

MARINet

1600 Los Gatos Dr., Suite 190, San Rafael, CA 94903

Board Resolution

May 21, 2020

Whereas:

MARINet operates the CENIC network to provide Internet access to the 7 public library members;

And Whereas: MARINet is working with Marin IT to upgrade the firewall and add some network monitoring capability to our CENIC network, which is requiring a new switch and other small equipment, up to \$12,000;

And Whereas: MARINet staff also need more equipment to support working at home under shelter-in-place orders, specifically 2 laptops for each LTA-2 staff member, up to \$3,000;

Now therefore be it resolved:

That on this day May 21, 2020 the MARINet Board directs the MARINet staff to add \$15,000 to the budget object 540510 (Equipment), which will be covered by Prior Year Fund Balance monies; Any funds not used for these purposes by June 30, 2020 will revert again to the Prior Year Fund Balance;

Sausalito

Belvedere Tiburon

Mill Valley

Marin County

San Rafael

San Anselmo

Larkspur

Dominican University

College of Marin

MARINet Board Meeting
Minutes April 16, 2020
MCFL Tech Services 1600
Los Gamos Dr., Suite 180, San Rafael CA
Meeting was conducted via Zoom.

Present: Joey Della Santina (Bel/Tib), Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Sara Jones (MCFL), Linda Kent (San Anselmo), Franklin Escobedo (Larkspur), Henry Bankhead (San Rafael), and Gary (Dominican). MARINet staff: Dan McMahon and Jessica Trenary.

Absent: Sara Frye (College of Marin)

Guest: none

A. Chambers called the meeting to order at 9:05 a.m., on Thursday, April 16, 2020.

- I. Public Comment Period: An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.

No public comment.

- II. Introduction of guests : *no guest present*
- III. Approval of minutes March 16 and March 19, 2020

Motion I: The MARINet Board moved to approve the minutes from March 16 & March 19, 2020 meetings. S. Jones moved. L. Kent seconded. Motion passed.

- IV. New Business – Covid 19
 - A. Library Updates (all)
 - i. Staffing and services
 - ii. Community needs
 - iii. Short-term budget impacts
 - iv. New uses of technology (Zoom, etc.)

Directors shared the current state of each library, staffing levels, outreach efforts, budget concern, and plans for reopening when the shelter in place orders is lifted.

- B. Updates on logistics of due dates, overdue fines, e-cards etc.

D. McMahon and J. Trenary reported to the board on the updates of Due Dates for material has been pushed to May 15, holds have been pushed out to June 1st. There is an

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issue with the platform for issuing online cards, juvenile cards are not allowed, so staff has been entering them manually.

C. Stats updates on digital collections

J. Trenary reported that the usage of the Children's and Young Adult Collections have increased as well as the usage for RB Digital.

D. Opportunities for collaboration

D. McMahon reported that many of the working groups had postponed meetings. The Directors were encouraging that the groups continue to work virtually, especially the circ working group to prepare for reopening.

E. Scenarios for reopening, including materials quarantine/decontamination

The directors shared ideas for reopening and dealing with returned material.

V. New Business – other

A. Delivery contract

The Board discussed the current state of the delivery contract and future plans.

Motion II: The Board of directors approved the payment for delivery for May; MARINet staff would negotiate a price. S. Jones motioned. A. Brenner seconded. Motion passed.

B. Paying MARINet Bills During Shelter-at-Home

D. McMahon shared the progress on e-signing documents and will be moving forward with the software.

C. Overdrive Hold and Checkout Limits: Proposal from DRWG

J. Della Santina shared with the DRWG proposal for increasing the check out and hold limits for Overdrive.

Motion III: The Board of Directors direct the MARINet staff to increase the check out and hold limits to 25 as proposed by the DRWG. J. Della Santina moved. S. Jones seconded. Motion passed.

D. Budget 2020/21 and Preparing for Economic Downturn

The directors discussed the potential impacts of the economic down turn. An Ad Hoc committee will be formed to review the MARINet budget. Committee will be comprised of D. McMahon, S. Jones, H. Bankhead, and F. Escobedo.

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VI. Standing Items for the agenda

A. System Administrator's report

Dan McMahon updated the board on ongoing process of updating the MARINet firewall.

B. Topics for future agenda

Proposed topics for the next meeting MARINet Budget Update, COVID-19 Updates, and plans for reopening.

VII. Non-Action Items

No discussion.

