

MARIN COUNTY FREE LIBRARY

Wednesday, December 9, 2009
Corte Madera Library

- - PROPOSED MINUTES - -

(1) CALL TO ORDER
Meeting called to order at 7:02 p.m.

(2) ROLL CALL

Present

David Fickbohm	Ona Rotenberg
Barbara Madrid	Bill Crandall
Judy Anderson	John Kupersmith
Meredith Parnell	Ed Duggan
Alison D. Howard	

Absent with Notification

Lyons Filmer	Lori O'Connor
Joel S. Fugazzotto	Reggie Winner
Leslie Plant	

Also Present

Gail Haar, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Edna Guadiana, Sr. Secretary

(3) ADOPTION OF AGENDA
M/S/C Fickbohm/Kupersmith – Agenda approved as submitted.

(4) APPROVAL OF THE MINUTES
M/S/C Fickbohm/Duggan– Minutes approved with the following corrections: Page 1 – Commissioner Kupersmith was absent from last month’s meeting, not present as indicated in minutes.

(5) OPEN TIME FOR PUBLIC EXPRESSION

(6) READING AND CORRESPONDENCE FILES
The reading file was circulated for everyone to read

(7) COLLECTION DEVELOPMENT REPORT

Deputy Director Scott Bauer reported on Collection Development.

What is Collection Development?

Library Collection Development is the process of planning and acquiring a balanced selection of library materials of many formats, including books, periodicals, online resources, and other media.

Traditional Models of Collection Development

- Branch-based: Focuses on the individual branches, with each branch selecting its own materials.
 - Advantage: Aligns well with local community needs.
 - Disadvantage: Inefficiencies
- System-based: Focuses on ensuring that the library-system has the materials to meet the needs of all its patrons.
 - Advantages: Efficient, Equitable
 - Disadvantages: Delivery, Breadth vs. Depth

MCFL's Model

Moving from branch-based towards system-based.

- Hybrid: Selection of materials a blend of branch and system models
 - Branch "Profiles"
 - Selectors at branches
 - System funds
 - Floating
- Collection Development Team of library managers providing leadership.

What is Being System Selected?

Adults:

Fiction, Audio-Video (including Audio Books), Spanish-language materials, Large Print, Travel, Computer books, non-fiction best-sellers

Teens:

Audio-Video, Graphic Novels

Children:

Audio-Video, Books in Series, Best-sellers

Also electronic resources (databases, ebooks)

What is Floating?

- Materials "float" freely among library branches rather than being "owned" by a specific location.
- When a patron returns a circulating item, it is shelved at the location where it was returned instead of being sent back to the location from which it was checked out.
- Upon check in, the location is automatically updated in the library catalog to show where it now resides.

Floating helps offset the delivery delays and helps give patrons new materials to browse in their neighborhood branch.

What is Being Floated?

Adults:

Fiction, Audio-Video (including Audio Books),
Spanish-language materials (start 12/10),
Large Print (starts 1/20), Travel, Computer books

Teens:

Audio-Video

Children:

Audio-Video

What's Ahead?

- Formalized Collection Development Plan
- Additional System Selection of Materials
- Additional Parts Of Collection To Float
- Collection Development Coordinator?

After a brief question and answer period, President Anderson thanked Scott for his presentation.

(8) BUDGET UPDATE

Director Haar reported that the Commission's Budget Subcommittee would probably meet in February. Haar apprised the Commission that the Budget she will be submitting to the County assumes that the ballot measure will not pass, and we will be taking \$500,000 out of it for next year. Some of the suggestions that were taken to the BOS in September: 8 hour daily shifts from Tuesday to Saturday (Civic Center would be open Monday-Friday); closing all branches on Sunday. All of these suggestions will be taken to the public. Staff who attended the quarterly stewards meeting was positive and anxious to get out and work on the ballot measure. and wanted to know how they can help. Director Haar will be sending out an email message to all staff informing them that there would be no mid-year cuts.

(9) REPORTS OF COMMITTEE CHAIRS AND OTHER COMMITTEE LIASONS

- a. A New Chapter for the Marin County Free Library Update: Commissioner Parnell reported that the committee has hired a campaign coordinator; most of the meeting was spent putting together a mailing about 700 pieces that will be mailed out to the public.
- b. Managing for Results Planning Committee: Director Haar gave a brief update and routed a copy of the MFR meeting packet. Gail reviewed the comparative statistics by Supervisorial districts with the Commission. Haar announced that she would bring the MFR report back to the Commission for approval in January.

