

MARIN COUNTY FREE LIBRARY

Thursday, January 9, 2013
Civic Center Building/Room 410B

- - PROPOSED MINUTES - -

***Note:** Due to a lack of quorum on January 9, this Library Commission meeting was informational only.

- (1) CALL TO ORDER
Meeting started at 7:00 p.m.
- (2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS

Present

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| Barbara Schoen | Joel S. Fugazzotto | Cal Kurzman |
| Lisa Rosenberg | Meredith Parnell | Jennifer Wallace |

Absent with Notification

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|----------------|------------------|-------------------|
| Bill Crandall | Albert Brewster | Martin Perlmutter |
| David Fickbohm | Alison D. Howard | Loretta Farley |
| Yun Hwan Cha | | |

Also Present

Gail Haar, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Damon Hill, Library Services Manager
Edna Guadiana, Sr. Secretary
Nancy Davis, Branch Manager, Marin City Library
Etienne Douglas, Webstar Coordinator
Kay Noguchi, League of Women Voters
Freddy Cobey, MCFL Friends

- (3) ADOPTION OF AGENDA
Agenda not adopted, due to lack of quorum.
- (4) APPROVAL OF THE MINUTES
Minutes not approved, due to lack of quorum

- (5) OPEN TIME FOR PUBLIC EXPRESSION -- NONE
- (6) READING AND CORRESPONDENCE FILE
Reading folder was circulated for all to read
- (7) BRANCH REPORT – MARIN CITY
Nancy Davis, Branch Manager of the Marin City library gave the Commission a brief presentation on what's been going on at the Marin City branch.

Staff:

We are in the process of hiring two new Library Assistant IIs: one full time and one half time. Currently, the regular hire staff consists only of Elizabeth Cobey. Etienne is the Webstar Coordinator and is also working as an extra hire Library Assistant I. Becky Tuttle is temporarily promoted from a part time LA1 to a full-time LA2. Librarian Martha Kassin is also working temporarily during this time. Extra hire Librarian Joan Epstein continues to provide story times on Wednesdays.

Facility:

Plans are being designed for improvements to the facility as part of the Measure A facility improvement program. Preliminary concept plans include:

- all new carpeting,
- a new or remodeled desk that is repositioned to give better line-of-sight into the children's area;
- creation of a "reading nook" for children with lots of display space in the area where the reference desk is now.

Collection:

Most of the reference collection has been shifted into the regular circulating shelves; these reference books can be checked out. We hope this will increase their usefulness to the community. A few remain in the reference shelves, but staff can let them be checked out as needed.

The "Your Future" shelf has been updated and expanded with resources for education and career planning and job hunting for young people. We continue to use Friends' funds to develop our urban fiction collection, which is quite popular.

Friends:

Continue to be very active; raised \$6,000 at the Floating Homes Tour this year! They honored the Floating Homes Association President Ray Dunaway and his wife JoAnn at their December 1 meeting. The couple came in their crisp navy and white Coast Guard Auxiliary uniforms because they were headed to a meeting of that group afterwards. The Friends continue to sponsor programming at the Library as well as the Urban Fiction collection. They have some money saved to augment the facility remodel as well.

Programs:

- In October, as a part of Science Month, the Marine Mammal Center “whale bus” visited and presented a program about whales to the story time groups. 40 youngsters participated, along with 5 adults. They enjoyed looking at the artifacts in the mobile exhibit.
- In November, author Dr. Beverly Yates discussed her book about heart disease in African-American women and how to improve heart health. Ten adults attended and participated in Q&A.
- The “Mother Goose on the Loose” continues on Wednesday mornings, still funded by the Rockey grant. Attendance averages about 6 parents and children.

Community events:

- ✓ During the month of November, we had a special display of artwork from an art class at Tamalpais High. Young artists from Marin City displayed their paintings, collages, and ceramic works. The teachers are interested in installing another exhibit in the spring; we will organize a reception for the artists to “launch” the exhibit.
- ✓ We are assisting a non-profit called *Bridge the Gap: College Prep* in starting a book club for 8 5th-grade girls. The mission of *Bridge the Gap* is to provide educational support for Marin City Students with the goal that every Marin City student completes high school and graduates from college. The book club selected *Hunger Games* as their first book. They just finished it and are now reading *Catching Fire*, the second book in the series. Staff requests enough copies of the books from other branches and then checks them out to the teacher.
- ✓ We have experienced a number of new Vietnamese families coming into the library. For one family, Martha Kassin assembled a packet of information about resources including library procedures and services such as story times, how to find English language and Vietnamese language materials for children, ESL materials for Vietnamese speakers, preschools in Marin City, and more. She plans to turn this information into a handout for others.

Etienne Douglas, WEBSTAR Coordinator, gave a brief update on the WEBSTAR program to the Commission

- Currently have 1 Webstar hiring 3 more, who should be working by the end of this month; never have more the 5 Webstars at a time – most Webstars initially work 10-15 hours per week, after a couple of years in program, hours can go up to 20 hours per week
- 1 Webstar graduated and is in college at Morgan State University.
- Etienne has started training Webstars how to perform simple library tasks, such as paging slips and shelving.
- Webstars will be trained on all of our new e-book platforms.
- Webstars have produced 4 video library profiles. Marin City, Civic Center, Corte Madera, Fairfax. Currently working on the other 6 branches. Novato, South Novato, Bolinas, Stinson Beach, Point Reyes, Inverness, and Bookmobile.

