

MARIN COUNTY FREE LIBRARY

Wednesday, August 13, 2014

Novato Library

- - PROPOSED MINUTES - -

- (1) CALL TO ORDER
Meeting called to order at 7:07 p.m.
- (2) ROLL CALL/INTRODUCTION OF NEW COMMISSIONERS
Present
Barbara Schoen Alison Howard Margaret Kathrein
Joel Fugazzotto Clifford Jacobs Loretta Farley
Bill Crandall Cal Kurzman Martin Perlmutter
- Absent with Notification
Gloria Neumeier Arthur Whitman-Bradley
- Also Present
Sara Jones, Director of County Library Services
Scott Bauer, Deputy Director of County Library Services
Edna Guadiana, Senior Secretary
Mark Schatz, Architect
- (3) ADOPTION OF AGENDA
M/S/C –Jacobs/Fugazzotto--Agenda approved as submitted.
- (4) APPROVAL OF THE MINUTES
M/S/C-- Howard/Kathrein-(Abstain-Perlmutter)
-- 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) SOUTH NOVATO REPORT

Janet Doerge, Branch Manager of the Novato and South Novato Libraries gave a brief overview on both the Novato and South Novato branches. The Novato branch is closed on Fridays, while the South Novato branch is open. Nathan our Community Library Specialist runs the South Novato library on a day to day basis. There are 7 librarians at the Novato library, with only one not being a fulltime employee. The Children's Librarian from Novato goes once a week to the South Novato library for storytime. The Novato library is open Mondays through and Thursday and Saturdays, and the South Novato library is open Tuesday through Saturday.

Director Jones gave an update on the South Novato Expansion. The Hamilton lease @ Hangar #6 is up in late 2014, but we were able to extend it until April, 2015. The lease rate for Hamilton space is over \$4.00 per square foot. Since 2012, we have been pursuing alternate locations for all operations currently housed at Hamilton (South Novato Library SNO – 3,204 square feet, Technical Services – 2,753 square feet and MARINet – 664 square feet – Total 6,621 useable square feet). The Technical Services unit and MARINet are moving to the 1600 Los Gamos (Marin Commons) this fall. The cost is significantly lower at \$1.58 per square foot at Marin Commons. Technical Services will relocate in October to the new 8,300 square foot space at Marin Commons.

Director Jones and Mark Schatz, Architect reported on the Novato Unified School District (NUSD) Partnership: In the fall of 2013, NUSD invited the Marin County Free Library (MCFL) to be part of long term planning for using parcel 1A to build a new much needed large library for Novato. As part of that conversation NUSD indicated Parcel 1B could be used as a temporary location on "C Street". Some of the benefits of relocating the South Novato library to this location includes: larger facility, increasing space for library from 3,200 to 6,000 square feet; provide a better location that is a cost effective approach and is completed by (or close to) the end of our current lease in April, 2015; Prepare a "proof of concept" for the larger planned learning and education partnership with the school district on Parcel 1A. This will be an educational partnership and we will share collaborative spaced for a Makerspace and a space for after school technology skills and homework support. MAKERSPACES: Makerspaces are typically informal learning spaces outside of a formal education system or institution. Making informal learning spaces can result in very different outcomes than formal educational systems and institutions. Makerspaces are driven by curiosity, need-to-know learning, learning for learning's sake, and tinkering. Mark shared a copy of the tentative plans with the Commission. Commissioner Kurzman requested that Director Jones give a broad overview of the financial implications. Director Jones stated that with all the vacancies MCFL has had over the years has

resulted in salary savings over a number of years. We believe that the cost for the modular will be in the neighborhood of \$600,000 to \$700,000 and we plan on purchasing instead of renting it, using bottom line funds that we've managed to save over the years. Some questions and concerns are: Patrons prefer not to have location moves or any service disruption; dates remain a moving target; increased collaboration will challenge current levels of staffing at the South Novato library. The following are Issues still needing formal agreements: (1) Responsibility for development of the site costs; (2) Timeline; (3) Agreement and lease costs for the shared space, Makerspace and use of NUSD facility for homework/technology center; (4) Specific programs to be provided, i.e. a library card for every student, Makerspace, homework assistance, etc.

