

MARIN COUNTY FREE LIBRARY

Thursday, December 13, 2012
Civic Center Building/Room 410B

- - PROPOSED MINUTES - -

- (1) CALL TO ORDER
Meeting called to order at 7:01 p.m.
- (2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS

Present

Barbara Schoen	Joel S. Fugazzotto	Cal Kurzman
David Fickbohm	Alison D. Howard	Lisa Rosenberg
Meredith Parnell	Loretta Farley	Yun Hwan Cha
Jennifer Wallace		

Absent with Notification

Bill Crandall	Albert Brewster	Martin Perlmutter
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Also Present

Gail Haar, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Edna Guadiana, Sr. Secretary
Eva Patterson, Branch Manager, Civic Center Library
MaryJean Boyden, Member of Marin County Grand Jury

- (3) ADOPTION OF AGENDA
M/S/C Fickbohm/Schoen - Agenda approved as submitted
- (4) APPROVAL OF THE MINUTES
M/S/C Fickbohm/Schoen – Minutes approved as submitted

- (5) OPEN TIME FOR PUBLIC EXPRESSION
NONE
- (6) READING AND CORRESPONDENCE FILE
Reading folder was circulated for all to read
- (7) BRANCH REPORT – CIVIC CENTER

Eva Patterson, Branch Manager of the Civic Center library gave the Commission a brief presentation on what's been going on at the Civic Center branch.

Most days at the Civic Center Library would find:

- the circulation staff handling 8 delivery bins, shelving an average of 67 holds for our patrons, fulfilling 98 requests for our material to be sent to other libraries, creating 5 new library cards;
- our adult and teen librarians answer 58 questions from patrons, either face-to-face or on the phone, check one cartload of books for replacement or discarding, help 15 patrons with the public computers, assist 5 people with ebook downloads, and show 3 people how to use the microfilm readers;
- our children's librarian answers 20+ questions from children and adults, checks a ½ cartload of books for replacement or discarding, prepares for an upcoming meeting, program or storytime, and shows 5 children how to use the AWE station;
- our Anne T. Kent California Room staff answers 14 in-depth local history questions; archives & preserves primary source materials; maintains local history clipping & biography files; organizes local history lectures & exhibits; participates in community partnerships. The CRM "tweets" once a day and has 383 followers.

But those are averages and they don't really reflect what we do most days because what we do is provide multiple services to our patrons. We suggest reading material, explain the many benefits of having a library card, do storytimes, help people research their family history, give one-on-one tutoring on downloading digital material, successfully handle complicated circulation problems and intervene with complicated patron problems, and much more.

Over the past year we provided several programs for children, teens, and adults. Some of the popular ones were the Peeps Diorama Craft program & Contest, the Trivia Café series, Master Gardener Talks, Marin History series, Cheese Tasting, and Flight Club.

Our Summer Reading Programs continue to grow with 653 children, 128 teens, and 74 adults signing up.

We made or strengthened partnerships with the Master Gardeners, Dominican University, the YWCA Marin 50+ Employment program, and the Old Gallinas Children's Center.

Kathleen, our children's librarian & Laurie, head of the California Room (CRM), partnered with the Marin County Fair to create a fun contest for children during National Library Week. The CRM also created a booth for the Marin County Fair featuring a local history trivia contest. 709 people visited our booth.

In partnership with the Frank Lloyd Wright Building Conservancy & the County Administrator's Office, the CRM curated a new exhibit titled "Marin & the Realm of Frank Lloyd Wright" in the exhibit space in the Civic Center Cafeteria

Our biggest partnership resulted in the screening of the 1914 silent film "Salomy Jane" at the Rafael Theater. The CRM coordinated this effort in partnership with the California Film Institute, the Niles Essanay Silent Film Museum, and the Marin History Museum.

Three big projects took up a lot of our combined staff effort this year: the upcoming lobby redesign, collection weeding, and our Anniversary celebration.

