MARINet Board Meeting Minutes
January 21, 2016
Board Room - MARINet/MCFL Technical Services
9am-noon

Present: Sara Jones, Debbie Mazzolini, Linda Kenton, Abbot Chambers, Henry Bankhead, Dan McMahon, Jessica Trenary, David Patterson, Anji Brenner, Scott Bauer, Gary Gorka

Absent: Frances Gordon

I.   Public Comment Period
     None.

II.   Introduction of Guests
      Scott Bauer from MCFL and Jessica Trenary from MARINet.

III.   Approval of minutes from Dec. 17, 2015 meeting
       Postponed to the end of the meeting, pending distribution of minutes.

IV.   Old Business

      A.   CENIC – update

McMahon held a design meeting with David Cooper and 2 representatives from County IST on January 14. Jessica Trenary, Scott Bauer, Abbot Chambers and Jim Stephens also attended. The IST representatives pointed out that we'd still be using Midas's firewall and wireless configuration and would still have to pay for these services. Everyone agreed that we should price out adding a firewall and wireless capability to our new network core, which would eliminate the long-term payments to Midas entirely.

David Cooper's design now has another $60k included for these possibilities, for an overall total of $325k. The grant deadline was pushed back to Jan. 28, so there's time to revise this plan to maximize the use of the state grants.

McMahon distributed a CENIC basic draft plan with cost estimates. Total yearly costs estimated at $88,000. First year bandwidth cost before reimbursement is $230,000. State pays E-RATE and ETF, but only after a year. So we are out $$$ from sinking fund until we get a refund check. If we let CENIC keep the $230,000, then ongoing annual costs are very reasonable.

County IST will want to know when MARINet no longer needs to use their bandwidth. They would like us to be off their network by January 2017.

McMahon will go ahead with the grant proposal. He will have a cost/equipment package for the MARINet Board to review and vote on sometime around March. MARINet is not committed until we order the circuits.

The MARINet directors expressed concern that we make sure we get good support from Marin IT, particularly from the more experienced Marin IT staff.

If add wireless to core package, would cost another $30,000 or so. Question of whether we should have a second piece of equipment for backup of wireless network. Consensus is yes. MARINet would prefer 24/7 support from Marin IT.

Cooper will be invited to present support and equipment options and pricing at a later meeting.

McMahon will have grant prepared by next Thursday for submission to CENIC.

B.   Online library card application – update

Trenary demonstrated the new Library Market application/verification page. Library Market gets info and verifies, then issues card number and PIN. They send patron info to MARINet. MARINet sends actual card and support info to patron. You must be 16 years old to register using Library Market. Signup also works with Visa and MasterCard debit cards. Trenary has card info/brochures from all libraries.

Jones raised the question of whether we should we include a paragraph about why we are asking for a credit card, i.e. you won't be charged, we won't save the data, verification only etc. Trenary and McMahon said they would add online verification to Help Topics & FAQs page.

Trenary will compile lists of card applicants who ask to receive occasional email from libraries about programs and services. She can send updates to local libraries on a weekly or monthly basis.

The new application page is ready to go. Trenary recommends a soft launch before we do a press release. Then use it as a 25th Anniversary promotion. Trenary will let everyone know when she is going to begin the soft launch. That will give individual libraries time to inform their staff.

The only thing that patrons won't be able to do with a verified online card is no LINK+.

Service is public libraries only. Must have a Marin zip code as your credit card address in order to be verified.

Plan is to send a message to MUC about the soft launch. Trenary will give Jones a heads up before sending out the MUC message.

C.   25th Anniversary of MARINet – update

Plan is to launch the MARINet 25th anniversary passport during national library week. Participating patrons will get a passport, can go to individual MARINet libraries and institutions for a stamp. Stamps could also be available from Friends book stores.

How to handle prizes for people who complete their passport was discussed. Consensus was to hold a raffle and ask local Friends of Library organizations to kick in money toward raffle prizes. Could also ask local businesses to kick in prizes.

Jones can facilitate a joint order of stamps. Jones will coordinate with Kenton and Brenner.

Brenner has a designer who could do the passport design based on the MCFL design. Jones and Brenner will coordinate. Brenner and Kenton will send every library a preliminary passport design and spec for the stamp that each library/institution will need to design.

The first 25th anniversary event is new online card verification launch in February. Dan will do a MARINet 25th anniversary page on MARINet website within the next week or two.

D.   MARINet LINK+ staffing

McMahon reports that the new staff member (Elisa) is doing a great job. She has pulled together stats on what we are lending and what we are taking in. We are currently sending out less that we used to and about the same number of items are going out. Elisa. MCFL has a LINK+ manual that MARINet is turning into a MARINet LINK+ manual. The plan is to better train staff between now and summer, then begin doing more to promote LINK+ to patrons.

Skipped *to item D of new business: Expanding link+ usage*

The Board discussed improving the visibility of LINK+ in the catalog and on the MARINet web page. Brenner and Jones are on LINK+ Executive Committee and will be pushing Innovative Interfaces to improve the LINK+ catalog interface. LINK+ needs facets like we have in Encore. Unclear what the holdup is. Bibliocommons customization tools should help us to build LINK+ awareness.

