

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, August 9, 2023
4:00 p.m.

NOVATO LIBRARY

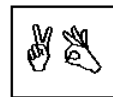
1720 Novato Boulevard, Novato, CA 94947

Directions: Highway 101 to DeLong Avenue/Downtown exit. Crossover the freeway continue to Novato Blvd (4th stop light), turn right. Continue north on Novato Blvd going through next traffic light. Pass intersection, the Library is on the right-hand side with a red tile roof. NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**). NOTICE: In order to assure a quorum, please let Library Administration know if you are unable to attend the meeting (**call: 415-473-3222**).

*Leaving any **library** is hard, especially on a day in August, when the street outside burns and glares, and the books inside are cool and crisp to the touch.*

Jane Smiley (edited by Sue Ream)

<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 June 7 meeting minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for June & July	Ream	Information
	8. Old Business		
	9. New Business		
	a. Spanish Services Report	Garcia & Avalos	Information
	10. Director's Report for June & July	Adlawan	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action



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

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

Numbered List of attachments:

4. Minutes for June 7, 2023
11. Library Director's Report for June & July, 2023

Unnumbered Attachments:

MARINet Board minutes of May 4 and June 8, 2023 held at Los Gamos

Marin County Free Library

3501 Civic Center Drive, Suite #414, San Rafael CA 94903

www.marinlibrary.org

Brown Act:

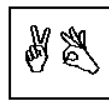
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through 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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LIBRARY COMMISSION AGENDA FOR 05/10/23 MTG

MARIN COUNTY FREE LIBRARY
The McInnis Park Golf Club Restaurant
350 Smith Ranch Road, San Rafael, CA 94903

--PROPOSED MINUTES--
Wednesday, June 7, 2023

(1) CALL TO ORDER

Meeting called to order @ 5:07 pm.