- Webstars are currently working on a video project with Mr. Menaster who was a teacher in the 1960's who did a documentary of many students in Marin who participated in various programs such as talent shows, sporting events as well as the kids in classroom settings at the time. He is scheduled to give a presentation on February 16th at 10am here in the Marin City Library. The Webstars' website is <http://www.marinwebstars.org>

Vice President Fugazzotto thanked Nancy and Etienne for their presentations.

- (8) REPORTS OF COMMITTEE CHAIRS/OTHER LIAISONS
None
- (9) NEW BUSINESS
 - a. Commission Annual Report 2013/14: Director Haar reviewed last year's 2012/13 Library Commission Annual Report for reference. Director Haar will take all input, and update this year report, email a 2013/14 draft to all commissioners, and then bring back to the February Commission meeting for approval.
- (10) OLD BUSINESS
None
- (11) PRESIDENT'S REPORT FOR DECEMBER
None
- (12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR DECEMBER

Director Haar reported on the following:

- E -book use is soaring and our selectors are devoting an increasing percentage of our materials budget to filling that need. In addition to the MARINet wide Overdrive platform, MCFL is experimenting with other ways to get eBooks. We just launched *3 M's Cloud e-books (also available at Tiburon and Sausalito libraries)*, a really easy to use interface for tablets and smart phones and *Zinio Digital Magazines* that has hundreds of e-magazine titles that can be read on a PC or a mobile device.
- Going to the BOS to celebrate the new bookmobile on January 29th. Gail has received many positive comments on this month's advertising "Discover and Go", on the Bookmobile.
- Maintaining our buildings is an ongoing challenge. The November/December rains caused a fairly serious leak in the roof of the Corte Madera Library. Fortunately, no books or computers were affected, but the ceiling was damaged. DPW did a patch job on the roof and will repair the ceiling damage soon. On a happier note, the Corte Madera Friends of the Library paid to repair the vertical blinds in the meeting room so that the room can be darkened for movies or power point presentations. The blinds were basically in good shape and just needed to have several of the louvers replaced.

- The remodeling process is moving along. In **Novato** the bidding process for furniture is completed and purchasing process is underway. The bidding for construction and signage is currently in progress. The architects are working on a 3D drawing of the completed remodel to share with the public. In addition, a kiosk (the black board previously used) will be up in the branch showing layout and selected fabrics and finishes. A schedule for the remodel will be established once a construction contractor has been selected and the delivery of the furniture is determined. There are many variables and fluctuations which will happen during the process making a precise closure date uncertain at this time, but there is a realistic possibility the remodel could happen as early as April of 2013. In **Corte Madera, Civic Center, Fairfax and Marin City** progress is also being made. The engineers visited all four libraries to analyze the architecture design and a full report with costs is expected by the end of January. The interior circulation room design work continues. Corte Madera, Fairfax and Civic Center will be incorporating practices and procedure from Novato. The Civic Center design was changed to incorporate a staff room in the existing space now used by the Bookmobile and part of the area used by Civic Center circulation staff. Construction documents will start to be developed in February 2013. In **Point Reyes, Literacy and Inverness**, crews are hammering away as we speak. The Point Reyes Library and Literacy plans have gone through the permitting process and work on the new space is slated for February. Completion of the project is slated by March 1st. The Inverness Library exterior work is tentatively scheduled to be completed in January and interior work beginning in February. Closures are not anticipated for either Point Reyes or Inverness.
- At a recent meeting of County Department Heads, the Human Resources Director spoke to us about the demographics of our workforce and the planning that HR is doing to meet current and future demands. They expect at least one third of the current employees to retire in the next three years – that's about 600 people – and they will take with them a wealth of experience and knowledge. To help address the upcoming losses, the County entered into a partnership with Dominican University to create a "Leadership Academy" for promising mid-level employees. MCFL was fortunate enough to have one of our nominees selected for the third class - Damon Hill, Administrative Services Librarian for Public Services. Director Haar had the privilege of attending the graduation ceremonies and hearing the participants talk about how inspired they had become and how much they had learned both from the professors and from each other. Seeing how dedicated they all were to the concept of taking the best practices from private industry and using them to provide excellent public service was a very special experience.
- We bid a sad farewell to two long-time employees who retired this month. Victoria Gonzales (CLS, Outreach Services) decided that the time was right to concentrate on her art and community service volunteering. And Carla Schoenthal (Children's Librarian, Novato) leaves a legacy of pre-schoolers and their parents who enjoyed her guitar and her singing and her wonderful room decorations.

- LAll application period closed this week, oral board interviews are tentatively scheduled on 1/24 and 1/25 with the hiring interviews for the Spanish Language LAll's tentatively scheduled on February 9.
- The nationwide recruitment process for a new Library Director has opened, and will close on February 4th.

(13) ANNOUNCEMENTS
NONE

The Library Commission meeting was suspended

7:50 p.m. Assemble as the Measure A Advisory Committee

(14) MEASURE "A" PROGRESS REPORT

Damon Hill, Library Services Manager reviewed the Library's Managing for Results Performance Plan for FY 2012/13 along with the proposed FY 2013/14 with the Commission.

Hill will take all comments, update this year's FY 2013/14 report, and bring back to the February Commission meeting for approval. Director Haar thanked the Commission for their input.

8:20 p.m. Measure A Advisory Committee finished

(15) ADJOURNMENT – Informational meeting ended @ 8:22 p.m.