

# MARINet Board Meeting Minutes

Oct. 19, 2017

Board Room – MARINet/MCFL Tech Services

1600 Los Gamos Dr., Suite 180, San Rafael

9:00 a.m. – 12:00 p.m.

Attendees: Linda Kenton (Chair, San Anselmo), Sarah Frye (College of Marin), Janice Akel (Larkspur), Damon Hill (MCFL), Anji Brenner (Mill Valley), Debbie Mazzolini (Bel-Tib), Henry Bankhead (San Rafael), Abbot Chambers (Sausalito), Jessica Trenary (MARINet), Dan McMahon (MARINet).

Meeting called to order at 9:02 a.m.

- I. Public Comment Period: There were no public comments.
- II. Introduction of Guests: There were no Guests.
- III. Approve September 21, 2017 Minutes: Motion (Brenner/Frye); passed.
- IV. Old Business
  - A. Cenic: We have received the first bandwidth bill from Califa. Otherwise there's not much to report this month. Bandwidth test conducted at Sausalito. There's need for better testing for Wi-Fi. It was noted that the number of users and/or building materials, such as metal and concrete, may impact signal speed. It's likely that only smaller libraries will notice faster Wi-Fi.
  - B. Delivery – Discussion of current issues: The new driver, Dave, will be replaced. Sprint Supervisor/Trainer, Bill, is running the deliveries for now; he will work on hiring and training a new driver. Bill is using a larger truck, which carries more and is tall enough to stand inside, however it's more difficult to maneuver in small parking lots. Bill went above and beyond to make deliveries despite the fires last week; he only missed Monday.

Discussed need for supplies: Flat dollies (\$50-60 by Orbis) and fifty new bins to replace those in bad condition. Circ WG will be tasked with researching whether to continue with current style bins, or update. The current bins fit the Orbis dollies, so that should be taken into consideration. Dan said that he would be able to cover supplies up to \$3-4K.
  - C. Insurance quotes (Cyber, Fraud): Dan received a quote for \$1M in coverage, with an annual cost of \$3-4K and a \$5K or \$10K deductible. This would replace the current \$900K policy; it would provide coverage for fraud, errors, public liability, which the auditor recommended since we do not currently have fraud protection. The policy would not cover cyber issues. Dan will research what coverage we have through the County (specifically on cyber) to prevent duplicate coverage. This is a starting point; stay tuned.

D. Budget and Reserve Fund Scenarios: There will be \$161,074 in the Reserve Fund after ebook costs. This Fund is low due to the upfront costs of CENIC; Dan would prefer to have \$300-400K. MARINet is covered for natural disasters, however other potential catastrophic costs could include: Issues with MARINet servers (CENIC servers are covered, but if they fail MARINet is responsible for 100% of bandwidth), or a member library leaving. Dan estimates that we should plan on \$400-600 to replace all CENIC equipment in the next 6-7 years. The draft budget looks 4.5% higher. The Board agreed to look at a plan to increase the Reserve Fund by 10% over 3 years. Dan will run numbers and the Board will have until March to discuss/finalize Reserve Contributions.

V. New Business: No new business.

VI. Other non-action items: No non-action items.

VII. Standing Items for the agenda

A. System Administrator's report

Bibliocommons: Issues with upgrades. Outage messages are not very visible. Support has improved and is now available 24/7 with centers in Ireland and India. The goal is to reduce outages and have upgrades complete before 9:00 a.m. Jessica will meet with Bibliocommons reps at Internet Librarian to discuss upgrades.

Expiring cards/notices: Dan asked circ to send expiration notices daily instead of monthly; this can be automated to happen every day, resulting in a few notices daily, rather than a large batch each month. Discussed replacing print notices with auto-renewal or text messages. Currently, 93% of patrons use email, but 23,000 patrons do not have email accounts. Noted that those without email typically visit the library daily. Each notice costs \$1.00-1.50. The overall cost is per year is \$7k for postage, \$1.5-2k for paper, and 2-3 hours per week staff time. Current notices sent: Expiring cards, holds arrived, holds cancelled, bills. Decided to eliminate hold notice by mail in Sierra, first giving 6-months' notice. Will include print notices as discussion topic on future agenda, including strategies to get more patrons to switch to email (explaining that it helps reduce MARINet's costs, etc.).

Overdrive purchasing: Cost is significant. Currently buying best-sellers every 2-weeks. Circulation is going up (e-audio, holds, etc.), and Overdrive is improving patron-driven recommendations, based on patrons searching for titles we don't currently have. Jessica can adjust settings to help with spending/budgeting.

Working groups: Have been discussing the four questions in preparation for next month's Board meeting. Each group will have 5-10-minutes to present starting at 10:00 a.m. and they will be asked to stay for other groups' presentations.

B. Correspondence: No correspondence.

C. Topics for future agenda: CENIC; insurance; print notices; working groups.

VIII. Announcements:

Sausalito: Interviewing this Friday for LA 2 position. Highway 101 fire near Sausalito fire was Scary, but no harm.

San Rafael: Coordinated with the County to do story time at the evacuation shelter last week, which; featured in the IJ. Sarah attended the foundation's annual meeting last week; Hayward Dir. of Library and Communication services spoke about working with Noll & Tam to open new, 3-story Library. SRPL is soon to issue library cards to all K-12 students. Upcoming \$25K grant through Buck Family Foundation will provide immigration paperwork pathway.

Bel-Tib: Foundation director retired; part-time replacement has been hired, although there are still significant planning and organizing responsibilities. No news on Girls Who Code lawsuit, however Bel-Tib won three awards through the Girls Who Code Program.

Mill Valley: Shane Curtin took job at San Jose public leaving 3 full-time vacancies. Mill Valley is part of a pilot project building a community virtual history in partnership with developer Ted Barnett. They are working on a Mill Valley Building History in 3D grant with teen interns.

MCFL: New Education Initiatives Coordinator Amy Sonnie started last Monday, working with maker-space and new media. Diana Lopez is serving as an Education Initiatives Coordinator with Marin City. Thomas Felton, Director of the Cleveland Public Library and 2016-2017 President of the Public Library Association (PLA) spoke the recent All-Staff Day. MCFL has many staff vacancies.

Larkspur: Significant time has been devoted to advocacy and planning for a new Library. The Friends of the Library Board has all new members who are supportive and engaged. New members on The Foundation are also supportive and engaged. The City agreed to provide funding to renovate the Children's Room. When that did not come through, the Friends Board stepped up to fund the project as well as a Children's presenter three mornings per week. They have received positive feedback on continued outreach with Tamalpais Retirement Center, including weekly book runs and Ted Talks screenings; will begin bi-weekly tech sessions.

COM: Submitted IR&D Grant Proposal for funds to visit other community college libraries to help with planning for new building. Last week was Midterms, and the College was closed on Friday due to poor air quality. Upcoming events open to the public: Censored 2018: Press Freedoms in a Post-Truth Society (Oct. 24), Nostos Literary Journal Readings (Nov. 7), and *Bob Marley and the Wailers: The Ultimate Illustrated History* Book Discussion (Nov. 17).

San Anselmo: Local candidate advocating for new Library has not spoken to Linda. Linda has been compiling statistics for State Report and Library Board.

Meeting adjourned at 10:57 a.m.

Minutes taken by Sarah Frye.