

MARINet Board Meeting Agenda

May 21, 2020

MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael CA

Meeting was conducted via Zoom.

Present: Abbot Chambers (Sausalito), Sara Jones, Bonny White (MCFL), Henry Bankhead (San Rafael), Gary Gorka (Dominican), Linda Kenton (San Anselmo), Anji Brenner (Mill Valley), Debbie Mazzolini (Bel/Tib), Franklin Escobedo (Larkspur), Sarah Frye (COM). MARINet staff: Dan McMahon and Jessica Trenary.

Absent: None

Guests: Bill Hale

Chambers called the meeting to order at 9:00 a.m., on Thursday, May 21, 2020.

I. Public Comment Period

There were no public comments.

II. Introduction of guests

Bill Hale joined the meeting at 9:30 am.

III. Approval of minutes April 16 and May 8, 2020

Minutes were approved

IV. Old Business

a. Update on Marin Recovers Process for Reopening Marin

MARINet will need to draft one Safety Proposal to submit to Marin Health and Human Services and Marin County Council outlining how Marin County Libraries will reopen. Both entities will need to approve the proposal before any MARINet Library can reopen in any capacity. After approval, each individual library will need to download a form from Marin Recovers, complete the form indicating how that Library will follow the broader plan outlined in the proposal. A signed copy of this completed form will need to be posted at each Library before reopening.

V. New Business

a. Reopening Working Group Reports

i. Returns/Delivery/Quarantine

Escobedo reported that the group discussed timelines and confirmed a 72-hour quarantine period for returned materials. The group also discussed importance of sending unified messaging across MARINet.

ii. Holds/Catalog

McMahon reported that there are currently 3,000 holds and 8,500 items in transit. Chambers reported that once a date is determined for initiating curbside, libraries would work backwards to set timeline for necessary preparations. The group discussed a phased approach to starting holds, such as local holds only versus system-wide holds, as this could help increase safety. Group did not discuss how returns fit into this equation.

iii. Curbside Protocols/Procedures

Bankhead reported the group considered options for delivering materials to patrons by mail and/or by curbside. For curbside, the group recommended that staff wear masks/gloves and patrons wear masks. Materials will be distributed in a single-use bag and put into 72-hour quarantine upon return. Staff will disinfect all surfaces touched by staff and/or public. Pick-ups will be scheduled ahead of time. Confirming identity of patron picking up materials would be left up to individual libraries, however best practice indicates that items would be checked out over the phone, while scheduling a pick-up without verifying i.d. Libraries should also consider plans for parking/traffic flow to prevent congestion.

iv. PPE Supplies for Staff

Gorka reported that libraries will should PPE requirements from Marin Health. The PPE Working Group will provide a checklist so libraries can ensure they have the following PPE materials before reopening: Face masks, gloves, hand sanitizer, and surface cleaner. Optional: Face shields and gowns for individuals handling many books. This group also discussed concerns about supply chain and availability to ensure all libraries have adequate supply at all time.

b. Decisions Related to Working Group Reports

Goal is to submit the safety proposal May 26, 2020 in order to allow some individual libraries to begin re-opening June 1, 2020 when the shelter-in-place order is lifted. Other libraries may need additional time to prepare for reopening. Libraries will not re-open until they have adequate PPE. The group also discussed the need for clear messaging.

Specifically, Mill Valley and Bel-Tib are looking at reopening for curbside and/or returns on June 1, 2020.

c. Consolidating the Reports

i. Safety proposal for Marin Public Health

A sub-committee was formed to begin finalizing the proposal. The sub-committee will include: Sara Jones as Chair, Anji Brenner, and Henry Bankhead with support from Bonney White. **Was there a motion? I didn't get names!**

ii. Master plan that aligns plans for returns, delivery, quarantine, holds, catalog, curbside pickup

It was determined that the Reopening Working Groups will end, and the Circ Working Group will take over the Returns/Delivery/Quarantine and Holds/Catalog Groups' work to consider how to handle returns.

Due dates and holds are currently set to June 15, 2020. These will be extended to July 15, 2020.

d. FY 20-21 Budget Updates from MARINet Libraries

The directors each reported on their local budget outlook.

e. MARINet Budget FY 2020-21 and Budget Task Force Recommendations (includes Board Resolution for \$15k equipment)

McMahon reported that the Budget Task Force met and decided to move forward with the proposed budget for FY 2020-21, holding off on cuts at this time. The Task Force noted concern regarding cuts in FY 2021-22 and FY 2022-23. The group recommended cutting EBSCO and applying those funds towards other resources. The Board approved moving forward with the proposed budget for FY 2020-21.

VI. Standing Items for the agenda

a. System Administrator's Report

Dan reported on Express Lane (?) self-checkouts, and Jessica reported on the grant. [Verify](#)

b. Topics for future agenda

Marin Recovers/Reopening

Cancelling EBSCO

ExpressLane Self Checkouts

Appointing New Chair of MARINet Board

VII. Non-Action Items

None

VIII. Announcements

COM: The Library move to Fusselman Hall is nearly complete.

Larkspur: Virtual programs are up and going, and looking towards Summer Reading.

Abbot Chambers (Sausalito) adjourned the meeting on Thursday, May 21 at 11:45 a.m.

Minutes submitted by Sarah Frye (COM), Thursday, May 21, 2020.