(2) ROLL CALL

Present

Sue Ream

Nick Javaras

Loretta Farley

Ann Kaplan

Anyia Schandler

Sally Hauser

Claudia Wilson

Linda Ward

Ali Iqbal

Daniel Sherman

Margaret Kathrein

Absent with Notification

Alison Blume

Also Present

Lana Adlawan, Director of County Library Services

Ann Bertucci, Librarian I

Madeline Bryant, Sr. Librarian – Education Initiatives Coordinator

Leching Chan, Administrative Services Associate

Jennifer Christinsen, Librarian I/Digital Archivist

Alejandra Cruz, Learning Bus Project Coordinator

Janet Doerge, Sr. Librarian – Branch Manager

Kathleen Fitzhugh Remitz, retired Children's Librarian

Leslie Galiani, Administrative Service Manager

Edna Guadiana, Administrative Services Associate

Stephanie Hartwell – Mandella, Sr. Librarian – Branch Manager

Michelle Hirsch, Administrative Services Associate

Elisa Lacerda, Mobile Library Assistant

Raemona Little Taylor, Deputy Director of County Library Services

Kerry Livingston, Community Library Specialist

Jesse Lumb, Mobile Library Assistant

Lynn McDermott, Friends of the Marin County Free Library

Margaret Miles, Sr. Librarian – Branch Manager

Julia Noble, Friends of the Marin County Free Library

Eva Patterson, Retired Sr. Librarian – Branch Manager

Ginny Schultz, Friends of the Marin County Free Library

Suki Sennett, Friends of the Marin County Free Library

Brooklyn Swanson, Mobile Library Assistant

Susan Topor, Friends of the Marin County Free Library

Keith Waye, Media Specialist

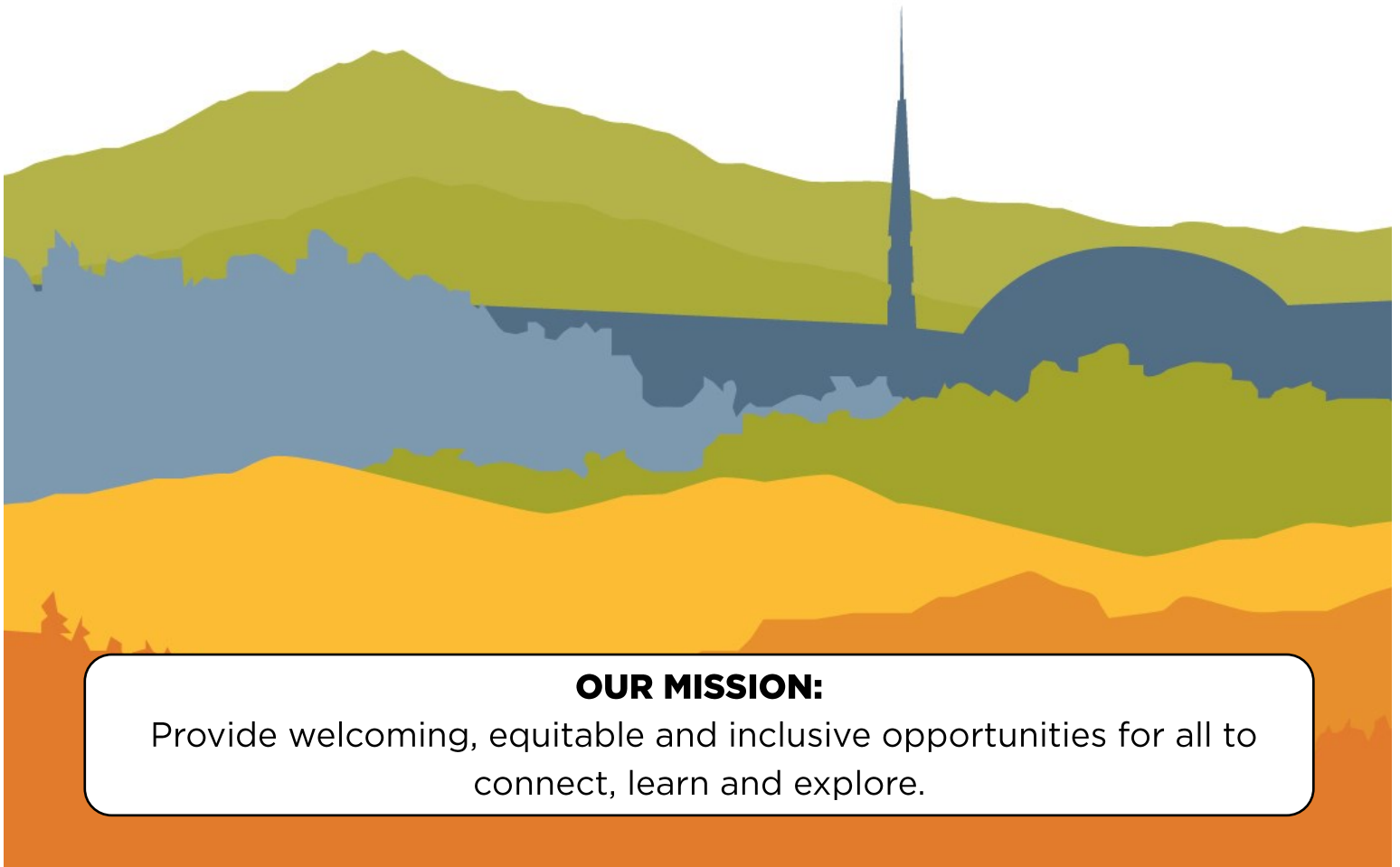
Penny Wells, Friends of the Civic Center Library

- (3) ADOPTION OF AGENDA M/S/C – Javaras/Schandler Agenda approved as submitted
- (4) ADOPTION OF May 10, 2023 MINUTES - M/S/C Hauser/Farley 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 MAY
President Ream announced and thanked everyone for the accomplishments for the past year including:
 - Measure B passed
 - Fairfax Garden Project is terrific
 - 7 FTE added to MCFL staff
 - Completed the radio frequency ID projects for checking out materials
 - All library hours have been reinstated
 - BOS recognition during National Library Week
 - Library Commission is back in person
- (8) OLD BUSINESS – NONE
- (9) NEW BUSINESS
 - a. Elections of Officers: Commissioner Kaplan presented the slate of officers for 2023-2024.
The slate is:
 - (1) Sue Ream, President
 - (2) Linda Ward, Vice-PresidentM/S/C Schandler/Javaras--Slate of officers for 2023/2024 accepted as presented
 - b. President Ream acknowledged and thanked all recent retirees, and presented a small gift to those present, including Eva Patterson, Kathleen Fitzhugh Remitz, and Kerry Livingston.
- (10) DIRECTOR'S REPORT FOR MAY – Director Adlawan reported on the following:
 - Lana reported on the FY 2022-23 Goals & Progress Report for the Library Commission
- (11) ANNOUNCEMENTS –
 - The County Fair is coming up soon, and volunteers are still needed
- (12) ADJOURNMENT – M/S Ward/Javaras Meeting adjourned @ 5:14 pm



