

MARIN COUNTY FREE LIBRARY COMMISSION
Proposed Agenda
Wednesday, March 10, 2021
4:00 p.m.

Meeting will be held remotely

Please join Library Commission meeting from your computer, smart phone or tablet.

Meeting ID: 981 0008 3636
 Passcode: 379797
 One tap mobile
 +16699009128,,98100083636#,,,,*379797# US (San Jose)
 +12532158782,,98100083636#,,,,*379797# US (Tacoma)

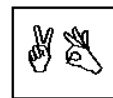
Dial by your location
 +1 669 900 9128 US (San Jose)
 +1 253 215 8782 US (Tacoma)
 +1 346 248 7799 US (Houston)
 +1 312 626 6799 US (Chicago)
 +1 646 558 8656 US (New York)
 +1 301 715 8592 US (Washington DC)

Meeting ID: 981 0008 3636
 Passcode: 379797
 Find your local number: <https://zoom.us/j/afRPRfwoo>

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
4:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action

“Poetry is eternal graffiti written in the heart of everyone.”
 – Lawrence Ferlinghetti, *Americus*, Book I

3. Approval of Agenda	Ream	Action
4. Approval of February Minutes	Ream	Action



Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. Old Business		
	a. Strategic Planning Feedback Timeline	Walker	Information
	8. New Business	Ream	Information
	a. Budget-Facilities-Measure A	Hill/Galiani/Walker	Information
	b. Measure A Funding Allocation 2021-2024	Walker	Action
	9. President's Report for February	Ream	Information
	a. Build America's Libraries Act http://www.ala.org/advocacy/buildlibraries		Information
	10. Director's Report for February	Calicchio	Information
	11. Announcements	Ream	Information
5:30	12. Adjournment	Ream	Action

Numbered List of attachments:

4. Minutes for February 10, 2021
11. Library Director's Report for February

Unnumbered Attachments:

MARINet Board minutes of January 21, 2021 held at MCFL Tech Services, 1600 Los Gamos Dr., Suite 180, San Rafael CA

Marin County Free Library
3501 Civic Center Drive, Suite #414, San Rafael CA 94903
www.marinlibrary.org

Brown Act:

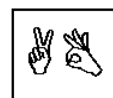
The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

Meeting Locations

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949
Stinson Beach Library	3521 Shoreline Highway, Stinson Beach, CA 94970



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MARIN COUNTY FREE LIBRARY
Virtual Meeting
--PROPOSED MINUTES--
Wednesday, February 10, 2021

- (1) CALL TO ORDER
Meeting called to order at 4:08 p.m. Sara Jones introduced Gabriella Calicchio who will be the Interim Library Director until a new Director is appointed. Sara requested that all Commissioners introduce themselves to Gabriella.

- (2) ROLL CALL
Present
John MacLeod Sue Ream Ann Kaplan
Linda Ward Barbara Schoen Margaret Kathrein
Loretta Farley Nick Javaras Sally Hauser
Ed Meagher

Absent with Notification
Anya Schandler Ali Iqbal

Also Present
Sara Jones, Director of County Library Services
Chantel Walker, Assistant Director of County Library Services
Leslie Galiani, Administrative Services Manager
Anna Giles, CAO Analyst
Bill Hale, Member of the public
Geraldine Breiz, Administrative Services Associate
MCFL Staff: Bonny White

- (3) ADOPTION OF AGENDA M/S/C-Javaras/Schoen—Agenda approved as submitted

- (4) ADOPTION OF MINUTES M/S/C-Javaras/Schoen – Minutes approved as submitted

- (5) OPEN TIME FOR PUBLIC EXPRESSION— Commissioner MacLeod shared a video he created of Sara Jones with the Commission. The link to view Sara’s video is:
<https://youtu.be/Yu76xwmox3k>

- (6) READING & CORRESPONDENCE FILE –Materials were sent to the Library Commission

- (7) OLD BUSINESS - Strategic Plan 2021-2026 - Chantel gave an update on having youth serve on the Library Commission.
 - Yes we can go out for youth to join Library Commission – We plan to go to BOS in late March for approval to pay youth commissioners. We hope to start recruiting in April. More information to come.

