

**MARINet Board Meeting**  
Minutes April 16, 2020  
MCFL Tech Services 1600  
Los Gamos Dr., Suite 180, San Rafael CA  
*Meeting was conducted via Zoom.*

Present: Joey Della Santina (Bel/Tib), Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Sara Jones (MCFL), Linda Kent(San Anselmo), Franklin Escobedo (Larkspur), Henry Bankhead (San Rafael), and Gary (Dominican). MARINet staff: Dan McMahon and Jessica Trenary.

Absent: Sara Frye (College of Marin)

Guest: none

*A. Chambers called the meeting to order at 9:05 a.m., on Thursday, April 16, 2020.*

- I. Public Comment Period: An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.

*No public comment.*

- II. Introduction of guests : *no guest present*
- III. Approval of minutes March 16 and March 19, 2020

**Motion I: The MARINet Board moved to approve the minutes from March 16 & March 19, 2020 meetings. S. Jones moved. L. Kent seconded. Motion passed.**

- IV. New Business – Covid 19
  - A. Library Updates (all)
    - i. Staffing and services
    - ii. Community needs
    - iii. Short-term budget impacts
    - iv. New uses of technology (Zoom, etc.)

*Directors shared the current state of each library, staffing levels, outreach efforts, budget concern, and plans for reopening when the shelter in place orders is lifted.*

- B. Updates on logistics of due dates, overdue fines, e-cards etc.

*D. McMahon and J. Trenary reported to the board on the updates of Due Dates for material has been pushed to May 15, holds have been pushed out to June 1<sup>st</sup>. There is an*

*issue with the platform for issuing online cards, juvenile cards are not allowed, so staff has been entering them manually.*

C. Stats updates on digital collections

*J. Trenary reported that the usage of the Children's and Young Adult Collections have increased as well as the usage for RB Digital.*

D. Opportunities for collaboration

*D. McMahon reported that many of the working groups had postponed meetings. The Directors were encouraging that the groups continue to work virtually, especially the circ working group to prepare for reopening.*

E. Scenarios for reopening, including materials quarantine/decontamination

*The directors shared ideas for reopening and dealing with returned material.*

V. New Business – other

A. Delivery contract

*The Board discussed the current state of the delivery contract and future plans.*

**Motion II: The Board of directors approved the payment for delivery for May; MARINet staff would negotiate a price. S. Jones motioned. A. Brenner seconded. Motion passed.**

B. Paying MARINet Bills During Shelter-at-Home

*D. McMahon shared the progress on e-signing documents and will be moving forward with the software.*

C. Overdrive Hold and Checkout Limits: Proposal from DRWG

*J. Della Santina shared with the DRWG proposal for increasing the check out and hold limits for Overdrive.*

**Motion III: The Board of Directors direct the MARINet staff to increase the check out and hold limits to 25 as proposed by the DRWG. J. Della Santina moved. S. Jones seconded. Motion passed.**

D. Budget 2020/21 and Preparing for Economic Downturn

*The directors discussed the potential impacts of the economic down turn. An Ad Hoc committee will be formed to review the MARINet budget. Committee will be comprised of D. McMahon, S. Jones, H. Bankhead, and F. Escobedo.*

VI. Standing Items for the agenda

A. System Administrator's report

*Dan McMahon updated the board on ongoing process of updating the MARINet firewall.*

B. Topics for future agenda

*Proposed topics for the next meeting MARINet Budget Update, COVID-19 Updates, and plans for reopening.*

VII. Non-Action Items

*No discussion.*

VIII. Announcements

*A. Chambers adjourned the meeting on Thursday, April 16, 2020 at 11:24 a.m.*

*Minutes submitted by F. Escobedo, Thursday, April 16, 2020*