

**Minutes of Marinnet Board Meeting  
Nov. 19, 2020**

Present: Linda Kenton (SAN), Abbot Chambers (SAU), Sara Jones (MCFL), Henry Bankhead (SRPL), Gary Gorka (DOM), Debbie Mazzolini (BET) Sarah Frye (COM), Franklin Escobedo (LRK), Susan Andrade- (SRPL), Anji Brenner (MVY), Dan McMahon and Jessica Trenary (MARINet)

Guests: Bill Hale

Public comment: Bill Hale requested that librarians purchase more hard copy audio books instead of Overdrive, due to not being able to download onto older devices. (Overdrive discontinued support for TLS 1.0 and 1.1 this year.) He uses an iPod Nano, which is no longer viable. He also raised a concern about the retention of last checkout information in Overdrive, and will check to see if this is really an issue and get back to us.

Minutes for Sept. and Oct. Meetings: approved for both months.

Old business:

1. OrangeBoy and Savannah: Dan described technical details of data upload to OrangeBoy, and how it's limited to participating libraries' collections and patrons. Henry described the OrangeBoy offer and discount, if more libraries participate it's cheaper. SR city has a GIS expert who is very excited about mapping the data. Cost for a MARINet account would be \$10k yearly, and it's not thought to be necessary at this time.

Is there data on effect of the product? MCFL says they can see if people have followed a link in the emails they send, or if use of a new product increases. When MCFL went fine free, they tracked new use of cards and it did increase. Board members can look at MCFL's dashboard, they have long term data. SRPL sees it as replacing Mail Chimp. SRPL hasn't been trained yet, if anyone wants to do the training with them it's OK. Some libraries have existing newsletters (BET SAU MVY SRPL). There is value in emailing people with new cards, something we can't currently do. Nuanced email, campaigns, data driven. If interested reach out to Dan or Henry or Sara. The current offer is for a 3 year commitment at this discount level.

2. RFID: County money is still possible, MCFL is also putting in \$500k to buy tags now. We will engage Lori Ayre as our first step, to ensure buying the right tags. Some tags would be sent to pre-processing vendors. For sorting systems, we would need an RFP due to the amount of money involved.

Proposal made to have MCFL buy vendor agnostic tags to start. Apply them without programming at first. Until we select a vendor for sorting machinery, we can't set tags live, but once we do, then we rent equipment to program them with the barcodes. BET will be boxing up half of their collection for construction, can they be tagged while they're boxing? January is likely possible. We will need advice about how to position them on items. Public comment: Make sure the consultant has appropriate insurance.

Action item: motion that MARINet Board accept the generous contribution from MCFL to cover the cost of the tags to begin project, for both books and discs. Passed unanimously.

Next step is that Dan will confirm agnostic nature of tags with Lori, then get a bid for engaging her for this process. Motion: Dan will have a discussion with Lori and ask her for a proposal to guide MARINet in the implementation of RFID. Passed unanimously.

The 3 training sessions for CWG went well, Jamie Poirier helped massively. MARINet can offer future sessions on same or other topics.

3. Retreat Planning: Tentatively scheduled for January meeting time. Sara Jones will contact Greg Lucas about 10 am on 1/21 Thursday.
  - a. How individual libraries might bring things to the board for consideration.
  - b. Universal borrowing (with Greg) including equity discussions
  - c. A discussion of lunch for the retreat, how to do this, deliver from same or everyone brings a food item? Recent MCFL staff day did delivery lunches to onsite locations where staff were gathered.
  
4. Bookdrops: For the current NOV library construction project, MCFL is installing a bookdrop that will be there until March or April. This can be used later as one of our bookdrops. The current plan is for 2 bookdrops, on Lucas Valley Rd. and at Crossroads Shopping Center. Bookdrops have a 6 week production delay. MARINet will check with Sprint on cost for delivery drivers to pickup from drops. We should have signage pointing to bookdrops.

Motion: give MARINet permission to buy one? We need to determine locations first. Motion then would be put back on front burner. Motion enable Dan to move project forward by pursuing placement of the 2 book drops. Get a quote, bring back to board before approving final number. Passed unanimously. Related to this topic, MVY wants the delivery company to pick up from the Community Center bookdrop.