- (8) NEW BUSINESS
 - a. Strategic Plan 2021-2026



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 San Rafael, CA 94903-4177
 415 473 3220 T / 415 473 3726 F
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Slide 2

- Preferred Intergenerational Place/children families and caregivers
- Adults – learning and self development
- Youth – self discovery and expression
- Literacy w mobile and digital

VISION, MISSION, STRATEGIES (GOALS)



OBJECTIVES (FOCUS)



ACTION PLAN (EXECUTE)



FOLLOW-UP (LEARNING)



Strategic Planning Discussion Objectives

- Outline the Core Elements of the Strategic Planning Process
- Gather Commission Input



Phase 1 – March to June 2021

- Reach agreement on summer 2021 to winter 2022 as the **planning period**
- Finalize Strategic Plan Refresh **Objectives**
- Define a **community-centered data gathering process** that includes a cross-section of stakeholders (current and potential library users; community partner organizations; staff; etc.)
- **Identify strategic directions** to leverage strengths and opportunities and minimize or respond to weakness and threats (SWOT)



Slide 5

- ID the purpose of the Strategic Plan Refresh for MCFL
- Input strategy and refine the timeline
- ID Data Needs and Data Assets

Phase 2 – June to November 2021

- Develop **actions plans** to implement strategies that support excellence in operations and library services including equity, facilities and Measure A
- **Identify resources**, ongoing data gathering strategies and a monitoring structure
- Review MCFL's Marin Compass progress and **align** with our Mission, Strategies and Objectives
- Launch the **facilities element** of the 2022 to 2025 Strategic Plan



Slide 7

Purpose:

- Brainstorm - SWOT and other approaches
- Review data needs for external and internal data gathering
- Review vision and mission statements

- **Develop and share draft** of the 3 Year Plan - July 2022 to June 2025
- Develop a **communications plan**
- Identify a **implementation committee** and assessment process
- **Gather approvals and soft launch** of the full Plan with key constituents in preparation for a July 2022 start



Slide 8

- Review draft plan components circulated
- Identify launch steps including budget allocations and ongoing community engagement
- Review and revise draft strategic plan
- Finalize resources and partners (financial and human)
- Internal staff input and approvals - the Strategic Plan
- Implement an ongoing learning structure as well as a monitoring structure
- Strategies to share the learning and course correct

Commission Feedback and Input



Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose you to?



Input from the Commission

Highlights for Next Measure A

- Educational Equity
- WiFi HotSpot Distribution for Adults and Educ Equity Purposes
- Learning Bus
- Facilities Improvement under the current measure
- RFID
- ***Additional Suggestions from the Commission***
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- ***Additional Suggestions from the Commission***





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After a brief question and answer period, President Ream thanked Chantel for her report.

(9) **PRESIDENT'S REPORT FOR FEBRUARY** – Sue read a commendation for retiring Deputy Director Bonny White.

Bonny White is retiring in 2021 after nearly 22 years of work at the Marin County Free Library. Bonny has made a significant impact by creating, supporting and nurturing critical library services to underserved communities. For a significant part of her career she served on the executive leadership team through three MCFL Directors and managed library services in West Marin for four branches.

Reading on the Ranches is a program to deliver a summer learning/reading program to families who live in rural West Marin and work on ranches. The children are isolated in the summer with no school and little access to community services. Bonny also has ensured that the Preschool on Wheels, formally called the FLAGship, now called the Learning Bus remained on the road. Bonny ensured the driver's/program managers were bilingual preschool teachers who delivered high quality instruction all while keeping the client's identities safe. She led acquiring funding not only for the program yearly but to replace the 17-year-old vehicle with a new state of the art "green" vehicle.

Bonny also led the creation and expansion of the West Marin Literacy program which provides needed adult literacy services. In an extension of this program, Bonny not only led but became certified herself by the US Department of Justice (DOJ) to provide first level immigration services and support for undocumented people a legal path to US Citizenship. MCFL is one of very few libraries in the nation (may be the only) certified to do this service by the DOJ.

