

## MARINet Board Meeting – Dec. 19, 2013

### Present:

John Erdman, College of Marin

Gary Gorka, Dominican University of California

Debbie Mazzolini, Belvedere-Tiburon

Kristen Clark, Library Operations Manager, Mill Valley Public Library (for Anji Brenner)

Linda Kenton, San Anselmo

Abbot Chambers, Sausalito

Frances Gordon, Larkspur

Sarah Houghton, San Rafael

Scott Bauer, Deputy Director, Marin County Free Library (for Sara Jones)

Minutes: Linda noted a small change in the November minutes. With the change Linda made a motion to approve Motion to approve which was seconded by Gary. The motion was approved unanimously.

### RETREAT PLANS:

Recruitment for Deb's Replacement – Scott shared the County's Classification Specifications for MARINet System Administrator and Supervising Technology Systems Specialist as well as an example of the Job Analysis tool that the County uses in preparing for a recruitment. He then described the County's procedures for doing recruitments. Among the questions asked were:

*Is the STSS description one that was changed when Phil left?*

After Phil left his position was reclassified to Supervising Systems Support Specialist and that class specification was revised in July 2009.

*Why is Deb a County employee?*

MARINet is a Joint Powers Agreement (as opposed to an independent Agency) and needs a fiscal agent – the County acts as that agent. There would be several side effects to leaving the County in terms of retirement benefits and tenures of MARINet employees.

*Could a headhunter firm be used?*

Possibly. The County has used them in the past for Dept. Head level positions such as Sara's.

Discussion followed of a possible time line for the recruitment and whether there is anyone in the local area who might be interested in Deb's position. Deb indicated that she knew of someone interested – Dan McMahon. Deb felt it might be hard to find someone to replace her locally, depending on what qualities the Board wants in the next Administrator. Does the Board want someone strong on the system side or someone better at the "Big Picture"? Deb feels that somebody needs to understand the software, how ILS vendors work, etc. and she has been that person....

There was discussion of the traits of an ideal candidate, and it was suggested that the Board look at getting job descriptions for similar positions from other library consortia.

There was discussion of what would happen if the recruiting process is drawn out and Dan becomes the acting MARINet System Administrator.

MARINet staff positions will be a major topic at the January retreat.

Progress on SWOT initiatives:

Mobile: Abbot noted that 60% of all access to MARINet's Overdrive in so far in December had been through mobile devices. The single most popular device in terms of circulation has been Kindle..... 3M interface seems much better than Overdrive's, but Overdrive's collection is much larger, with additional different formats. There is some worry that when 3M titles are in the catalog there will be some confusion to patrons that 3M titles are *not* available on Kindle... Deb will look at the possibility of adding language to the catalog records of 3M titles to alert people to this.

Link+: Kristen had nothing to report.

Collaboration: Frances noted that the collaboration group is making progress on creating the grids of who is doing what at the various libraries.

Catalog: Debbie asked for an update from Deb on the hiring of the clerical help position at MARINet (which would enable freeing up time from other MARINet staff for work on catalog clean-up projects.). Deb reported that the person she had been hoping to hire had accepted another job and the person who had been working as an extra-hire was no longer available. Deb is working to extra-hire someone else as soon as possible.]

Marketing: Scott mentioned that MCFL had recently completed filming of a short (approx. 3 min.) video on services that MCFL offers. It's in editing and should be released in January.

Academics: Gary had nothing to report

Regional Consortia: Linda had nothing to report

Ebooks: Sarah chimed in on Abbot's report.

### 3M Cloud Collection Update:

Deb reported that while there have been some minor issues with some of the MARC records needing improving down the road for better quality the 3M Cloud is ready to go.... It was noted that ordering titles for 3M is a bit cumbersome as the 3M interface does not note what limitations and restrictions the various publishers impose on the use of their titles. Sarah mentioned that the eBook for Libraries facebook page has a good guide to publisher ebook terms that is useful when selecting with 3M – one can sort by publisher even if you can't limit by the various terms of use otherwise.