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

JUNE/JULY 2023 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



Children's Services Team has been busy creating a funfilled and engaging summer for kids in Marin! Over 1,500 free books have been distributed during targeted outreach events. Each child attending a Park library trip received a free book, and outreach was also made to laundromats, farmer's markets and schools serving low-income children.

The Adventure Journal, available in English and Spanish, has been successful enough to require a second printing, and an estimated 4,000 have been distributed to children countywide. The Journal provides space for children to track the number of minutes they are reading, encourages them to learn new skills and explore their town, and offers the Ultimate Adventure: read a total of 1,000 minutes.

Branches have offered summer programs for children and families that educate, entertain and engage! Spanish and Mandarin bilingual storytimes, crafts, STEM, Park Ranger-led programs, Lego, musicians and Wildcare - all have drawn crowds to our libraries and elicited positive responses from attendees.

The Marin IJ covered the Wildcare program at Fairfax "Fairfax Event Puts Wildlife Within Reach for Children" and included great photos!

<https://www.marinij.com/2023/07/14/fairfax-event-puts-wildlife-within-reach-for-children/>

Teen Services



Fairfax encouraged teens to read this summer by creating a Teen Summer Reading Game. There were twenty different prompts that teens could choose and these prompts were supported by booklists on bookmarks. Teens that were shown the summer game really seemed to like the corresponding bookmarks to give them book recommendations. Staff also enjoyed the help with recommendations for teens. This reading game was also well received by the county as a whole and made available for all MCFL libraries to use.

Novato has been busy for the last couple of months! We started June off with Study Hall for the teens to come and have a quiet place to study complete with snacks. During the summer months we offered our Level Up Gaming Club twice a month. On the first Tuesday of the month teens could come to the library to play their choice of one of our Nintendo Switch games. The second Level Up meeting is on the last Saturday of the month with staff picking the game. This is a great way for teens to meet new friends and sometimes work together within the game. On June 30th we celebrated the release of the new Indiana Jones movie by watching the classic Raiders of the Lost Ark.

In July, we watched Ghostbusters: Afterlife, Goonies, and Shang-Chi and the Legend of the Ten Rings. We also had a teen interested in starting an Entomology Club. The teen brought in her entomology boxes and demonstrated how to preserve the insects. We then colored butterflies, cut them out and pinned them to a small Styrofoam block.

Adult Services



Fairfax Library has started a Beginning Mindfulness Meditation series in July. Two instructors from Spirit Rock Meditation Center are leading weekly drop-in classes geared toward people with any level of experience. Sitting in a circle, Louije and Ari lead the group in an hour of conversation and guided meditation. By providing this space the Library and the presenters have created an opportunity for a community of intent, a safe space for people to talk about their experiences with meditation and any difficulties they are working on. The patron response has been gratifying, with a group of between six and 12 people returning each week. They are looking into continuing to offer the program in the fall.

Corte Madera Library began exhibiting the photographs of Tom Benoit in the Friends of the Corte Madera Library Community Room on July 15. The exhibit entitled "Luminous Light" will be on display through August 15. Tom Benoit began his pursuit of the black and white "Fine Print" in 1973 when he saw some of Ansel Adams' prints. He studied with Ansel Adams' last assistant, John Sexton, and with noted San Francisco photographer Ruth Bernhard. He is always in pursuit of images that "glow" with that special light. The images which were selected for this show represent some of his favorites.

Stinson Beach Library also had the pleasure of having the artwork of Judy Molyneux on their walls. Her "Beach Dance" art show was on display through July 31.

UC Marin Master Gardeners Jenine Stilson and Keri Pon presented "Edible Flowers: Beyond the Beauty" at Novato Library on July 13. They discussed which flowers or parts of flowers are safe to eat and, also, some that you should avoid, covering ornamentals, herbs, flowers of fruits and vegetables and even weeds, and offered creative ideas on how to use them.

