

MARIN COUNTY FREE LIBRARY

Wednesday, October 10, 2012
Fairfax Library

- - PROPOSED MINUTES - -

- (1) CALL TO ORDER
Meeting called to order at 7:03 p.m.
- (2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS

Present

Cal Kurzman	Barbara Schoen	Joel S. Fugazzotto
David Fickbohm	Alison D. Howard	Bill Crandall
Meredith Parnell	Martin Perlmutter	Loretta Farley
Yun Hwan Cha	Jennifer Wallace	

Absent with Notification

Albert Brewster Lisa Rosenberg

Also Present

Gail Haar, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Edna Guadiana, Sr. Secretary
Margaret Miles, Branch Manager, Fairfax Library
Ms. Simpson – Marin County Grand Jury

- (3) ADOPTION OF AGENDA
M/S/C Wallace/Fugazzotto - Agenda approved with the addition of report from Marin Poet Laureate under open time for public expression.
- (4) APPROVAL OF THE MINUTES
M/S/C Fugazzotto /Wallace – Minutes approved as submitted

- (5) **OPEN TIME FOR PUBLIC EXPRESSION**
Dick Browning from the Marin Poet Laureate Society and Susie Pollack from the Cultural Services Commission gave a brief presentation on the Marin Poet Laureate organization. This organization has recently signed a MOU with the Marin County Free Library, and will work together on various poet laureate projects and to name and present a new poet laureate in April to the Board of Supervisors. The Marin County Library is now a ROAR (reach out and read center for Senior citizens) organization for the Marin Poet Laureate Society.
- (6) **READING AND CORRESPONDENCE FILE**
Reading folder routed for all to read
- (7) **FAIRFAX BRANCH REPORT**
Margaret Miles, Branch Manager for the Fairfax library gave a brief update and toured the Library Commission around the Fairfax building.

Library Card Sign-Up Month

Fairfax has a successful library card sign up month, with an increase in signups from last year, exceeding the expectations by 5%.

Fairfax Farmer's Market

Staff set up a table at all 4 Farmer's Markets in September, issued cards, gave out pencils, and even checked out some books.

We have programs for all ages, and it's never too young for them to start coming.

Throughout the year we have weekly children's programs including:

- ✓ Storytimes Thursday afternoons and Saturday mornings
- ✓ Pajama-Rama Storytime
- ✓ Last spring Margaret started a monthly bedtime story program for families.

SUMMER READING PROGRAM

- **"Dream Big: Read!"**
 - 389 sign-ups
 - 198 t-shirts earned!
- **"Own the Night"**
 - 107 teens submitted 197 reviews
- **"Between the Covers"**
 - **156 adults wrote 162 reviews**

Summer Reading Program was a huge success!

We received a Friends Innovative grant and used the funds to present a series of craft programs for school-age children such as:

- ✓ Origami
- ✓ Paper Plate Weaving

- ✓ Marker Tie-Dye Craft Programs

FAIRFAX ADULT SUMMER READING EVENTS 2012

- Quilt Art from the Heart
- Writing from the Soul
- A Little Night Music
- Classical Guitarist Joseph Bacon & Soprano Helene Zindarsian

Henna for Teens

Teen programs over the summer included a sold-out free Henna workshop.

Teen Advisory Group

Shereen started a Teen Advisory group in the spring, and one of their first projects was to beautify our deck with succulent plantings.

ADA Bathroom Remodel

In March, we saw the start of our bathroom remodel project, which initially created lots of noise and dust as the entire interior of the bathroom was removed, and our men had to make due with an exterior port-a-potty. But after 6 months, we had a grand opening of our newly remodeled ADA bathroom.

The Fairfax Festival

- Is an annual event, which was held on June 9 and 10th this year, and features a parade followed by town-wide mayhem, with children's activities, arts & crafts booths, etc.
- Our Teen Advisory Group created signs and "dots" based on our new MCFL logo, writing a word they associated with libraries in each dot, which were then used to decorate the bookmobile
- Frank Gonzalez, a local artist-in-residence, used the library as a community staging location to create his peace bird, which marched in the parade.
- We marched in the parade, with our banner, our signs, and followed by the bookmobile!
- When we reached the grandstands, we entertained the crowds with the Library Cheer. It was great to hear people in the crowd cheering the library.

Welcome tea for Supervisor Katie Rice

In February we had a welcome tea for newly appointed Supervisor Katie Rice. She answered questions at this well-attended event. Our meeting room serves as an art gallery, and frequently our monthly featured artist holds a reception.

Artists' Reception – January 24, 2012

These are usually well attended, drawing a selection of folks that might not otherwise visit our library.

New bike racks

Back in November of last year, we were a recipient of a grant from the Marin County Bicycle Coalition to have new bike racks installed.

Patron Comments include:

- “I love the new Link +”
- “I just wanted to let you know how much I am enjoying eBooks from the Library on my Nook”
- “This library is the only place that I can study. I have been coming here since I was in middle school at White Hill. I just met with the head of my program about my master’s thesis, and he mentioned that I was so organized. I thought, ‘I’ll have to tell the staff at the Fairfax Library!’”