Bonny was a pioneer for deploying Virtual Reality (VR) in libraries. In partnership with XRLibraries VR began in West Marin and Marin City. Bonny was an early adopter of this program and was essential in the program's success. She has been on the team that deployed to Marin County first, the state of California and then nationally.

Bonny partnered with the City of San Rafael and in 7 days created a pop-up library in a local mall. Located in a former Payless Shoe Source this very popular library (which has been the only library open part of the time during the pandemic) would simply not have been possible without Bonny and it really opened from keys to service in seven days! The impact is to a community, primarily Latin X, where traditional library services can have many barriers, this library is the library of "yes".

Bonny led the effort for the MCFL to become fine free, first for children and then all patrons. Bonny's leadership and trust helped the staff and patrons understand the importance of being fine-free and the barriers fines create. Bonny was often called to assist other libraries from all over the country in their fine free journey.

System-wide initiatives that Bonny created include the incredibly popular Park Passes that provide free entry to our local beautiful County and State Parks for patrons who may not otherwise be able to afford admission. In 2019 these park passes were our highest circulating items system wide.

Throughout her career, Bonny has mentored library staff at all levels. She has supported new librarians in their professional development and growth. Her warm, caring, and encouraging manner provided a strong support for many as they developed in their roles, and for several, as they flourished into leaders and became Branch Managers.

Bonny also was critical to the advocacy effort for passing two parcel tax measures. After work and on her own time she worked tirelessly to get the measures passed. Both measures did pass with over a 78% "yes" vote. These provide 2.5 million dollars yearly and MCFL would be just an OK library system without this support.

(10) DIRECTOR'S REPORT FOR FEBRUARY

Director Jones reported on the following:

- Adrian from Marin IJ will do write up on Sara's retirement;
- Sara's last day is Friday, February 12, 2021;
- Raemona Little Taylor has been named as new Deputy Director for the library

(11) ANNOUNCEMENTS

Next meeting will be on March 10 at 4pm.

(12) ADJOURNMENT – M/S Schandler/Schoen - Meeting adjourned @ 5:23 p.m.



Marin County Free Library Commission Report
Gabriella Calicchio, Interim Director of County Library Services

February 2021 Activities

*(Operating Framework Designed to Meet the Requirements of the
Shelter-In-Place Orders at the County and State Levels)*

OUR MISSION:

Provide welcoming, equitable, and inclusive opportunities for all to connect, learn and explore.

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- a. Children's
- b. Teen Services
- c. Adult Services
- d. Collection Development and Management (*Digital and Physical*)
- e. Educational Equity
- f. Specialized COVID Responses
 - i. Disaster Service Work Roles
 - ii. Communications and Website Enhancements
 - iii. Curbside Services and Reopening

2. Personnel

3. Library Director's Report

Library Activities and Our Equity Focus

<p> MARIN COUNTY FREE LIBRARY</p> <p>Children's Services During the Shelter in Place</p> <p></p> <p>Celebrate Black History Month at MCFL</p> <p></p>	<ul style="list-style-type: none">• In partnership with COMAEA (County of Marin African American Employees Association), MCFL hosted local performer Amber Hines for a three-week virtual Black History Month music & dance series for children and families. The “Soul Soup” program included call-and-response songs, and children unmuted themselves and sang along. During “Embody Rhythm” Amber encouraged children to find instruments in their homes, whether it be wooden spoons or parts of their body, and she helped them create rhythms together. “Diaspora Dance,” the third interactive program, featured movement. One parent commented “this is AMAZING!” and we also received a lot of gratitude in the chat for supporting kids with singing and movement. We saw about 50 families attend the series.• A sub-committee of the Children’s Services Team developed a booklist of several hundred Easy Chapter titles featuring diverse characters; the list identifies “own voices” (books with characters who share the identity of the author) titles separate from others on the list. The list was developed in collaboration with Library Selectors who then spent \$20,000 to acquire copies of these titles for branches. These purchases will make a significant improvement in the diversity of this collection and will provide children with the opportunity to see a broader range of characters in the books they read.
<p> MARIN COUNTY FREE LIBRARY</p> <p>Teen Services During the Shelter in Place</p>	<ul style="list-style-type: none">• We completed our Teen Fiction Diversity Audit finding that we had much to work on to have a collection that reflects the diversity of the Greater Bay Area population. We also found that some reworking of our parameters and clarification of how we count would be needed if we were to audit another collection.• We will begin the discussion of the Summer program.• We will plan for the distribution of giveaway books.• We have started the process of developing the Teen Services Mission-Driven Programming Logic Model.



