

MARIN COUNTY FREE LIBRARY

Wednesday, October 8, 2014

Fairfax Library

-- PROPOSED MINUTES --

- (1) CALL TO ORDER
Meeting called to order at 7:04 p.m.

- (2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS
Present
Barbara Schoen Alison Howard Joel Fugazzotto
Bill Crandall Clifford Jacobs Loretta Farley
Margaret Kathrein Arthur Whitman-Bradley

Absent with Notification
Martin Perlmutter Cal Kurzman

Also Present
Sara Jones, Director of County Library Services
Edna Guadiana, Senior Secretary
Margaret Miles, Branch Manager, Fairfax Library

- (3) ADOPTION OF AGENDA
M/S/C –Jacobs/Howard -- Agenda approved as submitted.

- (4) APPROVAL OF THE MINUTES
M/S/C-- Fugazzotto/Howard -- Minutes approved as submitted

(5) OPEN TIME FOR PUBLIC EXPRESSION

- President Schoen stated that math & coding is being added to computers at the San Jose Public libraries for kindergarten kids and up. We are hoping to start this at the Novato library.
- Commissioner Jacobs stated that he had attended a program on taking SAT test and had enjoyed.

(6) READING AND CORRESPONDENCE FILE

Reading folder was circulated for all to read

(7) FAIRFAX REPORT

Margaret Miles, Branch Manager of the Fairfax Library gave a brief overview on what's going on at the Fairfax library. She began the presentation by announcing that this month (October) was STEAM (Science, Technology, Engineering and Math) for kids in grades 5 through 12. Margaret apprised the Commission that she was going to show lots of "before" photos, and what went on behind the scenes. Rather than closing the library and impacting the patrons, we did as much of our remodel as possible while staying open.

Pictures were shown of what was Margaret's office, the office next door, which used to hold 3 people. This became her office. So where did those three workers go? We had 6 ranges of shelves in our back work area which held a lot of stuff. Some of it went, some of it was relocated, and 3 of the ranges were removed, creating a small wasteland in a back corner. This was fixed up and became a work area for the three employees. They did a great job of adjusting to working in a new space, where a lot more chaos was about to ensue. In our very back area, where the bookdrop chute came into the building, we were able to store all the children's programming supplies. We even have a box labeled "miscellaneous weird stuff"

Margaret's old office became the new staff room. What happened to the old staff room? It underwent a huge transformation. Remember the remaining 3 ranges of shelves? (This is just to the left of the old staff room). They were removed, all the stuff on them was relocated or tossed, and contractors came in to start building us a new wall. This wall went up so fast, that if not for the pounding, it would have felt like magic

Then they went in through the staff room door, and removed the wall between the old staff room and the new space. Inside the room, once they removed that supporting wall, they had to remove part of the floor and re-pour footings. And when they looked down, they discovered... water and dry rot. Contractors who worked from 2am-9am, so it didn't impact the staff or the public, determined that many of the floor joists would need to be replaced, which would add another 2 weeks to this part of the project.

This was an educational process for the staff, we learned patience, how to work through chaos, and we learned to use the term joists. Before that, Miles was calling them floor beams.

Margaret showed a “before” picture of our old circ desk, which showed the way items were handled by staff. Books got returned in the book drop, which is at the far end of the back work area, put on carts, and wheeled to a public area. Other materials were returned at the desk, which had no secure place to put them, except on a cart. They were checked in, put back on carts, and put on sorting shelves. Then they’re put BACK on carts, fine-sorted, and shelved. Not very efficient, and it meant that the staff out in front trying to help patrons had the pressure of trying to handle all the returned materials at the same time. The new check-in room houses a bookdrop that patrons now use right near our front doors. Books go through the chute, are checked in, and put directly on sorting carts. Daily deliveries come into the other end of the room, and are checked in at a second station. This way all the back-room activity actually takes place in back, so the staff in the public area can focus on the public. There is a banner outside the library’s front doors which reads “return all materials here”.

Miles showed a picture with a view of the new circ room once we got the furniture, but before we got the bookdrop. Staff was so pleased with the layout of the new circ room and space that they started using the room for delivery immediately, and we saw improved efficiencies right away. During this entire time, the public saw no changes to “their” area, except the appearance of a new bookdrop outside. After multiple delays, we closed for one long weekend in June, and moved our magazine area and got new children’s furniture, which along with a new exterior sign was paid for by Fairfax Friends of the Library. When Measure A passed, we opened Fairfax Library on Fridays starting June 13, which became everybody’s lucky day.

