



SAN ANSELMO PUBLIC LIBRARY

## San Anselmo Library Advisory Board Meeting Minutes of May 13, 2021

The meeting, which was held remotely via Zoom videoconferencing, was called to order by the Board's chair, Doug Holm, at 4:43 p.m.

**In Attendance:** Anya Bosina, Doug Holm, Judy Anderson, Karen Licavoli, Scott Fletcher, Tina Kroot, Town Librarian Linda Kenton.

**Absent:** Eli Welber

No members of the public were present.

### March 2021 Meeting Minutes

Minutes from the March 11, 2021, Board meeting were reviewed and approved with no changes.

### Discussion Items

#### A. Librarian's Report

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

- **No More Quarantines:** The county health department has eliminated the requirement that materials returned to the library be quarantined for a period of time before library staff can check them back and re-shelve them. Returned materials now can be checked in and re-shelved immediately, which should reduce queues for popular items and increase circulation.
- **Overdue Notices:** After a hiatus that began at the onset of the pandemic in March 2020, staff have begun sending out overdue notices for unreturned items and intend to send billed notices for long-overdue items.
- **Curbside Service Continues:** Library staff plans to continue to offer its popular curbside pickup service even with the library having reopened on a limited basis.

- **Summer Reading Programs:** The theme this year is “Reading Colors Your World.” Programs will be offered to children, teens and adults. The children’s program will have reading and activity components. One activity will be to post different pages of a story book in windows of local store fronts. Children and teens will be awarded raffle prizes. Adult prizes will consist of gift cards to local merchants.

## **B. Library Reopening Discussion**

Ms. Kenton reported that the library re-opened for patrons on Wednesday April 21. It is now open on Wednesdays, from 10 a.m. to 4 p.m. Patrons are to enter through the elevator, which is accessible from the basement hallway near the town’s historical museum, and exit through the building’s front door. To date, all chairs have been removed from the building and no newspapers have been available for reading. Patrons are to browse the collection for no more than 30 minutes and then leave the building.

The library attracted 61 visitors on April 21 and April 28, 77 people on May 5, and 105 people on May 12. Before the pandemic, 220 to 250 people visited the library daily.

Starting on Friday, May 14, the library will be open a second day of the week, from 10 a.m. to 4 p.m. each Friday. Staff intends to return chairs to the building on May 14.

Masks are still required, per California and Marin County requirements. Further relaxation of pandemic-related restrictions is expected in the coming weeks.

## **C. Proposal to Eliminate Fines on Overdue Items**

Ms. Kenton has proposed that the library end its policy of levying fines on materials that are returned after their due dates to promote equity throughout the entire local community. After reopening in June 2020, the library began waiving such fines on a temporary basis for the duration of the pandemic and Ms. Kenton and the library staff believe it would be the best policy to waive such fees on a permanent basis. The San Anselmo and Mill Valley libraries are the last public libraries in Marin to move to eliminate late fees.

Ms. Kenton emphasized that ending fines for overdue items does not change the library’s policy for unreturned items. Patrons who have not returned an item more than 12 weeks after that item was due will receive a billing notice seeking full payment to replace the borrowed item if they do not return it to the library. Patrons who owe \$10 or more to the library on unreturned items will not be able to borrow any additional library materials.

Although ending late fees will reduce library funding by a small amount (collection of late fees equaled roughly 2% of the library’s general fund budget in recent years), Ms. Kenton noted that a no-fine policy will result in a significant savings in staff time.

At Ms. Kenton’s request, the Board voted on whether to support the library staff in their proposal to eliminate overdue fines. The Board voted unanimously (6-0) to do so.

**D. Friends of the Library Report**

Board members Judy Anderson and Scott Fletcher, 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 bookstore operated by the Friends, is now open on Saturdays, in addition to Wednesdays, Thursdays and Fridays. Store hours each day are from 10 a.m. to 4 p.m. Book donations may be made when Town Books is open.
- Mr. Fletcher noted that Town Books is now selling mainly fiction books on Biblio.com. Since August 2020, Town Books has sold roughly \$2,000 worth of books via the web site, including two books that sold for a combined \$450.

**Board Comments, Questions, Requests for Future Agenda Items**

Board members and Ms. Kenton suggested adding a further status update on the library’s reopening plans to the agenda of the next Board meeting.

**Adjournment**

The meeting was adjourned by Doug Holm at 5:48 p.m. The next meeting is scheduled to be held on **Thursday, July 8, 2021.**

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*Minutes prepared by Doug Holm*