Jones argued that libraries need to change mindset so that people become bigger ILL users. We are already paying for it, we need to use it. Need to get patrons to know that we want them to use it.

Could make LINK+ a passport destination for 25th anniversary.

    E.   Bibliocommons Core discovery catalog

Trenary reported that a Bibliocommons webinar was held for all staff across Marin libraries. 40 people signed up. UXWG reps asked for direct feedback from staff. Anonymous feedback was sent to Trenary. Anonymous feedback was favorable. 7 total responses. 2 people sent concerns about sharing and privacy.

An informal poll of the Board was taken and MARINet directors were in favor of moving forward with Bibliocommons, despite the concerns. Trenary recommends San Francisco as being on top of privacy concerns and worth talking to. SFPL did have some people who wanted their Bibliocommons accounts wiped due to privacy. Some people don't like having user name and don't like the social media component. Any sharing on Bibliocommons has to be proactive and you are prompted at each step of the way.

There was some question as to how Bibliocommons works as a Webpac within libraries, i.e. without people necessarily signing in.

Kenton made the following motion: *"I move that we adopt Bibliocommons as a discovery layer and cease our contract with Encore."* Patterson second. No further discussion. Vote unanimous in favor.

    F.   RFID update

Jones reported that we will continue to keep RFID as an agenda item, but there is no new update. Recommendation is to get CENIC done before we take on another big project. Plan will be for the next RFID update in 3 months.

V.   New Business

A. Larkspur staff update – steps to help?

Gordon will be away from Larkspur indefinitely but plans to be back at work as soon as she can. Kenton will keep Gordon up to date on CENIC and other pressing issues. Kenton may be able to

get authorization to sign for Larkspur for financial decisions related to MARINet. McMahon suggests bumping Larkspur to last in the hold fulfillment queue so they will have fewer items to page and send to other libraries. Kenton will ask Larkspur about this. Everyone expressed a desire to help Larkspur however possible.

B. Mail vs. email for bills

SRPL patrons say they are getting snail mail bills 10 days after sent. McMahon reports that the MARINet internal test is 3 days. Currently 96.5% of notices go out via email.

Brenner recommends alerting all patrons with email addresses in their record who prefer postal notification that we will be soon be sending out only electronic notices. Jones recommends taking the issue to the Circ Working Group for a recommendation first. McMahon will bring the issue to the Circ Working Group as a next step.

In the short term, McMahon will set it so we can notify people about more than one item on a single bill notice.

C. Staff not logging out of Sierra

McMahon noticed lots of people logged into Sierra over the winter holiday. McMahon could set it such that 2 to 3 hours of inactivity would automatically someone log out. Logging in and logging out ensures updates or location codes, loan rules, etc. Plan is to consult with staff and have this on the agenda for next month.

D. Expanding Link+ usage (ideas, task force)

See above (discussion held after Old Business D).

E. Need for new auditor next year
Dan alerted the Board that we will need a new auditor.

Skipped *to item VIII: Presentation on ILS market by Marshall Breeding*

Breeding provided a Library Technology and Business Update, with a focus on the ILS market. The presentation covered the general landscape of technology in Libraries, including business and industry trends and satisfaction with ILS companies.

F.   Other non-action items

None.

VI.   Standing Items

A. System Administrator's report

McMahon distributed his monthly report to the Board. He also distributed preliminary MARINet dues calculations for FY 2017. Dan will bring the dues calculations back in February with any revised numbers

B. Correspondence

None.

Approval of minutes from Dec. 17, 2015 meeting
Minutes approved unanimously on a motion by Kenton and a second by Mazzolini

C. Topics for future agenda

· CENIC
· Online library card verification
· 25th anniversary of MARINet
· Automatic log out of Sierra
· Bibliocommons update
· Larkspur
· Mail vs. email notices for patrons

VIII.   Announcements

Belvedere-Tiburon - Gently used art auction coming up in March. Library makes about $15,000 and money is used to buy coffee-table art books. Corner Books (Friends store) has moved to a new location due to a bakery moving into the mall.

College of Marin - Board of Trustees is considering a bond measure for the May election that may include a new library.

Dominican University - Remodel bids were high, construction date may be pushed back from fall of 2016

MCFL - Will be having an open house at the new South Novato (SNO) branch. SNO branch is getting a recording booth that should be done by Saturday 1/30. Greg Lucas (State Librarian) came for a visit to MCFL to see Civic Center and SNO.

Mill Valley - Friends book store has added Wednesdays to their schedule.

San Anselmo - Friends of Library bookstore opened on Wednesdays in December, now will be open Tues-Sat from 10am to 4pm.

San Rafael – Now issuing a new library card that replaces the bamboo card. The new card features a big barcode number. Vendor is Lucas ColorCard. It is made from recyclable plastic.

Sausalito – An exhibit of artwork by artists from Sausalito's anchor-out community is now on display.

ADJOURNED AT 12:45 P.M. FOR LUNCH