

MARINet Board Meeting
June 16, 2016 Board Room – MARINet/MCFL Tech Services
1600 Los Gamos Dr., Suite 180, San Rafael
9:00 a.m. – 12:00 p.m.

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)

Meeting called to order at 9:01am

I. Public Comment Period

No members of the public attended.

II. Introduction of guests

Scott Bauer (MCFL), Kristen Clark (Mill Valley) and Joey Della Santina (College of Marin)

III. Approval of minutes from May 19, 2016 meeting
MSC Houghton/Chambers

IV. Old Business

A. 25th Anniversary of MARINet – update

Kenton reported that she and Brenner had requested updated location/contact information from all the libraries so please get that information in to Brenner. If you are contributing financially to the raffle prizes please get that money to Jones. The checks should be made out to *Marin County Library Foundation*. The stamps will be ordered through MARINet and the project looks on target for a July launch.

B. CENIC – progress report and funding resolutions

All of the sites were visited last week. Pickleweed was not on the list of sites to visit but it was in the original bid so it is not a problem to include it. McMahon noted that equipment is starting to arrive. No bills have been received yet though there will be a need for resolutions for every bill. No budget impact next year but expect \$100-110K the following year.

McMahon is working on a CENIC presentation for IT departments and City/Town Councils. He will make visits to all as needed.

C. Bibliocommons

Jones and Houghton expressed praise for the organization, leadership and great communication exhibited by Trenary in shepherding the Bibliocommons project. The other Directors echoed this sentiment. Kudos!

Trenary reported that the project is now in Library staff training phase. 62 staff received instruction during the two-day training at the beginning of June, including special training for “staff picks” and the “admin” module. Soft launch still scheduled for June 27. Additional training will be available the week of July 5. There is a staff game for training with some fun prizes. Hard launch for August 1. Sept/Oct target to turn off Encore.

Bibliographic Standards committee, with Mildred leading, is making changes to records so they show correctly in the new catalog. There are bugs but the more people using it and reporting problems the better.

Possible speed bumps:

1. Reading History—MARINet has email addresses for people who turned on reading history. Can send a generic email explaining that the libraries are moving to a new catalog and you may lose your reading history. 10K people. Will include instructions on how to “replace” the functionality.
2. User names; people do not want a new one. There are three ways to get in with same password—user name, card number, email. Three easy steps to create a user name.
3. Some staff unhappy that article tab is missing from search results screen. UXWG discussed this—is possible in bibliocommons, can work but not as seamless. 1% of searches come from articles tab. An option that we will skip for now unless there is an outcry.
4. Another problem is patrons with multiple email addresses. Need better instructions for fixing that problem. 800 patrons have multiple email addresses. Can add it back in with a staff member or patrons can add back in classic catalog.

Communication: change search boxes on web sites. McMahon sent out the script for webmasters. If you are sending a general email to your patrons about the new catalog, you can ask MARINet for your patron addresses. The committee and working groups are working on many communications tools.

Staff accounts: you can change a personal account to be a staff account. Should we make this an option for staff? Personal opinions would show. Directors agreed to keep the two accounts separate. More content would be input into the system, but the downside is that personal opinions could breach ethics concerns.

Suggestion about staff accounts: In order for these not to seem so generic for staff that are well known in the community, i.e., the Directors, one can go into Sierra and change the

name not to have the underscore. The UXWG agreed upon the current naming convention based on best practices by other bibliocommons libraries. Constrained to 40 characters. Create lists p type 10 shows all the bibliocommons staff accounts. This naming convention will be brought back to the UXWG for consideration for something that is a little more user friendly.

A new email, newcatalog@marinet.info, will be in various locations to solicit feedback from new catalog users. MARINet won't be able to tell which home library the comments are from. MARINet staff will respond in shifts. In order to leave feedback, the patron must be logged in. Submit feedback is on every page. Anticipating 100-500 emails in the beginning months.

MARINet website needs to be updated in many places because of numerous references to Encore. Privacy policy modifications made to include third party vendors, for example, and added to MARINet webpage.

Fines payment—McMahon is working with PayPal to get integration. Some difficulty in making this work so far. This appears to be the only thing that could delay launch.

How do we measure success here?

1. See how many problems are reported by email as the months go by.
2. Respond to patrons who sent email questions in the early launch period. Three or so months later ask—how are you doing with the new catalog?
3. Survey, within the new catalog, sometime after hard launch—simple survey—star ratings? How do you like the new catalog?
4. Tracking how many user names created, lists created.

V. New Business

A. Selection of Vice Chair

Linda Kenton was nominated as Vice Chair for FY 2016/17.
MSC Houghton/ Mazzolini

B. Discards and weeding—can we centralize?

The Directors discussed possibly centralizing this process. Some libraries send items to Thrift Books or Better World, some to Friends groups, Internet Archive, some to teachers or to children's groups, Salvation Army or Goodwill and others eventually to be pulped. MCFL is willing to assist with the process though dock space is limited. The general idea is to centralize and palletize to more efficiently send-off discarded books to appropriate destinations. Directors will get feedback from staff and in the meantime, a pilot project with Sausalito will be first to experiment with centralizing the process.