VIII. Announcements

A. Chambers adjourned the meeting on Thursday, April 16, 2020 at 11:24 a.m.

Minutes submitted by F. Escobedo, Thursday, April 16, 2020

MARINet Board Emergency Meeting
Minutes May 8, 2020
MCFL Tech Services 1600
Los Gamos Dr., Suite 180, San Rafael CA
Meeting was conducted via Zoom.

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

Absent:none Guest: none

A. Chambers called the meeting to order at 3:01 p.m., on Friday, May 8, 2020

- I. Public Comment Period: An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.

No public comment.

- II. Introduction of guests : *no guest present*

- III. Report on Marin Recovers (Sara Jones and Bonny White)

Bonny White is the designated representative to Marin Recovers for the library sector, as Sara is assigned to other industry groups. The MARINet Board is a natural workgroup for the “library industry” in Marin County. It is up to the public health office of Marin County to sign off on any plans for reopening or resumption of services that this group puts forward.

- IV. Planning for reopening libraries – preparing application to County Health Officer
It was decided that we would break the phase 2 issues in to four parts, each of which will be handled by a Task Group, which will include two to three Board members plus library staff as assigned. Each group will make their recommendations and the information will be brought to the May 21 Board meeting, and assembled into the application to resume limited services (likely only curbside pickup and dropoff) in June. The groups are:
 - i. Curbside delivery: practices and protocols
 - ii. Holds and Catalog: whether and how to resume allowing holds, messaging
 - iii. Returns: how to handle returned items safely, when to resume accepting returns?

- iv. PPE, what should library staff have available, and where can we find the necessary supplies for handling returns and curbside service?

It's likely that the school libraries (DUC and COM) will not open until the next semester resumes in September, though they can staff sufficiently to handle deliveries and holds if that resumes in June and July.

Currently the recommended practice for quarantining returned items is 72 hours, we'll go forward with that information until it's updated by better data.

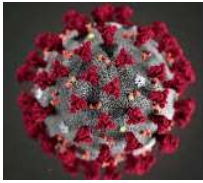
The orders of Marin Public Health are the predominant ones to follow for us; they actually are more applicable than state guidelines to our operations. Libraries are not retail outlets, primarily as we have 122,000 items in the hands of patrons, most of which will be returning to us shortly. We also have characteristics of office work in a way that most retail locations don't. The initial plan we'll submit will be only for curbside operations where possible, and any opening of library buildings to the public will be addressed in another phase of task groups and another application to County Health.

A. Chambers adjourned the meeting on Friday, May 8, 2020 at 4:01 p.m.

Minutes submitted by D. McMahon, May 15, 2020

MARINet Systems Report for May 2020

- Daniel McMahon and Jessica Trenary



Corona Virus



Sierra

- **Sheltering in Place**

MARINet continued to shelter in place. Dan visited the office to reset some computer settings, but otherwise Giao, Connie and Jessica worked from home.

- **Due Dates**

We have pushed all item due dates back several times in the last few weeks. All items that were due until 06/14 are now due on 06/15. All LinkPlus items are due 7/15, as returns can't begin until after July 1.

- **Patron Library Card Expirations**

All patron public library cards that should have expired from February to June have been extended to June 30. We may want to bump this one more time to July.

- **Holds**

We also have pushed everything on the holdshelf back again. Items on the hold shelf should now expire from 06/15 – 06/22. Dan is working on a script to email patrons and ask them to cancel any unwanted holds. Dan will also create a list for each Circ Supervisor with patron name/phone number if they do not have an email address.



- **BiblioCommons Catalog**

BiblioCommons has defaulted the search to electronic materials. This has allowed patrons to find titles available much more easily.

- **BiblioWeb**

BiblioCommons has decided to delay their Consortium web product. They do not have a new projected release date, so MCFL will move forward without MARINet. If in the future it makes sense for MARINet to also get a BiblioWeb website, we will explore the idea again.