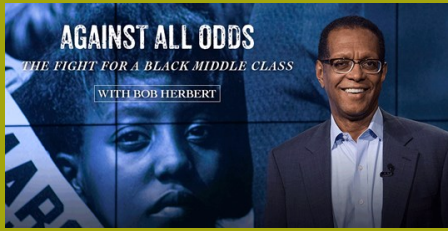
Corte Madera offered two online programs this month and one in-person program. Bob Mauceli of the Marin Master Gardeners provided an in-depth presentation on backyard birds and bird habitat. His lectures are informative and thorough, and he offers a resource list that is emailed to attendees who request it. San Francisco Fine Arts Museum docent Kathryn Zupsic gave a fascinating presentation on the life of Jane Austen as represented through art in the museum, sharing paintings that Austen herself would have seen such. Topics discussed included fashion, country estates, and gardens, and societal changes during Austen's time. Both of the programs were presented online to 41 and 44 people respectively.

Executive director of Marin Villages, John Powers, and volunteer, Alice Joyce, gave a talk at the library and answered questions about how to get involved with Twin Cities Villages, our local chapter of this nationwide program to an interested group at the library. The discussions carried on past the program's end.

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Adult Services

(Continued)



On June 15th Marin City Library hosted another in-person film event titled *Against All Odds: The Fight for the black Middle Class*. Library visitors were able to watch the film and had an opportunity afterwards to participate in a Q & A session with Journalist, Bob Herbert, the documentary's creator!

Etienne Douglas, Marin City's Makerspace and Webstar Coordinator, had the privilege to attend the National Coalition of Blacks for Reparations in America (N'COBRA) to talk about Marin City Library's ongoing book and documentary display regarding reparations for Black Americans. The Reparations Display at Marin City was the result of a community listening session held by N'Cobra and Marin City Library patrons as a way to provide vital information about the need and moral imperative for reparations for the black community here in California.

Collection Development & Management

Collection HQ Moving Along

All locations have been actively inventorying their collections to ensure that what we have on our shelves matches what we have registered in our catalog for patrons. Our goal was to complete this process in August 2023, and we will meet this goal! This was an incredible task to complete given the number of items to review and I am so pleased with all our branch teams and our selectors for accomplishing this!

Collections Workflow

MCFL's selectors recently created a new process to accept ideas from all levels of staff for improvements and changes to systemwide and individual branch collections. They also created a survey form and an approvals process so that ideas can be reviewed in a timely manner, approved, and then placed in a queue for implementation. It was important for both our Public Services and Support Services teams to have a more efficient workflow to more easily share ideas and figure out how to accomplish these goals within the technical work specifications of a modern library. This new process will be shared with all library staff in August.

New Year, New Budget, New Materials!

A new fiscal year makes all our selectors very happy. We increased the collections budget by \$89,000 this year, targeting increases to ebooks, adult collections, and materials for children in multiple languages. One of our exciting projects this year is to create a staff working group to identify materials in other languages for children. Once these materials are established, we will look at adding materials for other age levels. Last month we ordered \$26,000 in econtent for adults, which includes patron hold requests, new/hot items, forthcoming releases, and Lucky Day titles. Get your eReader or phone out and start downloading!

Educational Equity



South Novato

The Shop, the new community creative space at the South Novato Library, had its long-awaited opening on June 24th. After a brief tour and demonstration to an audience of 25 people, we were finally ready to host regular drop-in hours. Attendance has started low, but with long levels of engagement. Many people have come in to complete a variety of projects throughout the day. Different ages and interests determine most of the projects, but all the tools have been getting their use in by the public.

The South Novato Webstars have been continuing their training and development to be independent employees that add to our mission and values. They have been very supportive in building and programming while adding an unparalleled level of creative thought to better The Shop.

We've also hosted our first partner program, with the Marin Humane Society. Kids came into The Shop and made cat habitats and a doghouse. More on the way along with a variety of community programs, the first to be on August 12th called "Summer Kites."

