

MARINet Board Meeting

Thursday, July 17, 2014

Marin Commons

9am - noon

In attendance: Dan McMahon (MARINet), Jacki Dunn (Bel-Tib), Frances Gordon (Larkspur), Sara Jones (MCFL), Gary Gorka (Dominican), Sarah Houghton (SRPL), Linda Kenton (San Anselmo), Abbot Chambers (Sausalito), Anji Brenner (Mill Valley)

I. Public Comment

There was no public comment

II. Introduction of Guests

There were no guests

III. Approval of minutes from June 19, 2014

Minutes were unanimously approved on a motion from Chambers and a second from Kenton.

IV. Old Business

A. MARINet Staffing Update

Jones reported that paperwork has been signed for McMahon's temporary promotion to Acting System Administrator. For the new Senior Librarian position, there has been a delay with HR. The new MCFL HR person, Florence Pattison, will be conducting a desk audit of the new position. Former System Administrator Moehrke's vacation payout will continue until mid October.

B. Brainstorming

Jones (*Modifying Fines/Fees*) has appointments with members of Marin County Board of Supervisors to sound them out on the idea of no fines for children.

Chambers (*Remote Card Sign Up*) is looking into address verification systems along the lines of the credit card verification done by *Nextdoor.com*. He will work with McMahon to review options.

C. Pension Liability Update

By County fiat, MCFL paid \$56,000 to pay down MARINet's unfunded pension liability. MARINet now needs to repay MCFL. Kenton made a motion to take \$56,000 from the sinking fund to reimburse MCFL for pension liability costs. The motion was seconded by Dunn and approved unanimously. Because this is a financial decision, McMahon will prepare a resolution for every MARINet director to sign at the August Board meeting.

V. New Business

A. Resolution to Designate Marin County as Fiscal Agent 2015

McMahon distributed a resolution for the MARINet directors to sign. The resolution designates Marin County as the MARINet fiscal agent for FY 2015. This is done at the beginning of every fiscal year.

B. E-Book Report

McMahon distributed a report on MARINet e-book circulation and expenditures. E-book circulation is still growing as a percentage of total checkouts at Marin libraries. The figure is now close to 5%.

Chambers gave an update on the e-book working group and its goals for 2015, which include crafting a collection development policy and making a proposal to the Board on 2016 e-book expenditures.

C. LINK+ Report and Funding

McMahon distributed a report on LINK+ circulation at local libraries relative to the tiered expenses that each library is paying. Houghton feels that SRPL is not getting a good return on its investment and that it would be cheaper to do traditional ILL. She says it may be necessary for SRPL to withdraw from LINK+. Jones offered to approach the Chair of the LINK+ Executive Committee to see if it would be possible to get a better deal for MARINet, perhaps with a consortium discount. McMahon will open discussions with Innovative Interfaces on the same topic.

D. OverDrive Support

Chambers reported that it may be an option for all Marin libraries to join up with MCFL for OverDrive Front Line Tech Support. MCFL is currently paying \$6,000 for the product. McMahon will contact OverDrive to find out if there would be additional costs for other libraries to join in, or if the \$6K is enough to cover everyone. OverDrive's enrollment form suggests the former.

E. Complaint Tracking Report

McMahon reviewed current MARINet practices for handling patron complaints and suggestions. MCFL routes complaints to departmental contacts at local libraries. If the same patron complains a second time, McMahon will cc the library director also. The most common complaint is "I returned these items and they are still on my card." McMahon will look into ways to improve the help pages in the catalog to preempt common complaints.

F. Other Non-Action Items

There were no non-action items

VI. Standing Items

A. System Administrator's Report

McMahon reported the following:

- The LINK+ switchover to Tricor went really smoothly, with only a small slowdown for a week.
- A new Innovative upgrade release is coming. McMahon expects to deploy the upgrade in a couple of weeks.

- McMahon will visit Mill Valley PL and the California Room to get them going with Content Pro. Everything should work now. Once they get underway, he will look to train other jurisdictions. We could be ready to launch something in the next couple of months.
- McMahon is going to reallocate review files. A new file with a 650,000-item limit will be created, as will small files with a 50-item limit. All existing review files will be deleted before the reallocation. Saved searches and saved exports will not be affected.
- We are close to a final deal for the MARINet move to Marin Commons. McMahon hopes for a November move. He will keep the Board updated on the cost of the move. Phones are likely to be most expensive element. McMahon recommends moving the MARINet servers to Marin Commons, which has excellent power backup and fire suppression. Cost would be \$500/month vs. the \$150/month we are currently paying. McMahon will bring a proposal for a vote to the next Board meeting.
- Situs training is needed on a site-by-site basis.
- 3M Cloud MARC records will now come from SkyRiver.
- College of Marin is up and running on Sierra.

B. Correspondence

McMahon circulated two letters from CPA Larry Johnson related to the annual MARINet audit.

C. Topics for Future Agenda

- Staffing update
- Brainstorm projects
- Expenses related to MARINet move to Marin Commons
- Pension liability resolution
- Report on LINK+
- Report on OverDrive email support

VII. Announcements

San Anselmo

- Kenton will be posting for Renee Hayes' replacement soon. Plan is to hire a full-time Adult Services Librarian 1 or 2.
- The San Anselmo Library is being repainted.
- Summer reading is keeping everyone busy.
- FY 2015 Budget passed. The sales tax that was passed in November should take pressure off the library budget.

Sausalito

- Sausalito is also considering a ½-cent sales tax measure for the November 2014 ballot.
- The Surfing Magician was a no-show.

Bel-Tib

- A new phone system is being installed. The old system is obsolete.
- Two long-time employees retiring: Carol Perot and Ralph Vazquez.

- Recent afternoon tea featured a ukulele jam.

Larkspur

No report.

MCFL

- Fairfax will be closed from August 4 through 17 for partial remodel. Will be open Tues, Weds, and Thurs afternoons for holds pick up.
- Corte Madera remodel is scheduled for October.

Mill Valley

- Significant staff time now being dedicated to transforming the Mill Valley History Room.
- Lego Mindstorm robots have arrived.
- Mill Valley received a \$40,000 "Pitch an Idea" grant from CA State Library to do a demonstration garden.

Dominican

- Quiet for summer.
- Lobby remodel is still on track. Architects have scheduled work for first week the students are back. There will also be cafe seating outdoors.
- Suzanne Roybal will be retiring in 2015.
- Alan Schut is back on the job.

San Rafael

- 4 new staff starting in a week. 3 at main library, one at Pickleweed.
- Carpeting replacement project is underway, with complications related to asbestos, subcontractors, and furniture damage.
- SRPL spent down their entire budget from last year to the last penny.

Meeting Adjourned at 11:40 a.m.

Next Meeting: August 21st, location TBD

Minutes will be taken by: TBD

Submitted by Abbot Chambers