We closed for 2 weeks in August to do the major demolition of our circulation desk, re-wiring for our new computer tables, and shifting several collections onto new display shelving. We established a pick-up location in our meeting room for holds and lucky day items during the closure and held limited open hours, and this was very popular with our patrons. We even had a few folks come in and sit in the corner to read the newspaper.

Margaret took the Commissioners on a tour to show them the remodel results. After a brief question and answer period, President Schoen thanked Margaret for her report.

(8) REPORTS OF COMMITTEE CHAIRS/OTHER LIAISONS
NONE

(9) NEW BUSINESS

- a. Discuss communication & effective commission participation-Vice-President Fugazzotto distributed a copy of “Positive Team Culture” handout to all Commissioners who were present at meeting, in the hopes that the group can come together in working on how the group can better communicate

amongst themselves and develop a more positive team culture. President Schoen suggested incorporating this document into the Library Commission binders, and Director Jones suggested adding it to the Library Commission By-Laws. President Schoen requested that this item be brought back to the December meeting of the Library Commission.

(10) OLD BUSINESS

- a. Continued Discussion on recruiting new members for Districts 1, 4 & 2
President Schoen reminded everyone that there are still vacancies in Districts 1, 2 & 4. Director Jones stated that we would put together an informational packet for Commissioners to give to those who may be interested in serving on the Library Commission.

(11) PRESIDENT'S REPORT FOR OCTOBER

- ✓ President Schoen reported that she along with 165 library employees had attended the MCFL All Staff Day on September 19 at the San Geronimo Valley Golf Club. Barbara enjoyed guest speaker Rivkah Sass, Director of the Sacramento Public Library, who spoke on "From a good library to a great library – What does it take?" Barbara also appreciated that a lot of issues brought up in Grand Jury report were addressed during All Staff Day, and that staff had input into the strategic plan.
- ✓ President Schoen reminded all Commissioners who brought their binder to this meeting to give to Edna to update. Edna will bring back all updated binders to next month's meeting in Novato.

(12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR OCTOBER

Director Jones reported:

- a. ALL STAFF DAY: Director Jones reported that we had a very ambitious All Staff Day agenda and all was accomplished, including taping the event. It included introduction of the strategic plan and gaining system wide knowledge of our patrons and the three goals we are focusing on. Sara distributed bags of candy to the Commission and apprised the Commission that the majority of staff surveys were positive. Next year's ASD will be coordinated by staff from throughout the system.
- b. Director Jones announced that a thank you event is planned for all Friends groups, the Foundation and the Commission at 7:00 pm on October 24th, for a presentation by the author of [The Public Library](#)- Robert Dawson. It will be in the Showcase Theatre in the Marin Center and his books will be available for purchase. Sara handed out invitations to all Library Commissioners.

8:15 p.m. M/S/C – Whitman-Bradley/Howard Recess as the Library Commission

8:17 p.m. Convene as the Measure A Advisory Committee

(13) MEASURE A – PROGRESS REPORT

Director Jones gave an update on the Strategic Plan Process.

- During Strategic Planning Process we've come up with a new mission statement: "Create Connections for our Community to Explore, Imagine and Innovate;
- The three goals we have chosen as our focus include:
 1. Support family literacy and youth development
 2. Youth/young adults engage in reading and self-development
 3. Engage patrons in a dynamic virtual experience and enable them to explore with improved access and availability

Director Jones pointed out that the set of cards which were distributed to everyone at All Staff Day, and which she also distributed to all commissioners has our new Mission Statement on them. For homework, Sara would like all Commissioners to read and familiarize themselves with the information on these cards and come back to December's meeting with questions and comments to share with everyone.

After a brief question and answer period, President Schoen thanked Sara for her update.

8:30 p.m. M/S/C – Jacobs/Farley - Adjourn as the Measure A Advisory Committee

8:30 p.m. – Reconvene as Library Commission

(14) ANNOUNCEMENTS

- ✓ Commissioner Kathrein showed her new bamboo library card she received at the San Rafael Public Library;
- ✓ President Schoen announced that the Friend's of the Novato libraries will be hosting a wine and cheese social. Guest speaker will be Herb Rowland of the Pacheco Winery. Mr. Rowland is the great-great grandson of Ignacio Pacheco.
- ✓ M/S Howard/Farley – to change start time for November Library Commission meeting to 6:30 pm – all commissioners voted unanimously for this change.

(15) ADJOURNMENT – M/S/C Howard/Fugazzotto – Meeting adjourned @ 8:35 pm