Marin City

Marin City Library was thrilled to host MCFL's Learning Bus and community partners like Golden Gate Parks, First 5 and Marin Food Bank for our annual Play! / ¡Juega! Event on June 15th. Local families, preschools and day-care groups were treated to lively storytelling, music and movement by Storyteller/musician Mariela Herrera, as well as a giveaway of brand new backpacks with lunchboxes, free books and school supplies. Over 175 backpacks were given away to families with 141 people in attendance!

New Marin City branch manager, Rashida Skaar, Makerspace/Webstar coordinator Etienne Douglas, and Library Director Lana Adlawan staffed a table at Marin City's Juneteenth Celebration where they were able to distribute over 100 childrens and teen books, and 60 ExploraStory Kits that emphasize African American Achievement and Black culture. Families at the event participated in live music, delicious foods from black culinary traditions, black owned small business stalls and, of course, lots of love from their local library!

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Educational Equity (Continued)

West Marin

MCFL library cards were issued to all 119 students (K-8) at the Bolinas-Stinson School in June.

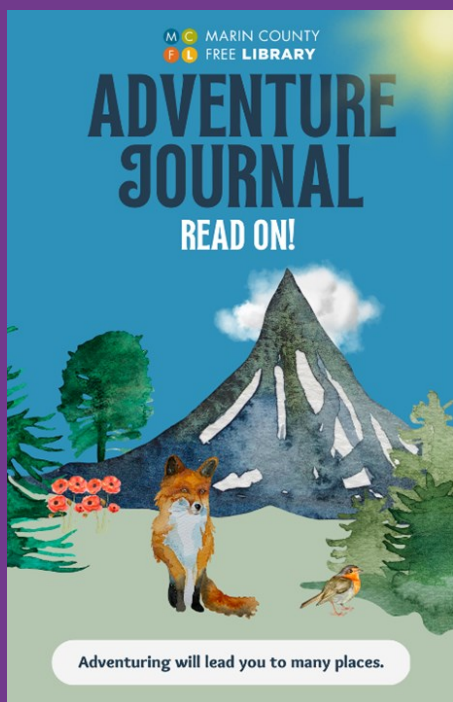
Lily and Vanessa visited each classroom and talked about library cards, summer reading, and online resources.

All students received a free book of their choice for their home libraries.

In partnership with Marin County Parks, Golden Gate Parks Conservancy, One Tam and San Rafael Public Library: On Sunday (June 11) families from Bolinas/Stinson and Pickleweed met up at Stafford Lake in Novato for a perfectly sunny day of outdoor experiences, including birdwatching, ziplining, cornhole and lounging in hammocks. Transportation was provided to the park and we had a bountiful lunch of fresh fajitas, followed by a real campfire with s'mores galore! At the end of the day, families were asking when the next park trip was...they had a great time! Everyone received a library tote bag, free book and a Marin County Parks hat. About 50 people attended.



Communications & Publicity



Summer is a busy time for the library, and this year has been packed with all sorts of exciting events, new services, and new launches.

Our team supported Summer Adventure for kids and teens by bringing the Adventure Journal to life, developing and producing the idea of Novato librarians into an engaging and fun booklet in English and Spanish. We created a Teen Adventure design to coordinate with the Kids' version. The journal's design motif was the basis for our digital signage, web pages, events, posters and social media to promote participation during the summer, encouraging kids to read and explore! We highlighted staff-curated summer booklists for kids and teens.

MCFL's goal is to reach every kid in Marin to give them the opportunity to read during the summer, even if they can't get to the library. Our Reading on the Ranges program makes this happen through the efforts of the Learning Bus, the Bookmobile, and volunteer interns that connect with farmworker families. Recently, our efforts were recognized in School Library Journal's article "[Going the Extra Mile: Equity in Summer Programming](https://www.slj.org/article/going-the-extra-mile-equity-in-summer-programming)." (bit.ly/3DEsGrv)

We also helped highlight the amazing efforts of the Learning Bus, in partnership with First 5 Marin, to distribute hundreds of Summer Learning Backpacks and lunch bags to youngsters throughout the county, sharing fun, storytimes and joy in English and Spanish!

Just in time for the Fair, we provided snazzy new Marin County Free Library t-shirts to our staff and partners to spread the word in English and Spanish, black and blue.