(10) NEW BUSINESS NONE

- (11) OLD BUSINESS
NONE
- (12) PRESIDENT'S REPORT FOR NOVEMBER 2009
NONE
- (13) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR NOVEMBER, 2009

BRANCHES

All branches will be closed on Christmas Eve & New Year's Eve day at 1pm.

BORDER'S HOLIDAY PROGRAM

Director Haar received an email from Border's Books who let her know that they already have 11 boxes filled with books from the Holiday Wish List. They anticipate getting somewhere between 25 and 30 boxes before the Holiday season is over.

BUDGET/MANAGING FOR RESULTS

The 2010/11 budget is due to the County by late February/early March so we are already in planning mode. This year there are more unknowns than usual – our union contracts expire July 1 so negotiations are scheduled to begin soon and will include discussions around Cost of Living increases and health benefit packages. The State Legislature will probably meet in emergency session in January to make mid-year cuts which could impact the library/literacy communities. We do know that tax growth is predicted to be flat and there is a possibility that under the arcane rules of Prop 13th all properties in Marin could be valued downwards, further eroding our tax support. We know that Retirement costs will increase dramatically, perhaps as much as 40%. We know that the County is also under increasing financial pressure and that might translate into higher fees for our County provided services. Our projections show that at a minimum we will need to reduce costs by at least \$500,000 in the next two years so the budget we submit will need to address cuts that equal at least half if not more of that amount.

On December 15th the Board of Supervisors will meet to discuss and provide input on the restructuring measures submitted last September by the departments. We will have 4 – eliminating Saturday hours at Civic Center; eliminating Sunday hours; reducing hours at the large branches to a maximum of 8 hours per day; the ballot measure of \$49 per parcel for 7 years.

BALLOT MEASURE

Augmenting revenue is certainly our preference to slashing services and we are moving forward with formulating a measure for the June ballot. Group 4 Architects has created a list of critical facility and ADA repairs. TBWB (and in particular Barry Barnes and Gloria Ritchie) have begun working with us to articulate our story – making sure the community hears our needs and understands our proposed solutions. A New Chapter for Marin County Free Library is meeting regularly and has hired a local woman to serve as coordinator. The group has \$140,000 already, \$30,000 in pledges, and feels confident that they will be able to raise the approximately \$200,000 needed for the campaign.

PERSONNEL

Temporary appointments – round 2. Last month Director Haar mentioned that we did some shuffling and temporary promotions to fill the Technical Services Manager vacancy and Novato Branch Library Circulation Supervisor retirement vacancy. This month she decided that we needed to fill our long vacant Administrative Librarian vacancy on an interim basis so that we had a third person in Library Administration to share the load of preparing the budget, the Managing for Results planning, the public education campaign in preparation for the ballot measure, the staffing study implementation, the volunteer program. Damon Hill (Branch Manager Civic Center) began as Administrative Librarian right after Thanksgiving. Eva Patterson (Branch Manager Marin City) expressed interest in trying something new and she is moving to Civic Center in mid-December. The Corte Madera Branch staff will assume responsibility for supervising Marin City. Jill Harris (Library Assistant 1, Marin City) is just finishing her library degree and is excited to be able to work some extra-hire hours as a librarian at the branch.

We have accepted the pre-applications of 4 employees for the Voluntary Separation Program. On December 15th Board of Supervisors will approve the list and then those employees can actually submit a full application. They will need to make a final decision by the end of January and then must leave employment by March 31st. Each employee will receive a separation check of \$25,000 and then their position will be eliminated.

COLLECTION DEVELOPMENT

Developing a library collection that works for the community and changes with the times is a complicated business. One of the trickiest decisions the library needs to make is when to jump on the bandwagon with new formats (remember Beta?) and when to bid a fond adieu to formats that are not longer relevant. As our DVD circulation continues to soar, that of the videotapes continues to plummet so this month staff decided by general agreement to discontinue our VCR holdings as of January 1. This decision does not include language learning tapes or any items in the California Room. At the same time, we will begin a project to convert any locally produced items to DVD, thus preserving our items of community importance. An important by-product of the decision is to free up quite a bit of scarce shelf space in our branches, since DVD's take up considerably less room.

(14) ANNOUNCEMENTS

Commissioner Madrid announced that her brother who has been selected as an MPR one of 5 books to recommend to a friend will be speaking at 4 MCFL branches on behalf of One Book One Marin. President Anderson gave support staff holiday gifts on behalf of the Library Commission. Director Haar distributed truffles provided by Homeward Bound for all to enjoy. Commissioner Kupersmith announced that the UC Berkeley libraries will be completely shut down from 12/23 to 1/6 and most will be closed through January 10.

(15) ADJOURNMENT – M/S Fickbohm/Kupersmith Meeting adjourned at 8:15 pm.