

MARINet Board Meeting Minutes

June 15, 2017

Board Room—MARINet/MCFL Tech Services
1600 Los Gamos Drive., Suite 180, San Rafael
9:00am-12:00pm

Present: Sara Jones (MCFL), Sarah Houghton (San Rafael), Linda Kenton (Vice Chair, San Anselmo), Dan McMahon (MARINet), Abbot Chambers (Sausalito), Deborah Mazzolini (Bel-Tib), Gary Gorka (Dominican), Jessica Trenary (MARINet)

Linda Kenton called the meeting to order at 9:05 a.m.

I. Public Comment Period

There was no public comment.

II. Introduction of guests

Scott Bauer from MCFL.

III. Approval of minutes May 18, 2017

Passed unanimously, with minor corrections (AC/DM). Gorka and Houghton abstained because they were not in attendance at the May meeting.

IV. Old Business

A. CENIC—progress report

1. Three sites remain to be upgraded to CENIC: Sausalito, San Rafael, Pickleweed. They are last because there have been some concerns about the complexity of the networks.
2. Deadline for turning on all circuits is 6/30/17.
3. Bandwidth usage is currently peaking at 250 Mbps.
4. Wireless complaints are down at individual libraries that have upgraded to CENIC.
5. Help desk contract with Marin IT has been pushed back to a 7/1/17 start date. This saves \$60K from the sinking fund.
6. MARINet staff will come to local libraries in July and August to talk about what to do if the network goes down.

B. RFP for delivery

1. The Board discussed the draft of a Sprint delivery contract. Trenary has added language to give MARINet recourse if there are problems with driver performance. She also added specifics for determining fuel surcharges.
2. Plan is to conduct a survey after Sprint has been active for a couple of months.
3. Last day for Modern Express is June 30, 2017.
4. Trenary will do a ride-along with Sprint to review locations and procedures on June 28.
5. Sprint's first day of delivery will be July 3.

6. Sprint wants to do a 2-year contract at the same price.
7. Motion to move forward with contract (SH/SJ) – approved unanimously.

C. Help desk Contract with Marin IT

1. David Cooper from Marin IT is still reviewing the contract, which will be effective July 1, 2017. The budget is already approved, so McMahon can sign the contract.
2. Cooper is training three people on his staff to be able to address network problems for MARINet.

D. Strategic plans—report back from Task Forces

1. Mazzolini reported that Bel-Tib has developed a topic guide on Senior Resources for their website. The topic guide includes databases, new books added to collection, newsletters, websites etc.
2. Jones and Houghton are working on a third-grade reading initiative. Jones reports that every child in Novato Unified School District now has a library card (7,500 kids).

V. New Business

A. Vice Chair for FY 17-18

1. Kenton will be the chair for FY 17-18. Janice Akel of Larkspur was not in attendance at the meeting, but, per past practices, a new director typically steps in as vice chair in the year after being hired. Kenton will reach out to Akel to discuss this.

B. Budget/Reserve fund for future years

1. The current balance of the sinking fund is \$95,928.30. Best practice, according to the MARINet accountant, is a reserve fund of 3 to 4 months of operating costs, which would be \$300,000 to \$400,000 in the case of MARINet.
2. FY 2018 contribution to sinking fund will be \$69,200.97.
3. McMahon distributed a spreadsheet showing the effect of different future contribution levels on the balance of the sinking fund (5%, 7.5%, 10%).
4. Jones says there are enough uncertainties about the MCFL budget that she is not yet able to commit to a future contribution level. Other libraries report some doubt about tax revenues over the next few years.
5. One big long-term unknown for MARINet is the threat that the State of California will stop subsidizing CENIC for public libraries.
6. The Board's plan is to look at the issue of building up the sinking fund in September, once libraries have more clarity on their budget outlook.

C. MARINet Security Policy (to be used by Library new hires)

1. There are two old MARINet policies – a security policy and a password policy. The question is whether they should be updated, since the last update was 2003. The plan is for McMahon to combine the two docs into a single updated document for the Board to review

at the July 2017 meeting. The new doc will specify a 1-year expiration for passwords. Password security will be a bigger issue with the proliferation of the Sierra web application.

D. California Room interested in MARINet documents

1. Idea would be to send the California Room some of the original documents related to the founding of MARINet.
2. McMahon would keep electronic copies of originals.
3. McMahon will review MARINet files with California Room staff and come back to the MARINet Board with a report and/or proposal in September or October 2017.

E. Other non-action items

1. The MARINet 25th Anniversary Passport promotion was discussed. Approximately 2,500 passports were left over after the promotion ended. The question is whether the passports could be reused in the future as part of an ongoing effort to help people understand MARINet. One idea is that the front page could be glued down to remove the contest information and the passports could continue to be distributed. Staff at libraries would need to be notified that patrons may continue to show up with passports to be stamped.
2. Jones reported that MCFL will be at the Marin County Fair again this year. She is interested in collaborating with other libraries if they would like to participate (e.g. reading at story times). Fair dates are June 30 to July 4.

VI. Standing items for the agenda

A. System administrator's report

1. McMahon discussed the CENIC bandwidth graph, which only shows aggregate bandwidth use. He would like to eventually get numbers for bandwidth usage by individual libraries.
2. Auditor began work on 6/14/17 to close out the FY 2015-16 MARINet finances. The audit next year will likely start earlier in the year. McMahon is happy with the new auditor we are working with.
3. In response to the working groups item of the report, Kenton reported that DRWG had trouble finding a chair for FY 2018. Jones suggested that serving as chair might need to become a rotating responsibility by library.
4. 93% of Cloud Library titles will be moved over to the OverDrive collection. 3,000 titles were new to OverDrive. Jones recommends that we try to get the OverDrive bookmobile to come to Marin to do promotions and local demonstrations. Trenary will reach out to OverDrive about bringing the bookmobile to the Civic Center.
5. UXWG recommends standardizing language across libraries and MARINet for barcode, password, etc. Standardization is mostly done with MARINet site and Bibliocommons, also being worked on at local libraries.

B. Correspondence

Email from Novato Unified School District about bandwidth.

C. Topics for future agenda

1. CENIC
2. Follow-up on Sprint Delivery
3. Strategic Plans
4. MARINet Security Policy
5. Cancel August meeting of MARINet Board?

VII. Announcements

1. **MCFL:** MCFL will be at County Fair. Virtual Reality program is “taking off.”
2. **Sausalito:** City Hall elevator should reopen next week after being offline for 2 months; summer reading program has begun.
3. **San Rafael:** The first weekend in June was a celebration of the 130-year anniversary of library service in San Rafael. City Council approved the release of RFP for architectural studies/pricing for a new downtown location, the expansion of Pickleweed, and a new branch in Terra Linda.
4. **Bel-Tib:** No report.
5. **San Anselmo:** Summer reading program starts today with a petting zoo on the lawn. Friday night there will be a Tunstead Live concert with the Kitka Trio. SA is back to full staff after the return of a staff member from maternity leave.
6. **Dominican:** Not much going on, it’s summer!

Meeting adjourned at 10:40 a.m.

Respectfully submitted by
Abbot Chambers