Adult Services During the Shelter in Place






- MCFL celebrated **Black History Month** with Food for the Soul, a series of programs for all ages to recognize the richness and complexity of black experience in the United States. Programs for adults included a discussion of Wellness in the Black Community, a conversation with influential woman Dr. Lois Merriwether Moore, a presentation on Civil Rights and Advocacy by Play Marin Founder & CEO, Paul Austin, and a Panelist Presentation on the Black Experience in Marin
- **Tax season** is upon us! The Talk to a Librarian line and branch staff have been busy assisting patrons with getting the tax forms they need. A limited number of forms and booklets are available in branches for curbside pickup and librarians on the phone are coordinating mobile printing for rarer documents with branch staff. One man was so pleased by the service, he left a grateful message on the line for all to hear.
- Librarians learned through their work with patrons on the Talk to a Librarian line that Renew Computers in Marin will take a referral from a librarian for a person to qualify for a low-cost refurbished computer. Renew's **Computers for the Community Program** was created to provide affordable desktop and laptop computers to any non-profit or any client, affiliate, or employee thereof. This is especially important to know during the pandemic when our patrons don't have access to library computers.
- The Adult Services Committee sponsored staff training on **Bystander Intervention** by Courtney Mangus of CAIR (Council on American-Islamic Relations). The purpose of the training was to help staff be prepared for what to do when we witness incidents of harassment in our communities.



Collection Development and Management During the Shelter in Place



- Our Library Selector team has been engaged in making our collection more diverse and increasing the representation of all in our community. One of the projects includes doing an overhaul of our holiday books collection for children, in collaboration with the Children's Services Team, to include more materials that reflect the range of cultural festivals celebrated by our patrons.
- Another significant project is increasing the representation of people of color in our easy chapter book collection for children. This requires locating diverse titles from publishers, purchasing them, and adding the books to our collection. This project is underway and we are in the process of ordering a significant number of titles.
- One of our new adult selectors has been working with our main book wholesaler, Baker & Taylor, to add more diverse authors to our notification list, so that information will be provided when these authors publish a book. One of the challenges in enhancing our collection is finding titles from authors of colors in our book distributors, and the selectors are using several strategies to locate this information, including reviewing various websites and journals to monitor publications of interest.

	<ul style="list-style-type: none"> • One more project that is just beginning is attempting to add a large print collection to our offerings for children. There will be more information in the months ahead as the team develops this. • During the emergency construction work at the end of January and beginning of February, Technical Services pivoted to come up with a way to store all the materials that couldn't be delivered to Corte Madera and Novato. It was quite a team effort to unpack and store all the items and then repack and send them back to the branches once they reopened!
 <p>Educational Equity During the Shelter in Place</p>  	<ul style="list-style-type: none"> • Reading Buddies is in full swing at South Novato, Marin City, and West Marin libraries and just in time. The program is already showing results as many of the tutors are commenting that students are opting to read out loud themselves, rather than being read to by their tutor buddy. This shows that our students are becoming strong, independent readers! We have also been able to connect some of the parents with our new book bundle service so that their children can practice reading at home between sessions. It is always amazing when programs connect our patrons to valuable services, especially during this time. • As part of the Reading Buddies launch at South Novato, West Marin, and Marin City, staff from West Marin and Marin City did presentations on diversity in children's literature and taught two Dominican University classes how to use Epic to read books with kids online. • This month, the WebStars resumed training focusing on their facilitation skills (virtual and in-person), techniques to break a creative block, mentorship, and ways to build and practice patience. • Marin City Library shared Book Rich Environment children's and teen books with Pickleweed Library.