We communicated about the roll-out of new services and openings, which was the culmination of much preparation by staff on the different projects.

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Communications & Publicity (Continued)



- Laptop Anytime Kiosks at Novato
- The Shop: Build-Connect-Discover, the new community creative space at South Novato
- Video Games for Checkout
- Multi-Accounts feature in the library app
- Fairfax Safety Improvements project
- On The Wall Community Art Lending artist applications
- What do the picture book colors mean – refresh of glades in the children's collections

To support these launches, our team developed graphics, logos, blog posts and FAQs on our website, Savannah email content, digital signage, posters, information for staff on our intranet and the public on social media to spread the word.

To promote access to new and timely materials at the library, we highlighted resources for Juneteenth, Pride Month, Disability Pride Month, Summer Reading for kids, teens and adults, as well as new books, recent debuts, and hidden jewels by promoting our collections through curated lists on our website and social media.



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.

VACANCIES UNDER REVIEW OR IN PROGRESS

- Administrative Assistant I 1.0 FTE, Library Administration
- Assistant Director of Library Services 1.0 FTE, Library Administration
- Community Library Specialists (3), 1.0 FTE Marin City, 1.0 FTE South Novato, 1.0 FTE Library Beyond Walls
- Library Aide (3), (2) 0.5 FTE Novato, 0.62 FTE Fairfax
- Library Assistant I 1.0 FTE, Marin City
- Library Assistant II (2) 1.0 FTE Civic Center, 1.0 FTE Corte Madera
- Librarian II (3), 1.0 FTE Civic Center, 1.0 FTE Marin City, 1.0 FTE West Marin
- Library Services Manager 2.0 FTE, Technical Services Unit, Public Services
- MARINet Systems Administrator 1.0 FTE, MARINet
- Mobile Library Assistant 1.0 FTE, Learning Bus
- Technology Systems Specialist II 0.5 FTE, Technology Support, TEC

MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN



Images from the County Fair! From left to right: MCFL staffers Lynne Maes and Brooklyn Swanson; Library Commission President Sue Ream and Civic Center Friend Penny Wells; The Learning Bus

Welcome Summer! June and July were busy months as we kicked off our Summer Adventure programs, prepared for the County Fair, visited school sites to reach students before they headed off for summer vacation and so much more. The County Fair (June 30 – July 4) was a successful showcase for MCFL services and staff. We distributed over 1300 brand new books to kids and teen attendees of the fair, with the goal of building supportive home libraries that kids and teens will visit again and again. We expanded our footprint at the fair this year and brought The Learning Bus, our Bookmobile, and the Try-It Truck, a partnership with the Bay Area Discovery Museum. We were an oasis of building, literacy, making and technology, with our WebStars leading 3-D printing demonstrations and makerspace activities with our South Novato coordinator Brandon Barragan. A big THANK YOU to all staff involved in the planning efforts and for all of you who joined the team working the fair. It was fantastic to see so many of our staff and stakeholders together at this multi-day event.

MCFL also said goodbye and congratulations to Library Services Manager, Damon Hill. Damon was recently appointed the Director of the Larkspur Library! See the press release from the [Marin Independent Journal: \[bit.ly/3KtjKcl\]\(https://www.marinindependentjournal.com/story/news/2023/07/05/damon-hill-larkspur-library-director/7045454002/\)](https://www.marinindependentjournal.com/story/news/2023/07/05/damon-hill-larkspur-library-director/7045454002/)

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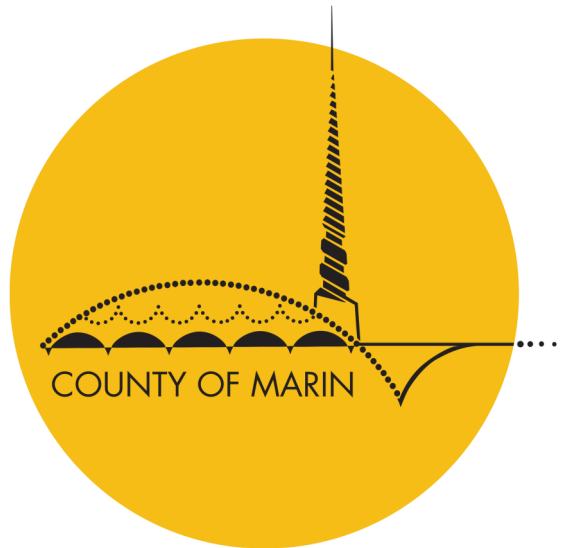
**MESSAGE FROM THE DIRECTOR OF COUNTY
LIBRARY SERVICES, LANA ADLAWAN**
(Continued)

