

San Anselmo Library Advisory Board

meeting minutes of May 26, 2016

The meeting was called to order by board president Doug Holm, at 4:34pm. Those present were Tina Kroot, Doug Holm, Dean McDonald, Judy Anderson, Ted Freeman, Kathleen Hiatt Cutter, youth member Cameron Pey, and Town Librarian Linda Kenton. The minutes of the March 24, 2016 meeting were approved unanimously. No public members were in attendance.

Discussion Items

A. Librarian update:

1. Slurry sealing of the parking lot adjacent to the library has been completed. The library staff received no complaints from the public.

2. Marinet went down Tuesday, May 17th at 4pm, service was restored the following afternoon. During this time no access was available to the library database, ebooks, or patron library accounts. There was no ability to check library materials into the Marinet system.

While Marinet was down the library had internet connection and library books could be checked out. Ecommerce service is still spotty, fines cannot be paid by credit cards currently.

When Marinet went down, the library activated its off line system. Returned library materials were accepted during this time and stacked separately and entered into the system when Marinet came back online. Patrons were notified of the downed service via facebook postings, signs on bookdrops, and signs throughout the library.

Marinet went down during hardware systems updating. It was discovered that an essential connection was accidentally cut. Librarian Kenton could not remember when the service last went down. It was observed that the library is really dependent on technology, that the off line system is adequate, and the library patrons were tolerant of the inconvenience.

3. The Town of San Anselmo's budget cycle is being finalized for fiscal year 2016- 2017. The library budget remains flat. There was a cost of living increase for library staff last year and this year's budget includes another increase in July.

4. Implementation of Cenic, the system for county libraries connectivity, is moving ahead. The IT people are visiting each library site to determine needs. Senic is scheduled to go live in January or February of 2017.

5. The new library catalogue, Bibliocommons, is on schedule for implementation. The soft launch is expected to be in July of this year and the formal launch will follow the following month. Patrons will notice that they will no longer be able to view their reading history with the new system. Patron reading history will stay current, it just will not be viewable to the patron as Bibliocommons cannot communicate this with Sierra, the current internal library system. This internal communication may be established in the future enabling the reading history to be displayed again.

It should be made clear that library patrons have control of their privacy settings. With this new system patrons can opt in or out of what they share on the network.

6. Maureen Durnell will be retiring July 29, 2016. She is the head of circulation and she does lots of the processing and cataloging of new books. The library doesn't expect to be replacing both of her skill sets with one new employee. It is anticipated that a part time employee (10 hours a week) will be hired to focus on cataloging. A new full time head of circulation will be hired as well. This is a return to the staffing set up that existed before the Great Recession. Recruiting will occur after the union has approved these changes.

7. This year's summer reading program is themed "Ready set, read!" April, the children's librarian, has planned several activities including weekly 1pm Wednesday activities and guests. Children are credited for the time they read this year, not the number of books. The adult reading program will run from June 20 to September 21, 2016. Participants earn a raffle ticket by reading the different genre of books marked on a tic-tac-toe "game."

8. The next Tundstead Live "Then and Now: Railroads in Our Backyard" will happen on Friday, June third in the Town Council Chambers. At 7pm doors will open for refreshments and the program will begin at 7:30 pm. Local historian and railroad expert, Richard Torney will talk about the history of the railroad while SMART's, Matt Stevens will enlighten attendees on the current train situation.

9. Starting June 23rd, every Thursday at 2pm in the Town Council Chambers a Harry Potter movie will be played. A Harry Potter themed childrens' activity will precede the movie. Adults are also encouraged to attend the viewing.

10. This summer, the library will experiment with a children's virtual bookclub. Over the summer participants will be given paper and envelope to mail in responses to book club questions. Teens were not interested in a virtual book group as they enjoy the "lively discussions" that happen during the book club meetings.

11. The library's roof appears to be fixed, the true test will come with the next big rain.

B. Teen Council Report

1. The teen council will be facilitating the Harry Potter craft activity before the summer screenings of the Harry Potter movies. Ideas include making the house emblems and making Harry Potter pipe cleaner glasses.

2. This summer's teen reading program will also be based on a genre tic-tac-toe game.
3. The online sign ups for teen tutors did not work, so it was shelved. One family of three kids show up regularly, Student Commissioner Pey regularly tutors one, it would be ideal to pair up the other two with two other tutors.

C. Library Strategic Plan:

The results are in. The library staff, teen library council, the Library Advisory Board, and Friends of the Library have deemed the library mission statement as being important. Most of responses didn't regard the current mission statement as current, that it was not inspirational to employees, and it was not well written or inspired. Overall it was considered to be clear and understandable. There were mixed reviews regarding the statement's ability to convey what library wants to be remembered for. The vision statement, which looks to the future as opposed to the mission statement's focus on the present, will also be worked on.

Librarian Kenton instructed present board members to read through a list of 20 words and to select five the he or she considered important to the library's mission. It is also hoped that this exercise will determine a tagline for the library.

D. Youth Commissioners for 2016/2017 School Year

The Library Advisory Board has two youth commissioner board seats. There are two current applicants, Cameron Pey, the current student commissioner, and Patrick Brown a former Library Advisory Board applicant who served as the student Recreation commissioner last year. The Town of San Anselmo has granted this board the choice if we want to interview the candidates again or simply appoint them but would like the youth commissioners to be appointed by September 2016. This board voted unanimously in favor of not to re-interview the candidates and to accept both to the commission. Board president Holm will tell Carla Kacmar, the town clerk.

Board Comments, Questions, Requests for Future Agenda Items:

Poetry Night was a success. The physical set up of the event was different. The entire event took place in the library and the chairs were set up wider rather than deep relative to the room. This set up made the room seem more open, at the same time, it seemed more intimate. Also, fewer people left as there was no move from the Town Council Chambers to the library.

It was requested and granted that the Friends of the Library and Town Books' Amazon division could be put on the agenda for future reporting.

The Friends of the Library are planning a sale at Town Books June 16-18 from 10am-6pm. They will be closed on Sunday the 19th as it is Father's Day. The sale will be "buy one get one free of equal or lesser value." There have been lots of book donations. Town Books celebrated its first anniversary in September. Town Books continues to bring in more money than it spends and its Amazon sales are equal to its book sales. Amazon sales are continually going up. What the store can't sell they either sell

to a public member for \$8 a box or donate to Goodwill. They are looking for more volunteers. Their is a daily manager and a second volunteer. It currently is open Tuesday through Saturday from 10am to 4pm. Cynne Barrows is stepping down as Tuesday's manager.

Next Meeting:

Thursday, July 28, 2016

meeting adjourned 5:36 pm

minutes by secretary Kathleen Hiatt Cutter