

MARIN COUNTY FREE LIBRARY

Wednesday, August 11, 2010
Novato Library

- - PROPOSED MINUTES - -

(1) CALL TO ORDER

Meeting called to order at 7:03 p.m. President Anderson introduced newly appointed Library Commissioners Richard Gamble, District 4; Cal Kurzman, District 5; and Martin Perlmutter, District 3. Anderson requested that we go around the room and everyone introduce themselves to the newly appointed Commissioners. President Anderson thanked the Annual Meeting/Social Committee for a job well done in putting on the annual meeting/social committee meeting in June.

(2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS

Present

Meredith Parnell
Lori O'Connor
Judy Anderson
Joel S. Fugazzotto
Leslie Plant
Richard Gamble
Martin Perlmutter

David Fickbohm
Alison D. Howard
John Kupersmith
Ed Duggan
Reggie Winner
Cal Kurzman

Absent with Notification

Bill Crandall

Also Present

Gail Haar, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Edna Guadiana, Sr. Secretary
Suella Kennedy-Fulmer, Acting Branch Manager, Novato
Gail Wiemann, Branch Manager, Fairfax
Bonny White, Branch Manager, West Marin

(3) ADOPTION OF AGENDA

M/S/C Gamble/Kupersmith – Agenda approved with the following revision: Change Status of Item 8a: Collection Development Statement from Informational to Action item

(4) APPROVAL OF THE MINUTES

M/S/C Winner/O'Connor– Minutes approved as submitted

- (5) OPEN TIME FOR PUBLIC EXPRESSION
None
- (6) READING AND CORRESPONDENCE FILES
The reading file was circulated for all to read.
- (7) NOVATO AND SOUTH NOVATO BRANCH REPORTS
Suella Kennedy-Fulmer, Acting Branch Manager for the Novato and South Novato Branches gave a brief update on both branches for the Commission.

NOVATO

- Interim Children's Services Manager, Veronica Stevenson-Moudamane, who started on Monday, has already started planning the school library card drive. Veronica a Children's Librarian, comes to us from Danbury Connecticut.
- Summer Reading Program (SRP) 1,350 signups
- Daniel Avalos, Library Desk Supervisor, has been accepted to participate in the Novato Leadership program starting in September
- SRP 33 signups

Spanish Language Services

- Organizing Committee of the 2^{4th} Guadalajara International Book Fair (FIL) and the American Library Association (ALA) have selected Irene Morales as a FIL 2010 special guest librarian. Free Pass Program enables her to attend the Fair free of charge. (11/28-12/4)
- Irene has also been invited to attend LIBER's 28th edition (Barcelona Book Fair) for free although the invitation has not been accepted yet by administration. (9/29-10/1)
- Irene who has done a marvelous job in her outreach efforts, has created partnerships with organizations including Kindergarten Academy, a workshop for parents and children, keeps library visible to community organizations

Friends of the Novato Libraries

- Funded new atrium benches by Gary Marsh
- Friends sponsored programs for children, teens and adults throughout the summer.

SOUTH NOVATO

- Insect Discovery Lab, magicians Courtney Kolb and Owen Baker-Flynn
- Decommissioning the reference desk

We are currently advertising and trying to get out to the public in both branches, our book club kits. The kits can be checked out for six weeks by book clubs.

(8) NEW BUSINESS

- a. Collection Development Statement – Director Haar introduced Bonny White, West Marin Branch Manager and Gail Wiemann, Fairfax Branch Manager, who reviewed the Collection Development Philosophy Statement.

The Marin County Free Library uses a patron-driven collection development model based on a shared collection and system level selection.

As such, the Library will give highest priority to those materials most wanted by our patrons, focusing on circulating materials for our diverse community in a variety of formats. System-wide selectors will emphasize balance in the shared collection; individual branch collections will vary with local demand. Print reference collections will be reduced in favor of circulating and online resources.

The collection is reviewed and revised on an on-going basis to meet contemporary needs. Titles that are in active use generally outweigh titles that have not been used for several years. The collection is neither archival nor research oriented; current usefulness is the determining factor in how long materials are kept. The exceptions are the Anne T. Kent California Room and branch local history collections, but even these will undergo periodic evaluation and reassessment.

