

MARINet Board Meeting  
March 24, 2016  
Board Room – MARINet/MCFL Tech Services  
1600 Los Gamos Dr., Suite 180, San Rafael  
9:00am- 11:00am

Present: Sara Jones (MCFL), Jacki Dunn (Belvedere Tiburon), Dan McMahon (MARINet), Jessica Trenary (MARINet), Anji Brenner (Mill Valley), Abbot Chambers (Sausalito), Sarah Houghton (San Rafael), Scott Bauer (MCFL), Teresa Capasso (Larkspur), Linda Kenton (San Anselmo), David Patterson (College of Marin)

Absent: Gary Gorka (Dominican), Debbie Mazzolini (Belvedere Tiburon)

Call to order: 9:04

I. Public Comment. None

II. Introduction of Guests

Wesley Liang and David Cooper from Marin IT

III. Approval of Minutes from Feb. 18

Corrections:

Add Sarah Houghton as attending.

New business – G. Ebook circ was up 16%.

Minutes were approved as corrected.

IV. Old Business (out of order to accommodate guests)

D. CENIC progress report.

- Cooper explained the progress being made on the project, including some details about how the routing and circuits for MCFL and city libraries will work. He confirmed that equipment purchases will cost less (saving \$30,000-\$60,000) by going through Diane Satchwell at SCLC (Southern California Library Cooperative).
- McMahon reported that a check for the \$152,000 state grant money is ready. We will buy the networking equipment from Diane Satchwell, but the maintenance and monitoring contracts from Cisco will be purchased in the Bay Area through Cooper's contacts.
- MARINet will also need funds to pay Marin IT for their work, and McMahon wants to be sure the money is available before the upcoming County accounting system change to ATOM (see below). He may contact the Executive Committee before the next Board of Directors meeting if funds are required before the April meeting.
- McMahon reported that the Midas network will be dropped in January 2017 if all goes according to schedule, but that for budgeting purposes, Directors should include the cost through February 2017. The new system cost projection is \$103,000 per year, to be paid for by either the cost sharing formula or another method. This includes tech support from Marin IT.

A. Online library card application update.

- Overall the process is working with approximately 15-20 new requests coming in each week, mostly over the weekend. Problems continue with patrons signing up for duplicate cards, causing extra work for MARINet staff. Brenner suggested some of the work could be done by branch or city library staff. MARINet staff must first determine patron's home library.
- Chambers pointed out that the mobile version of the "get a card" MARINet page doesn't include a link to the new patron registration. McMahon will put in a ticket with Ill to have the link added.
- Publicizing the new online card service should wait until the CWG weighs in on how they might help with the workload. McMahon will contact the group via email.

#### B. 25<sup>th</sup> Anniversary update.

- Passports: Anji Brenner is working on the Passport as described at the last meeting, but is thinking of expanding the size of the document so that each library's contact information, some services, etc., can be added for patrons to keep for future use. She passed around a prototype. After some discussion the consensus was to pursue the idea. Brenner will check on additional costs and report back at the next meeting.
- Stamp designs should be sent to Linda Kenton as soon as possible.
- McMahon was commended on the look of the banners gracing the MARINet home page.

#### D. MARINet Link+ Staffing update.

Elisa Rodrigues has finished the Link+ manual and posted it on Thurston, and is now working on a Link+ coordinator's manual. She will start visiting libraries to see if improvements can be made. Rodrigues will be working on Link+ staff trainings and a summer promotion for Link+, and she continues to work on system cleanups. McMahon and Jones explained the process involved in creating a new MARINet position for a Link+ coordinator so that MCFL will not lose a staff position.

#### E. Bibliocommons (BC) catalog update.

Jessica Trennary gave an overview and timeline of the BC implementation process, which is being overseen by the UXWG and its subgroups. Initial surveys have been completed with more in progress. In April, a preliminary catalog will be ready for the BibCAT group to test. Staff training will take place in May and June. The BibTRAIN Group is working on curriculum, and there will be two days of "training the trainers" by BC staff. June will bring a soft launch, followed by a full launch at the end of July or beginning of August when catalog links will be switched to BC. McMahon hopes to pull plug on Encore in September.