5. Reopening Plans:
  - San Anselmo has pulled back on reopening, as they are down 3 FT staff people.
  - SRPL opened Mall Northgate for in person browsing 3 days a week. (MCFL is staffing it.) Capacity is 10 patrons at 25% level. They get 15 minutes per visit, using a “marble system.” There is a selfcheck machine, plus staff at the desk if needed. Collection is beautiful as it’s cherry picked from all SRPL and MCFL locations. If the mall has to shut down the library shuts down too. Next week it’s closed, due to Thanksgiving, but it will open the following week if conditions permit.
  - MVY started Wi-Fi in the garden, to an enthusiastic response. There are 6 new tables in the friend’s garden. They will delay till mid Jan. on any other reopening. Patrons bring their own equipment to use Wi-Fi, but there are also six Chromebooks to checkout with Wi-Fi hotspots. They are using Envisionware to schedule these items.
  - MCFL continues with computers available, scheduled using Jot Form.
  - SAU looking at January, 2 weeks after the holidays, see how it is.
  - BET has phone lines to help people with tech problems.
  - DUC is planning a semester ahead of time, no changes in Spring semester, not open to public, but only to a limited number of students. Everything is virtual at this point, normal ops look like fall at the earliest.
  - Similar for COM, maybe Summer, more likely Fall for normal operations.

## New Business:

1. DRWG recommendation for Ebsco funds freed up, includes Wall St journal and NewsBank subscriptions. Proquest Newsstand could be discontinued later if this works well. Schools included in access? No. We could create public cards to correspond with school cards as needed. Demand? Yes WSJ is highest demand (80%) in Proquest Newsstand, we can measure it and the new subscription is month to month. NewsBank is better version of newspaper access. Question, are we putting enough money into Overdrive? Right now DRWG is proposing \$21k of the Ebsco money for Overdrive, and we have another \$35k in grant money from NorthNet. Will ask for more if needed at end of fiscal. Motion to accept DRWG recommendation, passed unanimously.

2. Shared collection Development Task Force  
There are many inefficiencies in physical materials purchasing, duplication, etc. Abbot proposes creation of a task force to take a look at the level of all libraries, what are we purchasing, where is the money going, are there ways to be more efficient? Looking at the data with a deep dive, what publishers are most cost effective? Can we collectively do better? What is the ROI?

Currently, most circulation is from items placed on hold, about 80-85% of checkouts. Will this continue? In that case it doesn't matter where something lives. Libraries could use a list of what other libraries are buying. Jessica shared information on the Overdrive experience, this is similar. Is it making us one system? Or just getting some inefficiencies dealt with. Would leasing across the whole organization work? Should children's librarians be on the Task Force? Recommendation made that we start with focus on adult titles first.

Lots of discussion, to what extent will patron behavior patterns return to pre-Covid ones? Motion to establish a task force to look at collection development, the CDTF. Dan will solicit membership and set up email list. Passed unanimously.

3. Table equity as Sara Jones had to leave the meeting early.
4. Budget resolutions, 2 procedural, 2 involving reallocating funds. All four resolutions approved, will circulate for signature.
  - a. Set Marin County as our fiscal agent for FY 2020-21
  - b. Move the reserve fund contribution for this year to the reserve fund
  - c. Use the \$35k grant from NorthNet for Overdrive (requires fund transfer)
  - d. Use \$20k of prior year balance to help pay LinkPlus subscription, as planned in the budget. (requires fund transfer)

## Standing Items:

1. Systems Report, we are currently working on MCFL zoom/phone issues, let us know if you're having connection issues.

Topics for next meeting:

- Bookdrop
- RFID
- Retreat
- Delivery: how is delivery service doing? Are there other solutions given escalating costs and staff issues?
- Reopening plans
- CDTF

Non-action items:

- Setting up simply-e
- Holiday closures?
  - SRPL closed all week for Thanksgiving, 2 weeks at Christmas/New Years (furloughs)
  - SAN open except Thursday and Friday, closed Weds. 12/23 to New Years Day. (furloughs)
  - MVY will have early closures on Christmas Eve and New Year's Eve
  - BET same as MVY, more closures in January for move

Meeting adjourned at 11:49 a.m.

Minutes taken by Dan McMahon, MARINet