

MARINet Board Meeting Minutes

November 16, 2017

Present: Dan McMahon (MARINet), Jessica Trenary (MARINet), Jacki Dunn (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), Anji Brenner (Mill Valley), Sarah Frye (College of Marin)

Absent: none

I. Public Comment Period: none

II. Introduction of guests: Alicia Bell, Children's Librarian at Belvedere-Tiburon Library

III. Approval of minutes from October 19, 2017: Minutes were approved unanimously on a motion by Dunn and a second by Brenner, with Gorka, Houghton, and Jones abstaining as they were not at the meeting.

IV. Old Business

- A. CENIC progress report** – MARINet has received the first bill to pay for approximately \$69,000 for three months of service.
- B. Insurance quotes** – Dan will be speaking with other JPAs to see how they handle employee mistake or malfeasance insurance.

V. New Business

- A. School Library Card projects and coding** – MARINet staff helped San Rafael Public Library with a project to get all elementary school students library cards using the patron loader. Dan estimates approximately 10 hours of work for 4,500 cards. SRPL staff is currently working to remove the duplicates. There is no patron guardian data in the records. Sara Jones suggested we may want to explore adding a patron type for K-12 students (to be discussed at a later date).
- B. Reports from Working Groups**
 - a. User Experience Working Group** – The UXWG's mission is to examine the various user-to-service interfaces and make recommendations to MARINet on how to improve them. The group has many ideas they need to prioritize, such as: developing a traditional UX approach to examining patron experiences, identify patron roadblocks, develop FAQ pages, conduct a communication audit to move from print toward online notifications, examine the frustration point of different jurisdictions and home libraries, standardize digital format records, revisit restrictions on adding individually held materials only available

to a particular library's residents, and look at a replacement or update for Thurston. The group would like to increase its meeting frequency from quarterly to bimonthly and continue to meet in person.

- b. **Children's Services Working Group** –This group meets bimonthly except during the summer. Their mission is to share ideas about children's services and network with other local children's librarians. The County's teen services meeting is at the same time as this group's which causes some lack of attendance. The group is getting a representative on the Digital Resources Working Group. The group would be interesting in having a more direct say in the MARINet digital resource budget. The proposal was they would make the recommendation of what to do with the \$20,000 savings from Brainfuse. The group wonders if there needs to be an additional teen services group. The group feels meeting in person is important.
- c. **Digital Resources Working Group** – The group's mission is to manage the content and budget for shared digital resources and act as liaisons with local staff on digital resources. Some in the group feel they do not have enough decision making power as the Board can over-ride their recommendation. Some feel otherwise. Communication within the group has been problematic due to a lack of response to emails and meandering conversations at meetings. This group feels it should collaborate more with the UXWG. Group members wonder how much of their job is acting as tech support for digital resources within their libraries. Closer communication needs to exist between the DRWG and the Board, including the Board giving the DRWG more direction. The group meets monthly and in-person meetings are important though meeting documents could be sent out in advance.
- d. **Circulation Working Group** – The group's mission is to share information, solve problems, and foster best practices in circulation services across the consortium. The group works cooperatively and is consistently active. The meetings are usually fully attended and they get through the agenda. The focus has been on public libraries and the group would like to be more inclusive of the two academic library members. Meeting in person is important. Many of the issues cross over to the other library departments. The group plans to continue to revise and revisit the MARINet manual consistently.
- e. **Bibliographic Standards Working Group** –The group meets quarterly and though they do not have a written mission they feel that their mission is to understand and maintain bibliographic standards and create consistency for easy access to the catalog. The group's meetings have good attendance and are productive. One challenge is keeping on top of developments in the cataloging world and a lack of training for new staff in particular in technical services in the libraries. The group

uses the listserv extensively to share information and help each other. Some issues linger on the agenda due to lack of follow through and an effort will be made to assign issues/tasks to specific people for follow-up at later meetings. In person meetings are preferred. This group wants to coordinate more with the other working groups.

- C. **Other non-action items:** The Bibliographic Standards Working Group sent a letter to the Board chair asking for the Board to revisit the 5:1 hold ratio without a recommendation. The Board's retreat will be held in January on our usual meeting date (January 18), agenda to be determined.

VI. Standing Items for the agenda

- A. **System Administrator's report:** CENIC data use has peaked at 350 MBps this last month, or 3.5 percent of our available total. Dan, Jessica and Elisa held trainings in November for Create Lists 2, Decision Center for Circ and Admin, and two BiblioCommons trainings. MARINet upgraded Sierra to version 3.2. Now, about every five to six days our catalog logins (both Classic and Bibliocommons) stop working entirely. MARINet is moving ahead to upgrade to Sierra 3.3 soon, though there's no guarantee that it will fix this issue. Dan and Jessica attended the Internet Librarian Conference in October. The delivery is back to regular schedule now that the wildfires have been put out. Elisa attended the California Library Association Conference in early November.
- B. **Correspondence:** none
- C. **Topics for future agenda:** CENIC update, insurance quotes, retreat agenda development (Sara Jones suggested Cindy Chadwick might be a good speaker to bring in), 2018/2019 budget draft, 5:1 holds ratio, disposal of discarded items, working group presentations

VII. Announcements:

- a. **Sausalito:** Offers are out to a full time Library Assistant. The 3D printer they received through the state grant is up and running.
- b. **College of Marin:** Offering extended hours 12/4-12/9. Hiring a Library Technician to begin work in January. Parking lot 5's capacity has been greatly reduced and Library staff are working with the College to get some spots back for library use.
- c. **Larkspur:** The Friends of the Library annual Book Tea fundraiser is coming up. The Library is still looking for storytime substitutes.
- d. **Belvedere-Tiburon:** The Petrocelli luncheon went well with over 200 people in attendance. Employee Heather Powell has taken a position with the Marin History Museum.
- e. **Marin County:** There are administrative and other vacancies the staff is working to fill.

- f. **San Rafael:** The Library received 2 3D printers through the state grant and are training staff. The City will be working with Noll and Tam Architects on the next phase of the library facilities project. The Library has received \$1.5 million from two large donations in the last two months.
- g. **Dominican:** Finals are approaching. A Senior Librarian is retiring and the Library will recruit in the Spring.
- h. **Mill Valley:** The Library has 3 vacancies. The Building History in 3D program is wrapping up with 26 teens completing internships for the project.
- i. **San Anselmo:** San Anselmo received a 3D printer through the state grant. The Library is closing at 5 p.m. on the Wednesday before Thanksgiving. The Library is looking to hire more extra hire Library Assistants.

Meeting adjourned at 11:49

Minutes taken by Sarah Houghton