

# **MARINet Board Meeting Minutes**

September 15, 2016

Board Room – MARINet/MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael

**9:00 a.m. – 12:00 p.m.**

**Attendees:** Dan McMahon (MARINet), Jessica Trenary (MARINet), Brenda Brown (Larkspur), Teresa Capasso (Larkspur), Patty McDonough (Bel-Tib), Gary Gorka (Dominican University), Sara Jones (MCFL), Linda Kenton (Vice Chair, San Anselmo), Anji Brenner (Chair, Mill Valley), Henry Bankhead (San Rafael), Sarah Frye (College of Marin), Abbot Chambers (Sausalito)

**Brenner called the meeting to order at 9:00 a.m.**

## **I. Public Comment Period**

There was no public comment.

## **II. Introduction of guests**

Patty McDonough (Belvedere-Tiburon) attended for Deborah Mazzolini. Henry Bankhead (San Rafael) attended for Sarah Houghton. David Paterson introduced Sarah Frye of the College of Marin, who will be the CoM representative on the MARINet Board for this year.

## **III. Approval of minutes from August 18, 2016**

Motion to approve by Brown. Kenton second. Unanimously approved.

## **IV. Old Business**

### **A. Bibliocommons catalog – update, app info**

Trenary reported that work continues on some catalog issues, e.g. filters. Feedback from patrons on BiblioCommons has slowed down. Support is now in the hands of local libraries. The BiblioCommons app is almost ready for QA testing. Sara Jones asked if MARINet could take care of the billing for the app, even if MCFL is paying for the first year. A motion was made by Chambers to have MARINet process a pass-through payment by MCFL for the BiblioCommons app for year one. Kenton second. Unanimously approved.

### **B. CENIC progress report**

McMahon referred to various updates on the CENIC project that he distributed via email in advance of the meeting. At some point the Board will need to figure out how it will handle ongoing payments by individual libraries for local CENIC access (e.g. on a tiered model or by MARINet cost formula), which will begin with the next fiscal year. The cost of the CENIC connection will bring the Sinking fund down to about \$50-75,000. No other costs anticipated at this time. McMahon is still aiming for January launch of CENIC, but a December launch is possible. MARINet still needs to set up a help desk contract with Marin IT. Also need to decide on backup equipment. And make a decision on SmartNet monitoring (current cost assumptions are for 24/7 monitoring).

### **C. 25<sup>th</sup> Anniversary of MARINet update**

Trenary has a quote from AlphaGraphics for printing passports. Should take about two weeks to print them. Cost is \$3,700 for 5,000 copies + tax. Previous quote from another

vendor was \$4,700. Jones recommends that a tiered model be created to distribute 3,000 passports to the individual libraries and that 2,000 passports be held back for future distribution.

The plan is to run the passport program in October, November and December. Passports should be distributed in early October.

Jones recommended that we also create a youth prize in addition to the travel prizes (plane and train) for adults. We will also need raffle tickets for every library because prize winners will be determined by a raffle (of all who complete their passport). Each participant could get up to three raffle tickets if he or she completes the three components (libraries, friends, services). Brenner will write up a process document that explains how we will indicate on the passports when someone has completed a component and received a raffle ticket.

## **V. New Business**

### **A. Setting Home library for “employee” cards (Ptypes 12 through 18)**

McMahon reported that some libraries have patron types set to identify city employees. This creates access issues related to the Home Library field if a person lives in one Marin jurisdiction and works in another. The question is whether employee cards should be more fluid so that home library can be either work location or home location. Decision was made that it's okay to use work address in these instances, if the employee requests it.

### **B. Edmund Otis Trainings**

Bankhead reported that SRPL has set up two full-day classes in February. Cost is \$87 per person per class. Dates are Wednesday, 2/1, for “Dealing with Difficult Patrons” and Thursday, 2/2, for “Resilience in the Face of Stress.” SRPL paid for the classes out of its budget. If other libraries want to participate, what pricing model should we follow and how should spots at the sessions be apportioned? Bankhead will send out more info and a request for a response from individual libraries. Each day's session can accommodate 30 participants.

### **C. Changes in eResource stats for State Library**

McMahon announced that for the current fiscal year, the data collected for the state report will change for some e-resources, e.g. the way that Safari titles are counted.

### **D. Topics and Schedule for Breakout Sessions**

Brenner reported that she is interested in keeping MARINet meetings short but that she would like us to create breakout sessions after the meeting to work on specific topics. Prospective topics include:

- JPA
- Five-year plan
- The MARINet budget
- Working groups
- MARINet branding
- Future of Sinking fund
- How can we leverage MARINet board for collective influence on local budgets (e.g. e-book funding).
- RFID.

The idea would be to go through the list of projects and create small subcommittees that would meet after Board meetings. The subcommittee would then bring ideas to the Board. Chambers suggested compiling a list of topics for the next Board meeting, then discussing them and moving toward group assignments.

#### **E. Other non-action items**

Kenton asked if Board members are planning to attend the State Library's *Library Directors Forum* in Sacramento in November.

### **VI. Standing Items for the agenda**

#### **A. System Administrator's report**

McMahon referred to his written report and asked if there were any questions.

McMahon reported on several other topics:

- Updated LINK+ stats were distributed, showing borrowing and lending levels.
- The question was raised as to whether to put Lynda.com on the MARINet database page. Consensus was yes, to go ahead.
- The question was raised as to whether we should release database pricing in response to a request from a patron from Bel-Tib. The request was for pricing from a specific database. Trenary will try to find Califa pricing for the database.
- MARINet received another letter from the Marin County Civil Grand Jury requesting that additional information be placed on the MARINet website. A response was requested by September 8. Grand Jury letter asked for more specific information about MARINet staff and Board members. Jones suggested linking back to each local library website.
- The new Marin County financial system doesn't work well for special districts. It may be an option for special districts to use a different finance tool like QuickBooks. Jones is going to look into this further and discuss her findings with McMahon.
- MARINet is going ahead with implementing the Sierra 2.4 beta.

#### **B. Correspondence**

Letter from Marin County Civil Grand Jury.

#### **C. Topics for future agenda**

- CENIC
- Breakout sessions
- 25<sup>th</sup> anniversary

### **VII. Announcements**

**SRPL:**Main library and Pickleweed will be closed on 9/16 for staff day.Also interviewing for a new Technical Services Supervisor.

**College of Marin:**Reviewing report that is being submitted for CoM accreditation.Nine public forums regarding bond measure.

**Larkspur:**Library Board and City Council held meeting about new library.Hunt is still underway for a new library director.

**Belvedere-Tiburon:**Annual Blackie's Hay Day coming on 9/24.

**Dominican:** Dominican will be one of schools participating in the virtual presidential debate this fall.A student group from Dominican University will present questions to debate commission.

**MCFL:** Floating Homes tour in Sausalito on 9/24, with some proceeds benefiting the Marin City Library.MCFL all-staff day on 9/23, all branches closed.

**San Anselmo:** New Senior Library Assistant begins on 9/26.Country fair day in San Anselmo is 9/25.

**Mill Valley:** Fall Mill Valley arts festival + Friends book sale on weekend of 9/17.Book bash on 9/30.

**Sausalito:** Fine amnesty in October. Newspaper digitization complete and microfilm/fiche reader/printer is going away.Chili cook-off in Sausalito on 9/24.

- **The Meeting was adjourned at 10:30 a.m.**
- **Minutes submitted by Abbot Chambers**