



SAN ANSELMO PUBLIC LIBRARY

San Anselmo Library Advisory Board Meeting Minutes of November 12, 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 4:35 p.m.

In Attendance: Anya Bosina, Doug Holm, Eli Welber, Judy Anderson, Karen Licavoli, Tina Kroot, Town Librarian Linda Kenton.

Absent: Scott Fletcher

No members of the public were present.

September 2020 Meeting Minutes

Minutes from the September 10, 2020, Board meeting were reviewed and approved without modification.

Discussion Items

1. Librarian's Report

Town Librarian Linda Kenton provided the following updates on library operations, services and activities.

- **Book Bundles Program:** The library launched this program, in which library staff select multiple titles based on a patron's interests, in September with the intent of getting additional library materials into circulation. The program has been especially popular with families who want a large number of children's books, but staff have prepared bundles for adults as well. Staff tend to put a few more books in a bundle for adult patrons in case the person has read any of the bundled titles. An adult bundle typically totals seven or eight books. A child's bundle typically includes 12 titles. Bundles may be picked up at the library's curbside pickup service location.
- **Grab and Go Crafts for Kids:** This program was also launched September and is geared toward elementary-school-age kids (five to 10 years in age). Each week features a new craft, such as creating a scarecrow or designing a winter-window ornament. The program is managed by a staff librarian, who puts roughly 50 craft bags together each week. The craft bags are then

placed on a special cart at the curbside pickup service site and are available on a first-come, first-served basis while the supply lasts. No appointment is necessary. Most weeks, all of the bags have been taken. Any extra craft bags may be tucked into children's book bundles.

Board member Anya Bosina asked if the library was planning to host any Zoom classes for kids that are focused on craft projects. Ms. Kenton said that staff are trying to do just that in December. The plan is to provide supplies to attendees ahead of the appointed time for the Zoom class. Staff thinks that, with some children back in the classroom on a full- or part-time basis, kids who had "Zoom fatigue" in the summer and early fall might be more interested in attending a Zoom crafts class. Ms. Kenton noted that staff have discussed an adult Zoom craft class as well.

- **Curbside Pickup Service:** In advance of the fewer daylight hours and the return to Pacific Standard Time in the late fall and winter months, staff have moved the curbside pickup site indoors from the lawn in front of Town Hall to the lobby of the Town Council chambers. People are encouraged to wear masks when picking up their materials.

Ms. Bosina asked if staff has considered additional public displays besides the library grounds to more widely advertise the curbside pickup service. Board member Eli Welber noted that signage could be added to the front and back doors at Town Books, the used bookstore operated by the Friends of the San Anselmo Library, or on a bulletin board in the store's interior. The marquee at the former Tamalpais Theater on Sir Francis Drake Boulevard also was suggested as a possibility.

- **Consumer Reports Online:** The library is again offering patrons free access to Consumer Reports' online publication. Patrons used to have free access to the online publication via Marin's consortium-wide subscription, but that subscription ended in June. Based on patron input, the San Anselmo library started a new subscription for its patrons only in November.

2. **Library Reopening Discussion**

Ms. Kenton addressed the work underway to prepare for the eventual reopening of the library.

- Library staff had been hoping to re-open the library building for browsing on Wednesday, Nov. 18, but, given the county's recent uptick in new Covid-19 cases and the guidance of Dr. Willis, Marin's public health officer, it is likely the re-opening will be postponed.
- The staff's re-opening plan is to allow up to 10 people to browse the library's physical collection for 30-minute periods. At the end of each 30-minute browsing session, staff would take 30 minutes to clean and sanitize common-area surfaces in preparation for the next 30-minute browsing session. The 30-minute browsing sessions will be on a first-come, first-served basis. No appointments are necessary. Exterior doors will be locked for the duration of each 30-minute session, although patrons participating in the browsing sessions may exit at any time.
- If the library does not re-open on Nov. 18, the staff plans to increase the number of hours that the curbside pickup service is offered, from 16 hours per week to 20 hours, by extending the hours during the days the service is offered (Mondays, Tuesdays, Wednesdays and Fridays).

- Statewide, the consensus among librarians is that public might not visit re-opened libraries because they won't feel safe. There also are concerns for the health of library staffpersons. All of this suggests that it may be a while before many libraries re-open.
- No public libraries have re-opened in Marin County. A working group of staff from libraries participating in the Marinnet consortium has met and has favored erring on the side of caution and waiting longer to re-open.
- Board member Eli Welber asked how the library staff planned to control elevator access into the library from the building's ground floor, which is often open to the public. Ms. Kenton said that a staff member will be responsible for managing the elevator and that no more than one adult or one adult and one child will be allowed to use the elevator at any given time.

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 has been open since mid-summer on Wednesday and Saturday afternoons, from 10 a.m. to 4 p.m. Staffing the store remains a major issue, given the age of most volunteers and concerns over contracting Covid-19. Town Books may be open on some Fridays during the holiday shopping season.
- The Friends recently held a fund-raising drive that raised more than \$5,000.
- Mr. Welber reported that Town Books' online sales via Amazon have been steady and that the store is accepting donations two days per week: on Fridays from 11 a.m. to 1 p.m. and on Mondays from 1 p.m. to 3 p.m. Donors are limited to contributing three bags or boxes of books/materials at a time.

Board Comments Questions, Requests for Future Agenda Items

A further update on the library's re-opening plans was suggested as an agenda item for the next Board meeting.

Adjournment

The meeting was adjourned by Doug Holm at 5:33 p.m. The next meeting is scheduled to be held on **Thursday, January 14, 2021.**

Minutes prepared by Doug Holm