C. EBWG

Looking at funds for next year—Board budget is 75K, on top of that 18K from Overdrive for content, probably 50K on holds fulfillment and resupplying expired items, fewer timed metered expirations which require renewing because this collection is so popular. 6:1 holds ratio back up to 8:1.

Spending 93K –continue for holds fulfillment and expired content, 40K for holds but rest on bestseller titles. Instead of dividing the effort, focus on bestsellers and develop a regular schedule of purchasing. Monitor list of high holds and bestsellers. Local library level—discretionary eBook budgets at local libraries totals 26K plus 100K from MCFL. Use these discretionary funds to find holes in the collection. Look at whole picture, financially.

3M –Focus on spending funds on Overdrive collection at this point. Waiting for MCFL decision about collaborating with another library system to share 3M collection. 3M is cloud sharing—take one customer and link them with another customer. Jones would like to visit eBook working group to talk about the cloud sharing. It is an exciting possibility to share resources across jurisdictions. MCFL would spend approximately the same amount of money. 3M has done it in two jurisdictions—one in Minnesota.

D. Delivery

MARINet is currently spending \$60-64K per year. Do we need to go out to bid? If no problem, we are OK for now because we are satisfied customers. MARINet changed vendors before because the service was not satisfactory. McMahon will seek advice from County about going out to bid. This will be something to think about it for next FY.

E. Other non-action items

There were none.

VI. Standing items for the agenda

A. System administrators report

Highlights of the report include

1. Napa County is joining Link+ and want MARINet to be a partner library for training.
2. Linked data—3yr does what bibliocommons does.28K
3. Could Link+ go statewide? Five year contract at 63K; Innovative is trying to get to 250 libraries and to decrease prices for everyone. Do we want to lock in this price then? Think about this.
4. Michael Ahearn of oclc sent package for McMahon's signature. Each library pays its own bills. McMahon will reply that MARINet is not involved in the payments for oclc.

5. Content Pro asked for its 15K. McMahon asked where's our credit for 14K. The bill for support is \$114K –Directors recommended that we pay them 100K, building in the \$14K credit.
6. New financial system not up yet—the training has not been efficient. Looks easily learned.
7. CENIC—biggest line item is the MARINet helpdesk for \$60K. Directors urged McMahon to clearly identify what is that contract going to look like? There is a CENIC help desk. Should have performance conditions and consequences for not meeting those expectations. Who is the MARINet contact person? How to divide between the cities/towns and CENIC? There are many details to work out.
8. McMahon reported that fees/fines checks will be going directly to local governments, instead of the libraries, from county. MARINet will let libraries know the checks are coming.
9. Thurston—has not been changed in 10 years. Looking at an internet program. Communication among groups is tricky, everyone doing their own thing—and the other is the directory—more easily updated. MCFL has an intranet. Could MARINet share the staff module? The product is called Thought Farmer. McMahon will look into it. Includes pictures, who reports to who, expertise noted, and a social media aspect.

B. Correspondence

There was no correspondence.

C. Topics for future agenda

1. 25th anniversary
2. CENIC
3. Bibliocommons
4. Discards/weeding
5. EBWG

VII. Announcements

- A. Mill Valley: YA librarian, new librarian position added in budget.
- B. Sausalito—Marinscope online to launch; Sausalito News last published in 1966, Marinscope 1971, digitized it with \$5000 from Sausalito foundation, in library only, 5 simultaneous users, marisnscope participating got rid of microfilm and reader.
- C. COM-- new library with passage of bond measure. Expected to be where current student services building is.
- D. Dominican—no student's right now and it is slow.
- E. SA—Summer Reading has started and it is crazy busy. This year there is a program for everyone—babies, kids, teens and adults. Will start recruiting for Senior Library Assistant position, which is the head of circulation.

- F. Bel-Tib—new book return at shopping center. Surprisingly found ham sandwiches and books in it; digitize the ARK newspaper in partnership with some other agencies.
- G. SR--Parcel tax renewal passed, Summer Reading crazed with 600 sign-ups the first week. Harwood institute report not worth it. As reported in the news, the Ritter Center was discussed at city council, Houghton will be at ALA presenting "A Gen Xer leading a Boomer staff" (key = treat people like individuals).
- H. Larkspur--More construction with street torn up in front of library which has resulted in decreased circulation and fewer summer reading sign-ups so far. A part time interim director, Brenda Brown, will work for 2 months conducting an evaluation of the library and recommending next steps.
- I. MCFL--Showed the Directors Thought Farmer, an internet product. Viewed the staff directory; plans shared for the new research center; new webpage, will be at the county fair all five days. Marin history museum reorganizing is going well.

Meeting adjourned at 11:24am

Respectfully submitted by Linda Kenton.