

MARINet Board Meeting  
May 19, 2016  
Board Room – MARINet/MCFL Tech Services  
1600 Los Gamos Dr., Suite 180, San Rafael  
9:00am- 11:00am

**Present:** Dan McMahon (MARINet), Jessica Trenary (MARINet), Debbie Mazzolini (Belvedere-Tiburon), Abbot Chambers (Sausalito), Sara Jones (Marin County Free Library), Gary Gorka (Dominican), Linda Kenton (San Anselmo), Sarah Houghton (San Rafael), Teresa Capasso (Larkspur), Anji Brenner (Mill Valley), David Patterson (College of Marin)

Call to order: 9:00

**Absent:**

I. **Public Comment Period:** none

II. **Introduction of guests:** Scott Bauer, MCFL

III. **Approval of minutes from April 21, 2016:** Minutes were approved unanimously on a motion by Mazzolini and a second by Kenton.

IV. Old Business

A. 25<sup>th</sup> Anniversary of MARINet -- update

- Anji Brenner and Linda Kenton provided an update on the MARINet Passport project. They suggested that libraries consider buying multiple location stamps if they are including additional sites for their libraries. A new “done it” stamp was designed by a graphics person at Mill Valley and could be used as an option for stamping passports for digital services. It would be slightly smaller than the location stamps.
- It was noted that there may be obstacles to patrons’ completing all the squares in the passport, such as work schedule conflicts, or not having a smart phone. A workaround is to group things in categories, and give a raffle ticket for completing a certain number in each. Brenner said there are 10 spaces available in the Services categories and asked for feedback on what could be included there. Items suggested by the group included Discover and Go, Link Plus, request a hold, download an eBook, a social media activity, use a self-checkout; download an ebook; try a database, Discover and Go, use LinkPlus, attend a program, use a self-check machine, try the new catalog (Bibcommons); use a digital (Zinio) or print magazine.
- Sara Jones asked how the raffle tickets would be disbursed. It was agreed that all libraries would have raffle tickets on hand. Date stamps or the new “done it” stamps would be used on passports to indicate that a patron had

received a raffle ticket. Passports should be ready by August 1, and “done it” stamps will be made for all libraries. David Patterson asked how donations could be made for raffle prizes. Sara Jones offered to collect donations for raffle prizes through the Marin County Library Foundation.

#### B. CENIC – progress report and funding resolutions

Dan McMahon reported that he and Dave Cooper (Marin IT) spoke with Cenic engineers recently, and they will provide a schedule for the upcoming installation. He sent an equipment order to Diane Satchwell from the Southern California Library Cooperative. Money from the CENIC grant will be used first, and then MARINet will be invoiced for the balance. He also asked Marin IT to bill for their services in two installments. Dan will have funding resolutions for these expenditures at a future meeting. Will know more about Cenic launch date soon, which may be as early as January. By next month he may have the time line from Comcast and AT&T.

#### C. Bibliocommons (BC) Catalog

- Jessica Trenary reported that the MARINet Bibliocommons site is up, and the timeline is on track. BC training is scheduled for June 1 and 2. Soft launch is planned for June 27, and hard launch on July 20, but dates are flexible. The BibTrain group prepared training handouts for staff; BibPub group created group accounts, and a best practices document for list creation; Privacy group contacted all directors to ensure privacy policies are aligned with BC. Trenary suggested changes to MARINet privacy policy and will prepare an updated document to be voted on at the next meeting. The BibCat group is working on updates to catalog to ensure items display correctly. The BibCom group has developed a thorough marketing plan, with bookmarks, buttons, stickers, and social media coordination.
- Dan McMahon is working on the fines paid module and will set up a new PayPal account. Mildred (MCFL) is checking Spanish version of the new catalog. Trenary is working on the eBook integration and it will be ready by the hard launch.
- Reading history will not be available in BC but will continue to be available in the Classic Catalog. Innovative says they will create an API by the end of the year that will allow reading history to work with BC. Ways to notify the public that use the reading history feature (about 6% of users) were discussed.

#### D. Budget update on ATOM

Dan McMahon reported that ATOM is simple to use, and the new accounts codes that were created are now in use by MARINet. There was one error in previous resolution that will be fixed, but there is no need for new resolution. Chambers noted that there was an error in LINK+ delivery numbers.

## V. New Business

### A. Calendar of monthly deadlines (subscriptions, budgets)

Dan McMahon distributed the first draft of a new calendar with MARINet office and Board deadlines, and major subscription renewals. He suggested that the calendar be maintained going forward, and noted it will be particularly helpful with meeting subscription deadlines.