Specialized COVID Responses

Disaster Service Work Roles
 During February 2021, 8 MCFL staff continue to serve as Disaster Service Workers (DSW) across the County of Marin at the direction of the Emergency Operations Center in the Administration and Public Health Contact Tracing Units. Beginning in March, MCFL Staff serving as DSWs will increase from 8 to about 38 people as 3 staff per day move to support the County COVID Vaccination Site at the Marin Center.

Communication and Website Enhancements

On February 22, we launched our new website, hosted on the BiblioCommons platform, which is the same provider as our MARINet catalog. This huge project began last Spring when we realized the increased demand for a virtual branch during the pandemic meant that our old site was not as secure, stable, and flexible as needed. This month included getting the word out and updating everyone about the change. We will continue to add information to the new site as needed. The new site showcases our services and online resources, as well as integrating the catalog.

The Library Marketing team also sent out our monthly email newsletter on Feb.5, highlighting Black History Month offerings, new online resources for accessing local newspaper and the Wall Street Journal, as well as sharing information about the construction at the Corte Madera and Novato Libraries. The team helped create graphics for Black History Month, and we've been working on materials for our Chromebook Tech Connect Packs, as well.

The Lynda.com online learning resource was also upgraded in February, and we transition to the new site, LinkedIn Learning for Library, with a greatly increased number of online courses, now available in seven languages.

Curbside and Reopening

MCFL is in the process of making plans to reopen our libraries in coordination with the MARINet consortium. On March 5th, the Library's Leadership team will meet with Branch Managers and Circulation Supervisors to create a phased plan that will increase access to library services and prioritize safety for staff and the public.

Personnel Update



Thank you to the MCFL's interview panel members; hiring managers; admin staff; and, finance accounting human resources (FAHr) Team Members. In addition, special thanks to our colleagues from the County Administrator's Office and the Department of Human Resources.


Please help us welcome our new Deputy Director, Raemona Little Taylor

The following full-time and part-time vacancies are under review

- Administrative Services Technician 1.0 FTE – Accounting
- Community Library Specialist 3.0 FTE - Point Reyes;
Spanish-Spkg
Srvs; W Marin
- Director of Library Services 1.0 FTE - Admin
- Library Assistant II 1.0 FTE - Novato
- Librarian I 0.5 FTE – Fairfax
- Librarian II 1.0 FTE – Corte Madera
- Library Services Manager 1.0 FTE - Facilities &
Projects
- Sr. Librarian 2.0 FTE – South Novato;
West Marin
- Technical Support Services I/II 1.0 FTE – Tech Support

Interim Library Director Activities

Below is a brief overview of a few activities and items that may not have been highlighted in other areas of this monthly Commission Report.

 <p>M C MARIN COUNTY F L FREE LIBRARY</p>	<p>Hello Commissioners. I look forward to partnering with you in the coming months. My priorities as interim Director will be:</p> <ul style="list-style-type: none">• Viewing everything we do through an equity lens.• Visiting all of the library branches in person to meet the staff, learn about unique programs and tour the library.• Working with the leadership team on reopening strategies and schedule.• Ensuring that all staff are vaccinated.• Supporting the search for a permanent Director. CPS Consulting has been engaged by the County to conduct the search for a new Director of Library Services. Their timeline is appointment at 3.5 months. Of course the process can always take longer.• Finally, getting to know all of you and to make sure we are all rowing in the same direction for the betterment of everyone in the County.• Have Fun!
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Commission Members:

MCFL and the County of Marin

THANK YOU for your commitment to welcoming, equitable and inclusive library services.

MARINet Board Meeting Minutes

January 21, 2021— Online Meeting

Meeting convened at 9:05 a.m.

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Franklin Escobedo (LRK), Henry Bankhead (SRPL), Sara Jones and Chantel Walker (MCFL), Anji Brenner (MVY), Debbie Mazzolini (BET), Gary Gorka (DUC), Dan McMahon and Jessica Trenary (MARINet).