Director Jones announced the upcoming "C Street Book-A-Palooza on September 13 from 10am-2pm, at 931 C Street, Novato, CA, which is the future site of the South Novato Library and Novato Unified School District partnership. Sara invited everyone to please join us to hear more about the new site of the South Novato Library and MCFL's partnership with the Novato Unified School District. There will be a Marin County Free Library books discards sale, story times, activities, food games and prizes! One of the goals for this upcoming school year is to get every student in the Novato Unified School District a library card.

(8) REPORTS OF COMMITTEE CHAIRS/OTHER LIAISONS
NONE

(9) NEW BUSINESS

- a. Introduction of Commission-President Schoen requested that everyone on the Library Commission introduce themselves, including their work/professional background & why they applied to be on the Advisory Commission. The Commissioners who were present each introduced themselves, including their work/professional background and why they applied for the Library Commission.
- b. Overview of Districts and Vacancies per District: Director Jones went over the Supervisorial Districts and noted that the current vacancies are 2 in District 1 – Susan Adams district and 2 in District 4 – Steve Kinsey's district. Edna will email link to all Commissioners where potential commissioners can enter their home address to see what district they are in.

(10) OLD BUSINESS
NONE

(11) PRESIDENT'S REPORT FOR AUGUST

President Schoen thanked everyone who attended Library Commission's June meeting and Social. Guest speaker Sarah Houghton, Library Director for the San Rafael Public Library gave a wonderful presentation on E-Books and the security situation at her library.

- (12) DIRECTOR OF COUNTY LIBRARY SERVICES REPORT FOR AUGUST
Director Jones reported on:
- **RECRUITMENTS:**
 - Library Aide -- There were 16 vacancies, ten of which have been filled we have of six remaining vacancies.
 - Library Assistant I & II – Currently in recruitment to fill eight sometime in September
 - **ALL STAFF DAY:** All Staff Day is being planned for September 19, 2014 and will be held at the San Geronimo Clubhouse. A request is being made for the Board of Supervisors to allow closure of all MCFL libraries for “all staff” to attend this training which will focus on the library’s new strategic plan. Commission members are welcome to attend all or parts of the training.
 - **STRATEGIC PLANNING PROCESS:** We remain deeply involved in the strategic planning process. The benchmarks are being completed and we are mostly on schedule. We are making sure we have enough time for goal formulation to ensure we have plenty of input from staff.
 - **IJ ARTICLE:** In spite of article that recently came out in IJ regarding “County Workers Blasting Their Bosses,” overall employees in the County are content with their jobs. Good news for the Library is that numbers have improved tremendously in the last two years for satisfaction with the work environment, with leadership and with their jobs.

(13) ANNOUNCEMENTS – NONE

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

8:16 p.m. Convene as the Measure A Advisory Committee

(14) MEASURE A – PROGRESS REPORT

Director Jones distributed a spreadsheet on Measure A FY14-15 Projected Costs and FY 13-14 Total Project Costs as of 6/30/14 for discussion. Jones reported that we have been making significant progress on all the remodels, and we are in the final year of the 5-year Measure A money, which was passed in 2010. Total bottom line that has been spent of Measure A to update and upgrade our libraries is a little over \$2.5 million to date. A brief question and answer period followed Sara’s presentation.

8:35 p.m. M/S/C - Jacobs/Schoen - Adjourn as the Measure A Advisory Committee

8:36: p.m. M/S/C – Reconvene as Library Commission

(15) ADJOURNMENT – M/S/C Fugazzotto/Jacobs – Meeting adjourned @ 8:40 pm