Our lobby design is a very fluid project to date. We somehow lost our Teen Area in the design phase and had to make suggestions for possible locations. The space allocated for our Circulation and Staff rooms turned out to be too small for their proposed uses. After discussions with our circulation room consultant and the County's Department of Public Works, the architects are working other designs with increased space for both areas.

As part of a systemwide project, we are weeding our Adult Reference collection. The weeding has three purposes:

1. To discard any material that is no longer relevant or necessary
2. To move most of the relevant material to our circulating collection
3. To trim the material we want to keep as Reference to our designed lobby allotted space of 120 linear feet

At this point we have discarded hundreds of books from the Reference collection. A vast majority of those books, after some logistical headaches, were collected by the Internet Archives for digitization.

Our Children's Room has a chronic problem with overcrowding of books. Weeding is a constant activity. This spring we did a heavy weed of the non-fiction books and shifted other material in order to make more room for our New Books and Easy Readers. And we still usually have 3 or more carts filled with books and DVDs we don't have room for on the shelves.

Our most enjoyable project was planning for and celebrating our 50th Anniversary on October 12th & 13th. The whole staff was enthusiastic and full of ideas. (And that is not normal.) We decided to center our celebration on the year of 1962. We had music playing from that year. We had material from 1962 available for people to look at. We made posters of bestselling books and movies from that week. We had snacks from that era (chex mix, gold fish, bbq mini wieners, tang) and of course cake.

Our staff got into the spirit and dressed in 1962 fashion. There were several black dresses and pearls. We even had a go at the Twist . . . but didn't get to the Watusi.

The IJ wrote about the celebration before the event and featured us on the front page on October 13th.

Director Haar requested that Eva explain what an "Awe Station" is to the Library Commission. Eva explained that an "Awe Station" is an electronic early literacy learning tool for preschoolers and/or young children. After a brief question and answer period, President Howard thanked Eva for her presentation.

(8) REPORTS OF COMMITTEE CHAIRS/OTHER LIAISONS
None

- (9) NEW BUSINESS
- a. Timeline for Planning & Budget: Director Haar announced that she is working on the library's midyear review along with 2013-14 Managing for Results which will be both be brought to the Commission in January for approval. Budget is due on February 15; Edna will contact Budget Committee to set up meeting in late January; draft budget will be brought to February Commission meeting for approval. Commissioner Kurzman requested that all budget material be sent in advance of budget meeting to allow enough time to review.

(10) OLD BUSINESS
None

(11) PRESIDENT'S REPORT FOR NOVEMBER
None

(12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR NOVEMBER

Director Haar reported on the following:

- Look for some new eBook platforms for tablets and smart phones in December. Our Technical Services staff was very busy in October/November getting these set up. One especially innovative highlight is two new touch screen eBook kiosks (3M Cloud) that we will be piloting in the Point Reyes and South Novato libraries. This is particularly exciting in Point Reyes, where internet access to West Marin homes is very limited. We are hoping that the

kiosk combined with our strong library wifi will really help West Marin patrons to better access eBooks.

- Anthony Puga, Library Desk Supervisor in the Fairfax Branch, has won the honor of being Employee of the Month for the County of Marin. This is a wonderful honor for Anthony who will be recognized at a Board of Supervisors meeting on December 11th.
- Budget process: Deadline for 2013/14 budget is February 15th. Edna will be ending an e-mail out soon to the budget committee to set up a meeting for the last week in January.
- Real Estate:
 - a. Creamery lease was approved. Construction will start in the next couple of weeks.
 - b. Bolinas lease renewal on agenda for next week's BOS meeting
 - c. Marin Commons lease (comp sheet from Andrew) Looking to Fall, 2014 move in
 - d. County Real Estate starting to look at sites to move the Hamilton Library

(13) ANNOUNCEMENTS

Director Haar handed out a copy of the 2nd annual 2012 Measure A Community Update bookmarks to all commissioners, and announced that this would soon be posted on the MCFL website.

President Howard announced that the Library Journal had named the Redwoods Library "library of the year".

(14) ADJOURNMENT – M/S/C Fickbohm/Wallace – Meeting adjourned @ 7:55 p.m.