



SAN ANSELMO PUBLIC LIBRARY

San Anselmo Library Advisory Board Meeting Minutes of July 9, 2020

The meeting, which was held remotely via Zoom videoconferencing, due to Marin County's shelter-in-place order, was called to order by the Board's chair, Doug Holm, at 4:32 p.m.

In Attendance: Anya Bosina, Doug Holm, Eli Welber, Judy Anderson, Karen Licavoli, Scott Fletcher, Tina Kroot, Youth Member Kate Harges, Town Librarian Linda Kenton.

Absent: No members were absent.

No members of the public were present.

May 2020 Meeting Minutes

Minutes from the May 14, 2020, Board meeting were reviewed and approved without modification.

Discussion Items

1. Librarian's Report:

- Librarian Linda Kenton discussed the library's curbside services program, which it began offering on June 8 to library patrons, who had been unable to access the library's physical collection since the library building was closed on March 13 because of the Covid-19 pandemic.
 - Through the program, patrons may pick up library items they ordered online (or via telephone or other communications) on Mondays and Wednesdays, from 10 a.m. to 2 p.m.; and on Tuesdays, from 2 p.m. to 6 p.m. During those times, library staff operate a table set up outdoors, next to the library building, and bring borrowed items to the table to be picked up by patrons who have arranged appointments to do so.
 - On average, the library has been fulfilling 40 patron pickups each day the service is offered, with all staff working on the program during the times that pickups are offered.
 - With most of the library's physical collection now available for checkout, library staff are back to pulling requested items for curbside pickup. The first day checkouts of materials

were allowed, staff pulled 330 items for pickup, more than three times the average daily activity level prior to the closure of the library. Recent daily numbers are more in line with pre-pandemic averages.

- With library staff considering changes to the program to enhance its efficacy, Ms. Kenton elicited the opinions of the Library Advisory Board members on various aspects of the program, such as changing or eliminating the appointment process, extending pickup hours, or offering services on Thursday or another day.
- Ms. Kenton also provided some additional information about library operations in recent weeks.
 - **Reader’s Advisory Services:** Library staff continue to assist patrons by making recommendations for checkout, since browsing the physical collection is not possible.
 - **DVD Checkouts:** All DVDs are checked out for one full week. In the past, some DVDs could only be checked out for three days.
 - **E-books:** Patron checkouts of e-books remain strong, even with the curbside pickup program. E-book circulation has increased by roughly 25% in each month since March.
 - **Summer Reading Program:** The library has launched summer reading programs for children, teens and adults. Signups have been as strong as in recent years.
 - **Library Zoom Programs:** Adults have really taken to the library’s suite of virtual programming via Zoom. Attendance has been very strong—better than when the programs were in-person only. Attendance for children’s programs, though, has leveled off, perhaps due to “Zoom fatigue.”

2. “Re-opening” Discussion

Ms. Kenton then provided an overview of how library staff are preparing for the eventual re-opening of the library building and the resumption of other library-sponsored activities. The staff considers “re-opening” a misnomer, given the library’s large virtual presence and the busy curbside pickup program. In many ways, the library already has “re-opened.”

- The Marinnet consortium of Marin County public libraries has convened a working group to establish best practices and help member libraries prepare for re-opening their doors to patrons, whenever that may be.
- There is no target date yet for the re-opening of the library. The recent surge in Covid-19 infections in Marin and California has likely delayed re-opening dates for all public libraries in the county. Statewide, a few libraries have re-opened their doors to the public, some with limited services. Others are waiting and seeing if children go back to school in the fall. And some do not expect to be fully re-opened until 2021.
- Some libraries are considering allowing patrons to browse physical collections for a limited time period, either by appointments only or on a first-come, first-served basis. Others are considering

allowing a small percentage of maximum capacity (e.g., 25%) in the library at any given time, enabling those patrons to browse for a set time, and then close for a short period for cleaning.

- Library staff are concerned about making technology available to patrons who otherwise cannot access the Internet, such as by lending out iPads, although there would be theft and cleaning concerns in doing so. Technology and newspapers are the two largest items in the physical collection that the library is not able to provide the community.
- Most library staff work in the building on a daily basis. Staff are following protocols of frequent hand-washing, disinfecting building surfaces and wearing masks.

3. Friends of the Library Report

Board members Judy Anderson and Eli Welber, who also are members of the Friends of the San Anselmo Library, provided an update on that group's activities.

- Ms. Anderson reported that Town Books, the used-book retail store in San Anselmo that is operated by the Friends, re-opened in late June after being closed since mid-March. It is now open on Tuesdays, Thursdays and Saturdays. Staffing the store has been an issue given the age of most store volunteers and concerns over contracting Covid-19.
- Mr. Welber reported that Town Books resumed its online sales via Amazon in early June. Sales have been steady. Town Books also recently added eBay as an additional sales channel.
- Town Books has resumed accepting donated books in the parking lot behind the store on an appointment basis. Book donations are not being accepted within the store itself.

Board Comments Questions, Requests for Future Agenda Items

The Board thanked Youth Commissioner Kate Harges, whose term expired with this meeting, and wished her well with her collegiate studies.

No items were suggested to be placed on the agenda for the next Board meeting.

Adjournment

The meeting was adjourned by Doug Holm at 5:50 p.m. The next meeting is scheduled to be held on **Thursday, September 10, 2020.**

Minutes prepared by Doug Holm