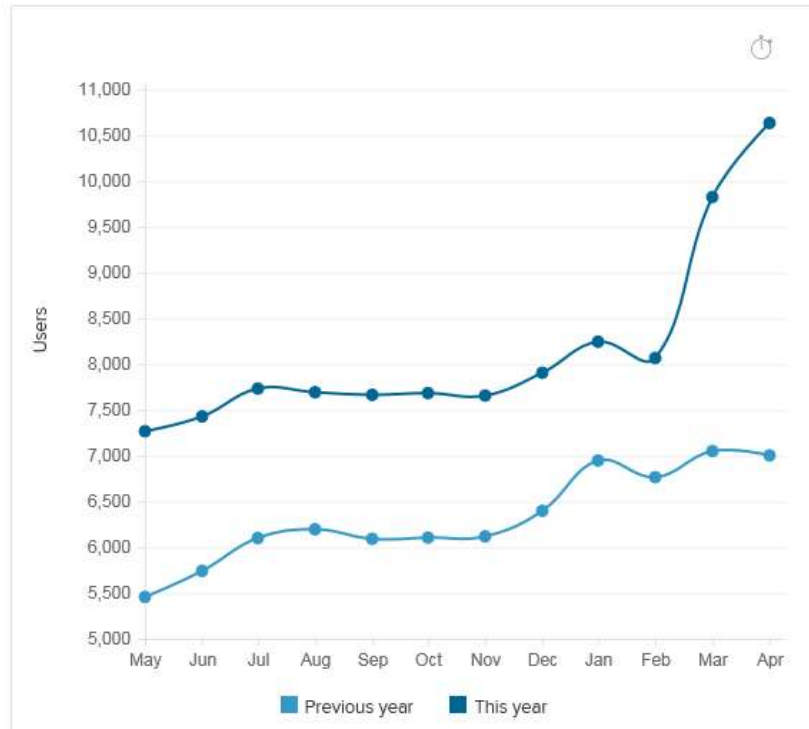


Overdrive

- **Overdrive New Users**

In April, there was a 52% increase over April 2019 in unique users. 10,634 patrons borrowed at least 1 title from Overdrive in April.

Unique users



- **Circulation**

Overdrive had record circulation in April of 48,944 circs. May is on track to have about 55,000 circulations. Juvie materials are still seeing the largest increase. Normally about 14% of the circulation, they are about 22% right now. YA is holding steady at about 7 to 9%.

- **Spending and Holds**

Spending was way up in April, with MCFL moving a large portion of their print budget into Overdrive (about \$54,500). Total the consortium spent about \$84,500.

The average wait time has come down from 33.64 days to 29.47 days. Holds on juvie/YA are down to 5:1. About 200 patrons have taken advantage of the higher hold limits. A handful immediately moved to 25 holds, but the increased holds has been manageable for the budget and we've gotten a few very positive

emails. ("Recently, the number of holds any patron could have was increased from 10 to 15, and more recently, since the libraries shut down, this was increased to 25 (I was very happy to see)."



Hardware

- **Firewall**

Dave Cooper installed the new firewall devices and Dan started working with him to cut them over. So far only two have cut over, the one for our servers/DMZ (the most complicated one) and the one for Bel Tib Library. We should be doing one or two of these a week from now on.



Library cards

- **Online Library Cards**

Since the closure on March 18th, we have had 769 online card applications. We helped HHS get about 30 cards for Marin County employees hoping to use Lynda.com.



Digital Resources

- **Added Digital Resources**

1. Ancestry – Extended until June 15th.
2. Newspaper Archive – Extended until June 15th. Some technical difficulties with the site. Working on it.

- **Magazines**

Jessica is helping the DRWG explore the option of switching from RBDigital to Overdrive magazines. The price is almost the same the first year. Switching would mean losing the back issues and our magazines as well as possibly having less access to Spanish and Kids magazines. RBDigital may be changing their subscription model so the group is exploring the comparisons.



Delivery

- **Sprint**

Sprint is considering a reduced bill for May and is ready to start the delivery when needed. Frank, Sprint's owner, is really pushing both MCFL and MARINet to do another RFP because he believes the contract is under the market rate – even with the large increase a few months ago. NorthNet is currently doing an RFP for their delivery but having very little luck getting responses from delivery companies.

- **Unity – LinkPlus delivery**

Unity did charge us for April when there was no delivery. They may not charge for May as well. LinkPlus should be starting up again in June.



Working Groups

- **CWG (May 14, 2020)**

The Circ Working Group discussed the plan to reopen, and made some decisions about what to suggest in the task force meetings for specific practices. They feel a longer loan period at first, or at least 3 weeks for all items, with automatic renewals would best serve patrons in June and July. Also an agreement on handling quarantined items at each location was made. “Nothing goes into the delivery that hasn’t been quarantined for 3 days.”

- **CSWG (May 5, 2020) and TSWG (May 5, 2020)**

Both the Children’s and Teen’s Services Working Groups met to talk about programming – how to move online or cancel, summer reading, Sora, collection development, and library and staff updates.

---dtm/jet 05/15/20