. Board Resolution to Budget for Cloud Sierra (*Action*) – Trenary announced cloud migration date of Wednesday, January 11th. Estimated downtime is 4-6 hours, tentatively starting at 8 am EST. Duran moves to adopt the proposed board resolution to enlarge the 522510 budget object by \$53,000, to cover the subscription cost of Cloud Hosting for the Sierra ILS, Kenton seconds. Roll call unanimously approved.
 - C. January Retreat Date (*Discussion*) – Retreat postponed tentatively to April. Details TBD at future Board meeting.
 - D. MARINet Staffing, Succession Planning (*Discussion*) – Trenary shared her list of concerns post-Dan's retirement. Brenner and Adlawan both volunteered to sign invoices, provide budget oversight. Adlawan recommends moving forward immediately with conversation with Marin IT. Discussion of MARINet eBook purchasing. Chambers and Adlawan recommended DRWG discuss eBook purchasing in detail and make a recommendation to the Board. Adlawan working

with HR, MCERA on issues related to McMahon and Trenary. Adlawan and Kenton will send Board survey for thoughts on MARINet priorities, staffing. Bankhead and Escobedo recommended hiring consultant, Lori Ayer, to assist in process. Escobedo will schedule a special meeting in December to continue succession planning discussion.

V. Standing Items:

- A. Collaboration/Partnership Discussion – No comments.
- B. Equity Discussion (San Rafael) – Bankhead led a discussion on Phillips article from *Scientific American*, “How Diversity Makes Us Smarter.”

C. Topics for Future Agenda –

December Special Meeting:

- Consultant Proposal re: Strategic Plan and MARINet Staff (*Action*)
- Interim Position for Trenary (*Action*)
- MARINet Staffing, Succession Planning (*Discussion*)

January Board Meeting:

- Collection dev MARINet eBooks (*Discussion*)
- Record Retention Policy (*Action*)
- Board Retreat (*Discussion*)
- MARINet Budget (*Discussion*)
- MARINet Staffing, Succession Planning (*Discussion*)

- D. Approval for Virtual Meeting Next Month - Duran moves to hold next meeting virtually, Kenton seconds. Roll call unanimously approved.

VI. Announcements – No comments.

Escobedo adjourned meeting at 1:26 p.m.

Minutes respectfully submitted by MARINet Staff