The Shop, the library's makerspace located in South Novato, also soft launched at the end of June. The Shop is a new community creative space that has been radically reimagined through community and staff input, with great support from the Marin County Library Foundation and the Novato Friends of the Library. Thank you to all the staff and our supporters for helping us to create this space. It has been a labor of love and we are so excited to welcome the community through our doors, truly exemplifying the library's mission of welcoming all to connect, learn and explore.

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, May 4, 2023



Present:

Board Chair: Lana Adlawan (MCFL)

Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Jill Tokutomi (San Rafael), Teresa Capasso (Larkspur), and Sarah Frye (College of Marin).

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:32 am.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – No guests
- III. Public Comment Period – No public comment
- IV. Approval of Minutes from Previous Meetings (*Action*) – **Chambers moves to approve the March 2023 and April Special 2023 meeting minutes, Kenton seconds. Unanimously approved by a voice vote.**
- V. Business Topics
 - A. MNet Financial Update (*Discussion*) – Trenary gave an overview of the state of MARINet financials, particularly focusing on actuals from FY22-23. Trenary explained variances from last budget cycle. Chambers asks if CENIC bandwidth bills will continue to be dramatically reduced. Trenary says she will investigate and provide more information about long-term CENIC plans at a future Board meeting. Chambers thanks Trenary for the detailed report.
 - B. Innovative Product “Quick Click” (*Action*) – Tokutomi would like MARINet to subscribe to Innovative’s product, “Quick Click” which will push order records into Sierra with one click from B&T and other vendors. Kenton asks about current problems with load tables. Trenary says the Sierra loaders are currently being updated by Dan McMahon, and the updated loader can be used for Quick Click ordering. Tokutomi says this product will save technical services staff time. Chambers says it may reduce the time between ordering and records appearing in the catalog. More research needed by Trenary to determine if this will help Dominican. Trenary will connect with Real at DUC. She will also add him to the BSWG email list. **Duran motions to implement the product from Innovative, for a one-time fee of \$3,000 paid for using PYFB, Chambers seconds. Unanimously approved by a voice vote.**

- C. June Meeting – CLA Conflict Postpone to June 8th (*Action*) – Adlawan says the California Library Association is June 1st, thus a conflict for members of the Board. Chambers suggests holding the June meeting in person at Los Gatos. **Duran motions to postpone the June MARINet Board meeting to Thursday, June 8th in person at Los Gatos, Kenton seconds. Unanimously approved by a voice vote.**

VI. Standing Agenda Items

A. Collaboration/Partnership (*Discussion*) –

Sharing Summer Reading Materials – Each library discussed their summer plans including summer reading programs.

MNet App Self-Checkout Feature – Adlawan says MCFL is promoting this new feature and they created nice promotion materials. Trenary says there are known issues for certain phones. Kenton says she will connect with her staff with Trenary that are having trouble with the feature. Trenary will provide more information about circulation statistics collected through the app in the next System's Admin report.

- B. Equity (*Discussion*) – Gorka led a conversation around equity of access for non-English language materials. He shared statistics about non-English speakers in Marin County. The group talked about current access to non-English materials and ideas to provide more access of those materials and to non-English speaking patrons.

- C. Systems Administrator Report (*Discussion*) – Trenary highlighted accomplishments from the past month, including the launch of Washington Post, BiblioCommons Self-Checkout, and Collection HQ DEI tool for COM and DUC. Also, a massive library card project for MCFL, issuing the Staff RFP, and preparing for Fairfax and Dominican library closures. She summarized [Marshall Breeding's 2023 Library Systems Report](#).