- I. No Public Comments (no member of public present)
- II. Guest: Bill Hale.
- III. Minutes of Dec. 21, 2020 approved
- IV. Old Business
 - a. Bookdrop Project: One bookdrop is ordered, nothing else has been done yet. Dan wants to get both proposed boxes going at the same time.
 - b. RFID: The first meeting with the project consultant Lori Ayre is tomorrow, Jan. 22. Our first task is deciding what kind of tags to order. MCFL is moving \$500k to MARINet to start this project, and that will pay for the first order of tags. Directors could use a timeline from the working group for this project.
 - c. Delivery: We can't find the hope-for study on delivery by Cheryl Gould or Califa. Dan is budgeting more for next year's city delivery, and Jessica is starting on an RFP to get new bids. The current driver of that route seems stressed by the amount of delivery, it's almost too many bins on both routes, seeming bigger than before March. For the RFP, would we want Sat. delivery on they city route? Maybe add as an optional bid price. Would floating among jurisdictions help reduce the delivery? Or reducing number of holds that patrons can place?
 - d. Collection Development Task Force (CDTF):

The CDTF will have their first meeting soon, in about a week. Sausalito Library is now a 2- or 3-to-1 net lender within MARINet. CDTF should take into account delivery issues. Would CDTF centralized purchasing increase or decrease the size of the delivery? We should clarify the charge to this task force. A. Financial and public service implications? B. Group ownership or just streamlining areas where we are all purchasing, like uploading records? C. Collective purchasing the top level, below that just coordinating purchasing? D. Are there ways to save money, and not hurt service to the public, by coordinating? E. Can we get discounts with larger group purchases? F. Can they touch on cataloging and pre-processing? Finally, MCFL can add Katrina Sadler to the group.
 - e. Reopening plans: SAN none. Full steam ahead with curbside. BET as well. SRPL notes that we've approached opening before so we have plans to follow, when current plateau subsides. The ICU vacancy rate is a factor as well as test rates.

MCFL has DSW demands as well, being asked for more. (People who volunteer to help with vaccinations are getting vaccinated.) DSW is a priority over library service for them. SRPL also having staff tapped for this kind of work.

- f. The FY2021-22 budget is not on the agenda. It is in the packet, and we should check the cost sharing formula for errors, then approve it next month. Budget approval is for March.

V. New Business: None.

VI. Standing items:

- a. Equity discussion: What structures would keep the equity discussion going inside of MARINet? What can each director do? Is it good to have different leaders take turns? Suggestion of books are one thing we can do. MCFL spends 45 min per meeting of leadership team, branch managers and other leaders. Don't make it the last topic on the agenda or it keeps getting pushed out.

While the Equity discussion may impact policy and practice, sometimes it's just an engaging conversation among staff, and that has value. How long should the discussion be each month? What kinds of things are discussed? (Sara and Chantel provided good examples. One example is the information that hold ratios were going up this summer for race/equity books, this led to action to purchase more copies. Other topics include issues, surprising ones such as film, and hair, these were good examples of discussion increasing comfort level.

45 minutes may be too long for this board every month. We are also a public board being recorded, so that may factor into the openness of discussion. Personal feelings and attitudes could be limited in this forum, making this kind of discussion hard.

- b. Systems admin report: no questions.

VII. Quest speaker: California State Librarian Greg Lucas joined us at 10 a.m.

The primary topic is universal borrowing, specifically for electronic resources. Mr. Lucas says thanks are due to California libraries for making the changes this last year, doing the work to keep people connected with libraries. We changed from in person and online services, to online only pretty much instantly. Service models will continue to change going forward even when we reopen doors. This also had huge financial considerations for public libraries. How do they keep online services and curbside delivery up when physical services also resume, due to limited staffing and money?

What if anything can be done to reduce the barriers we face with the electronic resource vendors? We have disparities within MARINet already. How do we equalize the distribution of stuff across the state? Mr. Lucas points out that the economy of scale that the state can achieve is big. ProQuest is providing K-12 products for free to public libraries. The NY Times

for all libraries was half a million dollars, and to have Overdrive statewide would be much, much larger. For a resource like Kanopy, with per-use costs, the state would be reluctant to offer that.