### B. Training discussion (Sarah Houghton)

Sarah Houghton reported that she wants to do more staff training at San Rafael. She is considering bringing Edmund Otis, a noted library consultant, and asked if anyone wanted to partner with SRPL to share costs. Jones and Mazzolini indicated they would be interested. She has been hearing requests for more training from her staff, and wondered if there was interest in more training on a MARINet level. Sarah Jones suggested that a working group be formed to explore the idea of collaborating on training opportunities. Anji Brenner proposed shortening the length of director's meetings and use the time for subgroups to work on projects such as these after the meeting.

### C. OCLC bills FY 17

Dan McMahon received an OCLC bill for all the libraries, however they do not pay these bills for the libraries. Each library will also be billed directly and is responsible for paying it themselves.

### D. MARINet "Secretary/Clerk?" (State Register of Agencies)

Dan McMahon received a census form for MARINet from the State Register of Agencies. He listed himself as the "secretary/clerk", but he was told that is not allowed with his job title. Debbie Mazzolini she had to complete a similar form, and suggested he list another staff member. He will name Jessica Trenary as the MARINet secretary/clerk.

### E. Other non-action items None

## VI. Standing Items for the agenda

### A. System Administrator's report

McMahon reported that the cause of the recent outage was due to a DNS server that was taken down. IST restarted the server quickly, but it took hours for the Innovative server to respond. He will have a new DNS server running soon, and when the switch is made to Cenic it will have its own DNS server. Abbot Chambers asked if there are other potential problems with dependencies that can be anticipated prior to switching over to Cenic. McMahon says they will do as much testing as possible in advance. Linda Kenton asked if the offline circ module can be used for check ins. McMahon said it can be used for that, but it should be tested first. He will look into it. He is planning to do the Sierra update next week on Tuesday or Wednesday morning. Dan also noted that the current app server is six years old. At some point it will need to be upgraded. A new

server could cost 25 to 30 thousand in next few years, with 10 or 15 thousand for data migration. College of Marin will be closing for several weeks and they will be taken out of the hold pickup location table and put back when they reopen.

#### B. Correspondence

There was no correspondence.

#### C. Topics for future agenda

MARINet 25<sup>th</sup> anniversary, Cenic, Bibliocommons, Vice-chair election, What to do with discards (Abbot)

#### Announcements:

MCFL (Jones) - Donna Mettier is leaving for new job. Wishes her well and she did a great job for MCFL. Scott Bauer will cover in the interim. Thank you to Jessica and Elisa for the LinkPlus presentation to the Library Commission. The new room at Los Gamos will be done in about a month to house newly acquired special collections.

San Anselmo (Kenton) Attended Women's Leadership Summit in the East Bay that focused on women in government. She encouraged others to attend next year to meet women from other areas of government. Library's summer reading program is gearing up.

San Rafael (Houghton) Election Day with the library parcel tax measure is coming up soon. Also in June two library fundraisers will be held in conjunction with the Great Race. The Rafael will be showing a film on June 15 with proceeds going to the library, and a car show on Race Day, June 18.

Sausalito (Chambers) - Library budget is going to be flat; had hoped to hire a new ½ librarian position. For next meeting, wants to discuss what to do with discards. Internet Archive will still take them, but won't pick up; Salvation Army and thrift books may take them. Donna Mettier talked with Thrift Books that would take them and give you a cut, but would have to be boxed. Perhaps the delivery could be used as a way to collect them, and share the costs of packing them up.

Larkspur (Capasso) – Getting ready for summer reading, and scheduling school visits.

Dominican (Gorka) – Graduation has already taken place, so things are quiet for now. This summer The Center for Talented Youth will have a program for 6<sup>th</sup> graders on campus.

Belvedere-Tiburon – (Mazzolini) – Bookstore is being moved to the back of the boardwalk because Rustic Bakery is moving to its location. Rustic is doing a

fundraiser for the library on June 4, and will add chairs and benches to the area will should bring more business to the bookstore.

College of Marin (Patterson) – Hired a new library technician for IVC campus. Looking forward to the upcoming election with Measure B on the ballot, which was just endorsed by the Marin IJ. Also will be celebrating the 90<sup>th</sup> anniversary of College of Marin soon. This year they did the Common Read, a year-long celebration of a book. *Becoming Dr. Q* was this year's book and Dr. Q will be the commencement speaker at this year's graduation.

Mill Valley (Brenner) – Launching Take It Make It kits to be checked out soon. Will be starting out with ten kits that include things like a sewing machine, GoPro camera, microscope, and Raspberry Pi. Had some personnel changes, Donna Brown retired and Young Adult Librarian Katie McBride is leaving.

The meeting was adjourned at 11:10.

Respectfully submitted by Teresa Capasso