D. Topics for Future Agenda (*Discussion*)

- CENIC – Dave Cooper from Marin IT (*Discussion*)
- MARINet Staffing, Succession Planning (*Discussion*)
- Circulation in BiblioCommons App Self-Checkout (*Discussion*)
- Equity discussion will be a focused on [Poverty, by America by Matthew Desmond](#)

E. Library Announcements (*Discussion*)

MARINet Board Meeting Minutes

Thursday, May 4, 2023



- Brenner: Many events upcoming including “Poets for Science,” Pride events, and Zoom “office hours” for patrons to connect with library staff.
- Frye: COMmon Read events have been very well received. One more event on May 18th - Q&A With Author Margo Candela. Library hours extended for finals.
- Duran: Many “Green Week” events, including a special screening of the TV mini-series, “Empowered: Energy Heroes”, created by Producer/Director Kiki Goshay and visit by Zero Waste Chef with Anne Marie Bonneau.
- Gorka: Dominican will be closed to the public starting May 12th for the summer for construction.
- Tokutomi: Library & Recreation Director is out on leave and Jill will be filling in for library-related needs.
- Adlawan: Fairfax Library will be closing for repairs in May.

Adlawan adjourned meeting at 11:07 a.m.

Minutes respectfully submitted by MARINet Staff

MARINet Board Meeting Minutes

Thursday, June 8, 2023



Present:

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Teresa Capasso (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Jill Tokutomi (San Rafael), and Abbot Chambers (Sausalito).

MARINet Staff: Giao Nguyen

Adlawan called the meeting to order at 9:37 am.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – None
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meetings (*Action*) – **Brenner moves to approve the May 2023 meeting minutes, Kenton seconds. Unanimously approved by a voice vote.**
- V. Business Topics
 - A. Designate MCFL as MNet’s Fiscal Agent (*Action*) – **Duran moves to Designate MCFL as MNet’s Fiscal Agent, Chambers seconds. Unanimously approved by a voice vote.**
 - B. RFP Staffing Consultant Selection (*Discussion*) – Adlawan discussed the selection of the RFP Staffing Consultant by the MARINet Executive Committee. The Exec Comm selected Eric Meade, from Whole Mind Strategy Group, who will be assisted by Linda Braun. The Exec Comm said they support the requested timeline, their fees are under budget, and they show “outside the box” thinking in their proposal.
- VI. Standing Agenda Items
 - A. Collaboration/Partnership (*Discussion*) –
 - Chambers has created an Overdrive cart with about \$40K of popular series titles. He encourages the libraries to purchase, if they have fiscal year end funds to spare.
 - Various libraries shared their experiences with Pride Month programing.
 - Adlawan shared information on Dolly Parton's Imagination Library, which is a book gifting program that mails free books to children from birth until they begin school in participating areas. More on this topic at a future meeting.
 - B. Equity (*Discussion*) – The group discussed *Poverty, by America* by Matthew Desmond.
 - C. Systems Administrator Report (*Discussion*) – Trenary will answer any questions about the Sys Admin Report at July meeting. Chambers would like to discuss “virtual” statistics for CA Report at the July meeting.

D. Topics for Future Agenda (*Discussion*)

- CENIC (*Discussion*)
- RFID AMH (*Discussion*)
- Staffing Consultant Update (*Discussion*)
- State Library Electronic Circulation (*Discussion*)
- Imagination Library (*Discussion*)
- Statistic Reporting for the App (*Discussion*)

E. Library Announcements (*Discussion*)

- Duran – Working on RFP for strategic plan for Belvedere Tiburon library.
- Capasso - New director, Damon Hill, will start in July 11th.
- Brenner – Pride programming coming up! Summer reading program about to start.
- Kenton - Due to the recently antisemitism incidents in Ross Valley, San Anselmo is planning library programs to bring attention to the issue.
- Tokutomi – Promotion for Basia Jędruszczak to Supervising Librarian. SRPL is working on their RFP for an AMH.
- Chambers - planning and seeking funds for an ADA remodel project, working to create more browser friendly shelving, and to build different activities rooms for patrons (kids and teens). Sausalito staff will visit BET on June 19th to learn from BET's remodel experiences.
- Adlawan – MCFL has hired Margaret Sullivan Studio to lead their strategic planning process. The "Reading on the Ranches" program was mentioned in the June issue of School Library Journal. Marin County will be changing their website URL in the coming months.

Adlawan adjourned meeting at 10:55 a.m.

Minutes respectfully submitted by MARINet Staff