

Marinet Board Meeting Minutes
July 20, 2017

Board Room– MARINET/MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael

Attending: Sarah Houghton, Abbot Chambers, Scott Bauer (MCFL), Janice Akel, Anji Brenner, Deborah Mazzolini, Jessica Trenary (MARINet)

Not present: Gary Gorka, Linda Kenton, Sara Jones, Sarah Frye, Dan McMahon

I. Public Comment

No public comment.

II. Guests

No Guests in attendance.

III. Approval of Minutes

The June Board Meeting minutes were approved. Motion, Deborah Mazzolini and Sarah Houghton.

IV. Old Business

A. CENIC - Progress report

Follow up work to the installations of CENIC in all MARINet libraries includes cleaning up the equipment rack and ensuring that all connections are working. Project plan, costs and life span planning is in the future. CENIC training is scheduled for all libraries – except Mill Valley. Abbot mentioned that Sausalito was the last set up and things are going well. Sarah Houghton said that patrons are impressed with the wireless. Goal is to hit 100mb on each device. Final contract with Marin IT is finished and just needs to be signed.

B. Delivery contract follow up

Jessica asked staff at the Circulation Working Group meeting about the success of the new delivery company. All replies were the new delivery is going well. The Sprint manager wants feedback on service success. At this time, the manager has been doing the delivery and he will train someone new who will on the route in late August or early September. It was noted that delivery early in the morning is helpful.

C. Confidentiality and security policy revisions

This policy is for staff and both original forms are now combined into one. Sarah Houghton suggests that all library staff read the policy to reacquaint themselves with the procedures.

D. Strategic Plans – Report back from Task Forces

No meetings held.

V. New Business

A. Meeting schedule: routinely forgo August?

A motion was made by Deborah Mazzolini and seconded by Sarah Houghton to cancel the Board meeting in August. All agreed.

B. BiblioCommons new fines payment pages

BiblioCommons sent notice regarding future costs of the fines module. Currently MARINet pays \$4,200 annually and the cost will rise to \$10,000 in 2020 for the fines module. PayPal is always changing the requirements and costs is part of the issue. Recently Connie sent report that showed fines collected for the last six months Jan - June were \$48,000. One of the new features of the BiblioCommon's fine module allows patrons to pay their fines in BiblioCommons and not go through Innovative's classic catalog. Anji Brennar asked how many patrons pay at self-checks. Jessica will look into getting that information. Abbot Chambers suggested and everyone agreed that we go ahead and launch it and look at it again before the price increase.

C. Other non-action items.

No non-action items were brought up.

VI. Standing Items for the Agenda

A. Systems administrator report. Printed copy available. Jessica asked for any questions. DBWG/UXWG are going to meet monthly for a few months. Auditor recommends looking into two types insurance. Houghton asked MARINet to get more information and a quote for the September Board meeting.

B. Correspondence

No correspondence received.

C. Topics for future agenda

Include CENIC update, evaluation of Sprint services at October meeting; Insurance costs. 3M fines payments.

VII. Announcements

Larkspur Library – Library Director Janice Akel reported that circulation stats for this past year were up 3% up. Abbot did some research that hard materials circulation is going down. Jessica presented a chart of circulation statistics and the e-book and e-audio borrowing is going up and may make up the difference.

MCFL - MCFL is Recruiting for a Senior Librarian at South Novato. Also, the head of accounting unit position open.

Mill Valley - Sr. Lib Carol Brancoli is leaving. She's been actively involved in programming and she will be missed. In the Eight books pod cast series, 1,000 downloads so far which is great. A2nd librarian position with a background in digital media is open.

San Rafael - Bay Area discovery museum Try-It-Truck made a stop as a trial run. It is a data site with science activities, a laser-cutter, and a digital printer. Needs a lot of power so if any other library is interested, make sure you have the power before you schedule. Comics fest is coming up and available programs are filling up. Get in touch soon if you are interested in having a program at your Library. Thanks to the Friends of the SR Library for making this possible

Belvedere Tiburon – The Foundation's Executive Director is retiring and candidates for the position are being interviewed.

Sausalito – Abbot announced that Peggy Gill is retiring after 15 years. Abbot has been working on a new websites for the City and the Library.

Meeting adjourned at 9:45am

Respectfully submitted by
Deborah Mazzolini