

MARINet Board Meeting Minutes

April 17, 2014

Town Hall Conference Room, on the second floor in town hall

San Anselmo

9:00 a.m. – 12 p.m.

Present: A. Brenner; L. Kenton; S. Jones; S. Houghton; F. Gordon; G. Gorka; D. McMahon

Absent: A. Chambers; J. Erhman, D. Moehrke; D. Mazzolini

Public Comment Period – There was no public comment

- I. **Introduction of any guests** - Joan Garrett representing Belvedere Tiburon Library
- II. **Approval of minutes from Mar 20, 2014 meeting** - A motion to approve the minutes, with one correction (adding “h” to Sarah’s name), was made by Linda Kenton/2nd Sara Jones.

III. Old Business

A. MARINet staffing plans

Sara Jones presented some HR information to assist the Board in reviewing staffing options for the MARINet Office. The Board engaged in an active discussion on possible class specifications (currently used by MCFL) that could support MARINet operations. Dan provided a handout listing the duties that he plans to assign to others; duties that he would share with others; and duties that he would manage.

Gary Gorka arrived at 9:30 am

- B. **Brainstorming next steps** – Sarah Houghton recommended this agenda item be tabled to the May Board meeting when all Directors will be present.

IV. New Business

- A. **E-Book Working Group recommendations** – Sarah Houghton reported on the E-Book working Group’s recommendations and provided a handout highlighting (4 key points):
 1. One-time allocation of \$100,000 from the MARINet Sinking Fund;
 2. A to-be-determined percentage of the new funds to be used before summer 2014, to capture the seasonal spike usage

3. During the 2014-15 FY, the EBWG will oversee an equitable distribution of the \$100,000 for purchases of both E-Books & E-Audio books (Overdrive; 3M and Enki).
4. This item was tabled until the Board's May meeting.

The Board discussed the group's recommendations. Sara Jones suggested that **Dan provide the Board with an analysis of the Sinking Fund Budget at the next meeting.** Several Board members felt that \$100,000 from the Sinking Fund was a bit high, and after some discussion amended the amount to \$50,000. **A motion was made, Sara Jones/Frances Gordon 2nd, to transfer \$50,000 from the Sinking Fund for the specific purpose of purchasing e-Book & e-Audio titles. The Board will revisit this topic at the May meeting to consider allocating additional funding from the Sinking Fund if needed. Sarah recommended that the board table the discussion on the Executive Committee's Recommendation ("Note" #4) from the EBWG recommendations until the Board's next meeting.**

B. CENIC and Public Libraries update - Sarah reported on two library issues at the Capitol – the Governor's proposal to connect all public libraries to a high-speed, broadband "backbone" operated by CENIC, and CLA's sponsored library construction and renovation bond measure, SB 1455. She and her library support group members have sent letters in support of these proposals and just wanted to make sure that all other jurisdictions were aware of these topics.

C. Move MARINet office to Marin Commons update - Sara Jones reported the move should hopefully be finished in September. She reported they will keep the South Novato Branch open until the new library module is in place and ready to operate. Dan commented that the server will not be moved so the downtime will only be two days at most.

D. Other non-action items - No other non-action items were presented

V. Standing Items for the agenda

- A. System Administrator's report** - Dan reported on "Encore" upgrades and highly recommended that MARINet be an early adopter because the new upgrades will greatly improve management of the catalog and enhance MARINet's ability to customize. **A motion was made to be an early adopter, Anji/Gary 2nd. Dan also reported on:**
- Express Lane problems
 - Scat Table Project
 - Content Pro
 - Creates List Training

- College of Marin – implementation will begin 3rd week of July when the college is in closed session.

B. Correspondence - No correspondence was submitted

C. Topics for future agenda – Brainstorming next steps; revisiting funding from Sinking Fund for e-titles and other items; include integrating all digital collections from all jurisdictions into the catalog regardless of access limitations.

VI. Announcements –

Gary (Dom): Dominican received a \$25 million dollar gift; Plan for a library remodel will be in the works.

Dan (MARINet): the office will be getting a new extra-hire to continue managing the work that Jackie was doing.

Linda (SAN): The Friends of the San Anselmo Library have signed a lease to open a bookstore in town; staff is gearing up for their Summer Reading Program.

Sara J. (MCFL): Civic Center's remodel will be finished by May 1st and patrons will have access to their holds (in another area) and the Book Mobile; the Fairfax and Corte Madera remodel will be next.

Anji (MVY): Launched new "Seed Smart" program; other program/services highlights include: "Naked Truth" , Summer Reading for middle-schoolers; book-club kits for checkout; won a "Pitch an Idea" grant.

Sarah H. (SRF): won a "Pitch an Idea" grant; security guard assistance going well; hired consultants to help market with the visioning of a new library.

Respectfully submitted by Frances Gordon

Meeting adjourned at 11:45 pm