Is there a willingness to restructure? Many laws and programs are decades old. Libraries do have the ability to shift services more quickly than any other public agency, as shown this year. They wouldn't want to break that responsiveness with changing the relationship between the state and public libraries. There was talk about a universal library card for the state, where did that go? The State Librarian said there was a bill last year, being reintroduced this year, saying every schoolkid should have a library card. Los Angeles County does this, and switched to a digital card last year. We need to solve the online card issue. Many decisions the vendors want to make should probably be our decisions instead, like about who to serve with our subscriptions.

Libraries have pivoted dramatically this year. Curbside service may continue after reopening due to popularity. Are other libraries moving forward with this hybrid model? Yes. It leapfrogged libraries to what the public expects, example is online storytimes. We had to deal with the copyright issues that prevented such programs in the past, but right now the publishers are being cool about it. Mr. Lucas points out the new products for after-hours access to library buildings with a library card. The public expectation is that we are becoming more digitally connected. But we also need to make better community rooms at libraries, for example by using bookshelves on wheels, so space can be opened up instantly.

For a real statewide library card, there is not yet a champion in Sacramento among legislators. ZIP Books are another example of a statewide program that CSL can help with. It's currently limited to physical items. Why? GL will find out. FE San Diego another example, all shared. SJ Without asking the state for money, we all are spending lots of money with Overdrive already. Law Libraries (BH) having a terrible time, Marin's considering closing. Can the state library help the law libraries. GL revenue stream from court filings. Additional funds as well. Revenue stream not adequate to cover expenses. Heightened use of law libs by public, non lawyers. AB State hasn't updated guidelines on web since June of last year. GL difficulty with agencies involved, but not much has changed, except physical items aren't much of a threat, quarantine times keep going down. Substance of guidelines isn't significantly different from what it was in June. (We are in retail category, 25% capacity.)

If questions, comments or suggestions greg.lucas@library.ca.gov.

VIII. Resumption of business meeting: closing out topics

- a. Reopening: State Library now saying 24 hours is sufficient, the time period for quarantine can be shortened. Roll it back to 2 days? There would be pushback from staff. But why not 24 hours? We need documentation and/or approval of the County's Health Officer. Reminder that we are in retail category, and can have 25% occupancy.
- b. Universal Borrowing Agreement: Should UBA topic (internal and external) come back on the list? Maybe Feb agenda, suggestion of looking at JPA again and at online e-cards as they're connected.

- c. Equity discussion: Communities have different resources, those that need the most often have the least resources. Back to licensing and choice of resources. Are we going to recognize that and what can we do about it? Our financial fortunes have ebbed and flowed quite a bit over the years. MCFL example, had no librarians at libraries in communities of color historically, this has been fixed. Who needs us the most?
- d. Meetings and Zoom records: If board members are aware of the recording, will they self-censor? Are the recordings posted? (Not currently per Dan.) Can we have difficult conversations in recordings? Chantel adds that “building the muscle” is important, getting used to having these conversations. The Executive Committee will flesh this out going forward.
- e. Board Agenda creation process. The board has been very open about adding topics, but sometimes topics come out of left field with no leadup. Henry’s suggestion is formalizing how topics are brought to the board. Our process is flexible but we then spend meetings explaining what the topic is. He shared an example form that San Rafael uses for this purpose. People are getting surprised by things brought to the board. We need more structure on what to expect. The public should get a summary of what the discussion items are. It does reach back to each agency ultimately. Led to discussion of new board members, better documentation of what we’ve discussed would be helpful. We do probably need better onboarding for directors, historical documents etc. of where we are. Send out draft minutes earlier? Next Executive Committee will discuss, then back to next mtg.
- f. Also on agendas, Bill Hale tells us that action and non-action items, as used on our agendas, are confusing and not compliant with the Brown Act.

IX. Non-Action Items: None.

- X. Meeting adjourned at 12:00 p.m. For lunch, some members stayed online, and shared a food that was special to them, and a book they’ve enjoyed this year. This is the last meeting for Sara Jones, as she’s off to Washington State to be their State Librarian, so to Sara, the Board says farewell and many thanks for all she’s done for us here.

Minutes taken by Dan McMahon, MARINet Systems Administrator