### E-Book Working Group Report:

Abbot distributed a roster of group members. Gary said that Suzanne Roybal , Public Outreach Librarian at Dominican will be Dominican's representative to the group. Abbot will pull together a kick-off meeting in Jan. to talk about the group's mission (incl. processes, recommendations to the Board, gathering data), appointing a chair, determining meeting frequency, etc.

### Approve Revised Budget:

Deb is working on a budget that cuts down on MARINet member library contributions to the Sinking Fund this year and that includes funding for the extra-hire position and the funding for the 3M Cloud purchases (\$50,000). While that entire package isn't quite ready to present to the Board yet, Deb would like to have the Board approve moving the \$50,000 for the 3M purchases from the Sinking Fund to the operating budget to cover the cost of the 3M orders. Deb motioned to approve the move of \$50,000 from the sinking fund to operations for this purpose; Linda seconded. The motion passed unanimously.

### Overdrive Direct Support:

Deb asked if there was any interest in getting a quote from Overdrive for their providing Direct Support to MARINet. The Board did not want to pursue this.

### Dominican Cataloging:

Gary noted that Dominican's cataloger, John Hauf, will be retiring Jan. 3<sup>rd</sup>. Gary asked about:

- Contracting with MCFL for original cataloging. MCFL has agreements with San Rafael and Sausalito to provide this service for them and would be willing to do this for Dominican as well – Gary will email Scott
- Should Dominican continue to send someone to the Bibliographic Standards Committee? Yes. Gary will have someone else attend in John's place.

### MARINet System Administrator's Report:

Linda asked Deb about the recent Encore crashes. Deb described some of the solutions being tried (reallocating additional memory to some process) and continues monitoring the situation. Deb also noted that Firefox and Chrome both seem to be having problems loading the facets on the side –

MARINet is still working on this problem (reloading the page seems to work as a workaround).... Since the Sierra upgrade the Adult level location codes are not displaying in the catalog correctly – only the first two characters are displaying in Sierra, and in encore they are appearing as numbers.... There are issues with the sorting of libraries in the displays as well.

Correspondence:

A holiday/thank you card was received from the Sausalito Library foundation.

Future Topics:

- MARINet Retreat
- SWOT topics debrief
- E-book Working Group report (possibly)

Announcements:

Closed dates during the holidays were mentioned by many. In addition:

Abbot: The Sausalito rare book collection has been evaluated – mainly books on Sausalito and California history. There are 400 titles of Calif. History available for other libraries to have if they want. Otherwise they will be shipped to the Internet Archive for adding to the IA's collection.

Linda: San Anselmo is aiming at getting on the June 2014 ballot for their parcel tax renewal. March 4 is their deadline for getting approval to be on that election's ballot.

Gary: John Hauf will be retiring 1/3.

John: The College of Marin's Director position is now listed – it is closing 1/13 and they hope that they will be able to hire someone for the position by 2/1. The position is being done as an "11-month" position, so an extra month of time off is built in.... Joey Della Santina has been promoted to Interim Library Technical Specialist and will be working with Deb on the College's transition to MARINet's database and server.

Scott: Talked about the recent polling that MCFL had done to evaluate how people in MCFL's service area feel about the way that MCFL is providing services with the proceeds of the Measure A parcel tax and if there is support for renewing the tax.

Debbie: Bel-Tib has been without heat since the cold spell... the replacement parts ordered did not work when they arrived this week. The temperature in the building is about 48-degrees.

Frances: nothing in addition to the closed hours during the holiday.

Kristen: Mill Valley recently hired Jessica Ryan who will be focusing on STEM programming. The Library's January-April brochure was sent to press yesterday.

Sarah: Due to the cold weather many more people are using the library as a shelter/restroom/bathing facility. Not all of those people follow the Library's policies and library staff is having to call the police 3-5 times per day.... Sarah is part of the City's open government team.