MARINet Systems Report for June 2020

- Daniel McMahon and Jessica Trenary



Corona Virus

- **Sheltering in Place**

With Country approval for workers to return to Los Gatos, Dan and Connie returned to the office June 8, 2020. Giao and Jessica will continue to work from home as they are the primary caregiver for their children (Keegan and Miles). The primary types of work we need to be on-site for are fiscal work (scanners and access to files), anything connected to the delivery, and of course reorganizing our office furniture so we can safely fit four employees in the space again.



Sierra

- **Due Dates**

Due dates were pushed back one final time to 07/15/20. Items being checked out curbside are operating under normal rules, unless you've contacted MARINet to ask for changes (SAU, MVY).

- **Holds**

Holds sitting on the holdshelf before the SIP were pushed back one last time to expire on 06/30 – 07/07.

- **Notices**

Dan created a script to email patrons with holds sitting on the holdshelf, encouraging them to cancel or read about curbside pick-up. Over 3,000 of these emails were sent out, with about 10 percent resulting in cancelations. We have resumed sending out hold pickup notices for most libraries, though all other notice types (overdues and bills) are being held back for a while.



- **BiblioCommons Catalog**

BiblioCommons no longer defaults to electronic materials. On June 11, 2020, the "place a hold" button was added back to the catalog.



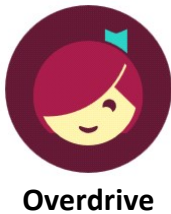
Hardware

- **Firewall**

Dave Cooper and Dan finished the firewall project with MCFL and SRPL's firewalls going in the week of June 7. Each library jurisdiction now has its own firewall unit. As part of this project, we've been allowed to use another rack in the data center (C-9, next to our C-10). I don't think we're being charged for this second rack, but if it turned out to be the case, it probably is worth it as we really need the space and electrical power now.

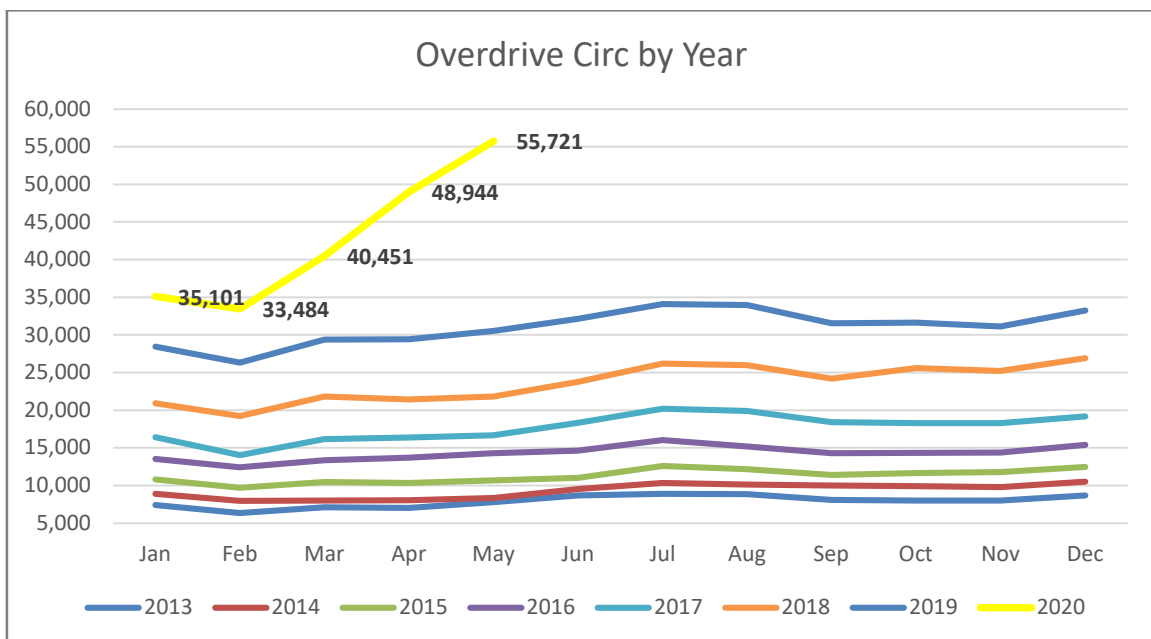


- Sprint**
 Sprint has begun the delivery. The schedule is varied, but it seems like it's going well. The driver that started before the SIP is out with a work injury. Bill is filling in for now.
- Unity – LinkPlus delivery**
 Unity will start the delivery in July. We shouldn't be charged for June. Though the LinkPlus Operations Committee went for an RFP for a new delivery company this year, Unity has turned out to be the chosen vendor again, so we will be retaining them, though at a somewhat increased price.



- Anti-Racist Collections**
 MCFL put together several BLM-related lists for the front page of Overdrive. Giao curated lists for the Children's and Teens pages. The lists were heavily checked out.
- Circulation**
 Overdrive again broke the monthly circulation record in May. On May 26th we broke 2,000 circulations in one day!

We had an **80% increase** in circulation from last May 2019 (30,524 circ) to this past month (55,721).



Physical item circulation was 1,752 for May, and is back over 6,000 already for the first part of June, mostly from curbside checkouts.



Working Groups

- **DRWG (May 19, 2020)**
The group discussed Overdrive, Hoopla, Kanopy, Lynda.com, and the budget for FY20-21.
- **CWG (May 28, 2020)**
This was an extra meeting, and the CWG discussed the plans to reopen. They incorporated the input from the task forces (especially holds and returns) and shared specifics about how they would be approaching curbside services.

---dtm/jet 06/12/20