The Way We Do Business:

- We act as good stewards of the public's tax dollars.
- We operate as one system; unity provides value. The system-wide approach to a shared collection frees staff to concentrate on service and results in collections that are maximized around the needs of patrons.
- We emphasize access to low demand materials rather than ownership of them, facilitated by cooperative agreements with other libraries.
- We focus outwards toward target audiences rather than inwards toward collections.
- We are a data-driven organization. Selectors will routinely gather statistics and community input to determine user characteristics, expectations and needs and will apply the latest tools and innovations to our collection development practices.

Primary Collection Goals:

- *Materials for Lifelong Learning and Life Skills* – literature, information and answers to questions related to work, school, cultural, civic and personal life.
- *Materials that Facilitate Early Literacy and Cultivate Young Readers* – to develop reading, listening, viewing and thinking skills and to support parents' efforts to foster their children's interests, knowledge and development.
- *High Interest Materials for All Ages* – current high-interest materials in a variety of formats.

After a brief discussion, and with the following revisions: Under Primary Collection Goals: re-order goals making Materials for Lifelong Learning first bullet; change bullet #1 "Popular Materials for All Ages to #3 bullet and replace the words Popular Materials to High Interest. Commissioner Gamble moved; Commissioner O'Connor seconded; and the Commission voted unanimously to recommend approval of the Collection Development Statement to the Board of Supervisors.

Director Haar announced that Bonny White had been named Employee of the Month, and the Technical Services Team was named team of the quarter by the County of Marin. Commissioner Fickbohm commended Bonny and the Technical Services Team on behalf of the Library Commission.

- (9) REPORTS OF COMMITTEE CHAIRS AND OTHER COMMITTEE LIAISON
None
- (10) OLD BUSINESS
None
- (11) PRESIDENT'S REPORT FOR JUNE/JULY 2010
None
- (12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR JUNE/JULY, 2010

SUMMER READING PROGRAMS: There were 3,300 kids, 433 teens and 133 adults that participated in the Summer Reading Program this year.

COUNTY NEWS: Director Haar announced that the County has developed a wonderful calendaring system that will start showing up in the Library's web page next week. We are currently doing a RFP for a new vendor, and then we'll start looking for a different CMS vendor, but may go with vendor that County currently uses for discount purposes.

MCFL WEBSITE: Director Haar announced that the Library will be changing our existing Website. It may be in place by next July (2011).

QUARTERLY REPORTS: Director Haar reported that the Branch Managers may be revising the process for submitting the quarterly reports. Gail asked if any commissioner would have any issue if there were changes in the way the quarterly reports are submitted and relayed on to them. All commissioners were fine with whatever changes the branch managers may have.

HOLD FEES: Director Haar reported that back in 1993 when the State kept our library funds, we imposed a 50¢ hold fee. This averages to around \$40,000 annually. Haar apprised the Commission that this is now getting in our way,

because it prevents people from using the self-check machine (one needs to pay fees at circulation desk before checking out materials); plus you don't pay this fee out in the West Marin, Marin City and the South Novato branches and children don't pay this fee, so she is considering dropping this fee and wanted to get the Commission's opinion on this possible move. Director Haar has already met with one Supervisor, who is in favor of this change, and will meet with the other four soon. After a brief discussion, it was decided to bring this item back for discussion at a future Library Commission meeting.

(13) ANNOUNCEMENTS.

- ✓ Commissioner Perlmutter announced that the Tiburon Library is experimenting with using wireless keyboard/mouse which costs \$99 and is washable.
- ✓ Commissioner Howard announced that Dominican University would be hosting a gubernatorial debate moderated by Tom Brokaw on Tuesday 10/12 from 6:30-7:30pm. Howard will be hosting a focus group on campus prior to the debate starting at 5pm. Participants will be asked to arrive 45 minutes earlier, watch debate, which will be piped in, and stay about 1 hour after debate. Anyone interested in participating in this focus group is asked to contact Alison. She will send website information to Edna to forward on to the Commission.

(15) ADJOURNMENT – M/S Perlmutter/Plant Meeting adjourned at 8:25 pm