Branch Manager Miles completed her presentation by commenting on how amazingly busy and popular the Fairfax library is – recently 8 people standing line. She thanked her amazing staff for a job well done! Margaret gave the Commission a rendition of the Fairfax library cheer. After a brief question and answer period, Margaret gave the Commission a brief tour of the library. President Howard thanked Margaret for her presentation.

- (8) REPORTS OF COMMITTEE CHAIRS OTHER COMMITTEE LIAISONS
NONE
- (9) NEW BUSINESS
NONE
- (10) OLD BUSINESS
NONE
- (11) PRESIDENT’S REPORT FOR SEPTEMBER 2012
NONE
- (12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR SEPTEMBER, 2012

Director Haar gave the following updates:

- **“Back to School” Library Card Campaign:** For years MCFL has done a **“back to school” library card campaign** but this year we put some extra effort into publicity and community outreach. The goal of the campaign was 547 cards (5% more than the September 2011 total of 521) and the final total was 662 new cards issued!
- **"Marin Poets Live!" project:** In conjunction with the Marin Poetry Center we’ll be doing a series of interviews with local poets, recording them for broadcast on COMCAST and Novato Public Access T.V. We’ve created a website where the interviews will also be available through the library along with links to additional resources. MCFL has also agreed to be the sponsor for the Marin Poet Laureate committee and will be working with them on their selection process, their presentation to the BOS and to the Library Commission, and in helping publicize the Poet Laureate’s project in the community.

- **Remodel Project:** The Novato Library is moving ahead on its remodel project. Selection of the color palette, furniture casework and signage options are under way. Work has also started to upgrade the phone system and get a new main door. Depending on how the process goes, the schedule currently calls for reopening the remodeled branch sometime between February-April of 2013. The Point Reyes Library and West Marin Literacy are getting close to having final drawings and establishing construction schedule. Accessibility work continues on the exterior of Inverness and the interior will follow.
- **50th Anniversary of the Civic Center and the Civic Center Library:**
 - ❖ Went to Board of Supervisors last Tuesday with a resolution. We put it on the Policy Agenda so that I could say a few nice words. Nice follow up publicity in the Marin Independent Journal
 - ❖ Long front page Datebook article in today's San Francisco Chronicle, crediting the California Room for a picture
 - ❖ Laurie Thompson to be interviewed on KQED forum tomorrow morning (10/12 Thursday) during the morning show.
 - ❖ Encourage you to stop in Friday 10/13 or Saturday 10/14. Come in your 1962 clothes! Get your picture taken with Frank Lloyd Wright! See the bestsellers of the day. Listen to your favorite 1962 oldies.
- **Personnel:** We've hired a new cataloger – Mildred Arencibia. She's been extra-hiring for us and officially starts on October 15th. Mildred is bilingual and will be selecting our Spanish language materials. She's already been offered a scholarship from our professional association to attend this year's book fair in Guadalajara, Mexico.
- **Literacy.** We are making huge strides out in West Marin with our Literacy programming. Classes for the fall are all arranged, using a combination of donor and State funds. After we move the literacy office into their new, larger space we plan to increase our services to the Spanish speaking community there, including collaborating with other community groups to present programming. Bonny White, West Marin Branch manager is now being assisted by Jennifer Livingston, one of our community library specialists. Between them they know most everyone and have already established close working relations with the schools and community services groups.
- **Employee Survey:** After the IJ article about moving Liz Paris to the Library to work on change management with us ran, I got a question about the employee survey that was also mentioned in the article. I believe I talked about this at an earlier meeting but I think it is worth my discussing again, since it may also come up eventually in the Grand Jury report. Our departmental results – as was true across the County – had no real surprises. Employees gave high marks to their immediate work groups –

they produce quality work, they like their co-workers, they like their supervisors. MCFL's two major issues fell in the areas of Communication and Workload. About a year ago we formed a staff committee that did a communication audit and a follow up group has done extensive work on tunneling down into the biggest issues and making recommendations for both staff and managers. They presented their report to the Leadership team two weeks ago and some of us will be going to their meeting at the end of the month with some ideas on how to move forward. For the workload issues, we've asked the branch managers to meet with their staff and talk about what can be eliminated, shifted, or if essential, done by extra-hires. Many of the changes to how we manage the collection have impacted the circulation staff more heavily than the professional staff and we are working to find a balance that we can all live with. The shift to move self checks and a single point of service should go a long way and we are actively hiring more shelvers and lower level staff to take on some of the burden.

- **Tax Forms :** The Leadership Team decided at their Friday October 5th meeting to stop providing patrons with paper tax forms, effective immediately, for the following reasons:
 1. Ordering and maintaining the forms are a major work load for several months
 2. The cartons take up a great deal of valuable branch space
 3. All that paper just isn't "green"
 4. Many patrons already file electronically

Technical Services staff will arrange to have button on the OPAC so that patrons can go directly to the IRS website and print forms without charge. This is a model that is already in use in some city libraries so we have no reason to expect that the transition won't be a smooth one.

(13) ANNOUNCEMENTS
NONE

(14) ADJOURNMENT – M/S/C Perlmutter/Fickbohm - Meeting adjourned @ 8:10 p.m.