#### F. EBWG funding FY17.

- Abbot Chambers gave a quick overview of three scenarios for increasing funding for ebooks. He would like funding allocated to the EBWG for ebooks to be increased from \$75,000 in 2016 to \$90,000 for 2017. There was concern from several Board members about the difficulty of increasing funding commitments after budgets have already been submitted to governing agencies. Concern was also expressed about depleting the Sinking Fund for ebooks when that is not its purpose. Chambers asked for creative thinking to come up with a way to give greater support to the ebook collection, which is the consortium's fastest growing collection in terms of circulation.

- For now, the current plan in which Sinking Fund support declines each year and individual libraries increase funding will be maintained.
- A decision from MCFL regarding the continuance of the 3M collection has not yet been made.

G. Proposed Budget FY 2016-2017 – variants and resolution.

McMahon presented the MARINet budget. A motion to approve the budget was made and unanimously approved. Meeting participants signed the document.

H. Staff not logging out of Sierra.

McMahon got input from the CWG regarding automatically logging staff off Sierra when it is not in use. After getting verbal approval from the directors, he will implement an automatic logoff when the program has not been used for 6 hours.

I. FY15 Audit.

McMahon said that the audit came back positive. He offered to send copies to Directors.

V. New Business

A. Fines report, effect of lowering J/Teen Fines.

McMahon reported having problems generating the report and is still working on it.

B. Link+ - limiting patrons to in-County use.

McMahon discovered that out-of-county residents have been using Link+, and that more than a dozen items from these check-outs have been lost. He asked if this should be allowed or if the practice should be discontinued. After some discussion, a decision was put off until the next meeting when McMahon will bring statistics.

C. Report on financial system change (ATOM).

MARINet's accounting system is changing. Training will be coming soon, and implementation is expected in early July, with the payment system offline from July 1 until July 11. McMahon is worried about the process, but hopeful that it will all work out.

D. Senior Access presentation.

Houghton announced that the date for this presentation is April 15, 10-11:30, as set by the City of San Rafael. The presentation will take place at the San Rafael City Hall. MARINet staff members are encouraged to attend to learn how to deal with memory-challenged patrons. Houghton encouraged directors to send front-line library staff. No RSVP is necessary.

E. Other non-action items.

None.

VI. Standing items for the agenda

A. System Administrator's Report.

McMahon handed out his report. He said MARINet staff is working on Transparency for the MARINet website. He does not want to put names in the Personnel area, and asked that directors take a look at the page on the site (About MARINet - [http://marinet.lib.ca.us/screens/help\\_marinet.html](http://marinet.lib.ca.us/screens/help_marinet.html)) and offer suggestions.

B. Correspondence. None

C. Topics for future agenda.

Fines, 25<sup>th</sup> Anniversary, BiblioCommons, CENIC, EBWG

VII. Announcements

MCFL (Scott Bauer) – hired new assistants at branches, Community person in West Marin. MCFL is taking a proposal to County Supervisors to lease more space at the Los Gamos building site for the California Room map collection.

Belvedere Tiburon (Jacki Dunn) – the Gently Used Art Auction went well. The Library is seeing more families using the library due to increased programming.

Sausalito (Abbot Chambers) – a new people counter is in place and is working well even with two entrances. The counter is from Sensusource.

College of Marin (David Anderson) – COM is going through accreditation and he is spending time writing documents for this. There is a full-time library technician opening at IVCC.

San Anselmo (Linda Kenton) – The library has decided to add a 3-day DVD collection.

San Rafael (Sarah Houghton) – A request for Lego donations resulted in a huge response. They will be asking MARINet children's librarians if they would like to share in the bounty. SR will be recruiting for a technical services (non-librarian) position soon. Tax measure D campaign is in full swing, and no "anti" arguments were filed.

Larkspur (Teresa Capasso) – The ongoing construction is coming to an end. Parking has been a big problem for the library, and because of this circulation was way down in January and February. Foot traffic is starting to pick up again and programs will resume when the Council Chambers are ready.

Mill Valley (Anji Brenner) – Staff has applied for a number of grants: Harwood Lab – turning outward philosophy; State Library Pitch-an-Idea; Knight Foundation grant – transportation services for homebound patrons.

The meeting was adjourned at 11:00.

*Respectfully submitted by Jacki Dunn*