

MARINet Board Meeting Minutes

March 18, 2021 – Online Meeting

Meeting convened at 9:05 a.m.

Present: Linda Kenton (SAN), Chantel Walker (MCFL), Raemona Little-Taylor (MCFL), Abbot Chambers (SAU), Henry Bankhead (SRPL), Joey DellaSantina (BET), Anji Brenner (MVY), Gary Gorka (DUC), Sarah Frye (COM), Franklin Escobedo (LRK), Jill Harris (SRPL guest), Jessica Trenary (MARINet), Dan McMahon (MARINet).

Called to order at 9:03 a.m. by Chair Linda Kenton.

1. Public Comment: none
2. Guests: none
3. Approval of Feb. 18, 2021 minutes: approved
4. Old Business
 - a. RFID project: Dan reports that the \$500,000 has been transferred from MCFL to MARINet, and needs to be moved to specific accounts to start the project. The RFQ will go out soon, to 5 vendors recommended by Lori, and the Board should consider the presentations. If we can get down to just two or three contenders, they could do a presentation for a special board meeting if needed.
 - b. CDTF report: Jessica distributed the report on collection development policies, from the last CDTF meeting. It's good to see what every library is doing, all on one page, and to see who is interested in new practices. The next step is to split the CDTF into smaller groups and investigate issues such as high hold items, preprocessing and leasing. Leasing bestsellers centrally sounds like a promising idea.

The filling of holds is a major sub-topic for this group, and the question is how long does a high hold item spend in transit, or waiting on the hold shelves? DC suggests it's about 40% of the time. This is not a new issue but the pandemic and quarantine are making these non-checkout times a little longer. Should the group consider Collection HQ? There are easier things to do first, like weeding. Finally, while we don't want to warehouse items that are just not in demand, libraries should be aware when looking at items if they're the last copy in the system. What leads to a more diverse collection?

- c. Reopening plans: Anji report from the task force meeting. It is important for member libraries to share changes in services as reopening approaches. Libraries should be sharing what technology they're using, perhaps in a shared document. A regional approach was discussed, as if one library reopens, does it put pressure on other libraries to do so? It was concluded that we won't have a real unified message on reopening, due to different jurisdictions, staff, funding etc. "We are all in this together, and yet separately." What specific plans do people have?
 - i. San Anselmo is aiming for the week of April 12, probably Weds., 4/14. They feel ready to reopen.
 - ii. Fairfax is the most likely MCFL site to reopen first, and construction projects will delay or complicate Novato and Corte Madera reopenings.
 - iii. Mill Valley will wait until everyone on staff is vaccinated, it's just too important for staff morale.

- iv. San Rafael Public Library has a phased reopening plan, with Northgate for browsing, and Pickleweed for public computing as the first steps.
- v. Dominican is planning to open 100% for the Fall semester, and will have all items available to MARINet on Aug. 15.
- vi. Sausalito will continue curbside service until they can reopen on a normal basis.
- vii. Larkspur will try a hybrid service model, some days curbside and some open to limited browsing.
- viii. Most COM staff are vaccinated. They are planning a soft opening during Summer, not sure yet of Fall plans. Classes may still start online. Laptops and Wi Fi hotspots will be checked out through the library.
- ix. Bel Tib plans on opening in some capacity, small scale due to the construction. They are thinking of best sellers only, in the current or the new Founders' Room.

A general press release was proposed, but by the time the Board next meets in April, some libraries might be open already.

- d. Quarantine of returned items: Almost everyone is at 24 hours now.

5. New Business

- a. CENIC renewal for 5 years: This was sooner than expected, probably as our first year of CENIC was in what they call "year 2." They've offered a renewal for 7/1/21 to 6/30/26, with bandwidth reducing about 30% in price. We are looking at adding a connection for the Northgate Library at the Mall, it seems enough of a long term commitment at this point. Motion to renew CENIC for 5 years for all current libraries, passed unanimously. We'll look at specific Northgate costs when those are available, but there is a consensus that this is a good idea to pursue.
- b. Delivery RFP and Bookdrops: Emptying the proposed bookdrops is being added to the Delivery RFP. The new contract should be in effect by July 1. We'll seek to get itemized costs for some of the options, including 5 day versus 6 day delivery. A general discussion covered the philosophy, do we want to focus on keeping costs down or providing the highest level of services? Libraries want services generally, though with adequate cost containment. Some parts of the potential expense for delivery such as requiring a living wage would make the overall service more stable. The Delivery group will evaluate the bids using the same metrics as last time. It was asked what it would cost if we did this service with our own employees and vehicles, and while it's assumed that this would be costly, we should at least look at figures for it. MCFL is bidding their delivery at the same time, so MARINet is working with them on the dual RFPs.

6. Standing items

- a. Equity discussion: Joey of Bel Tib led the discussion, about the Library Journal article on anti-racism programming. MARINet libraries are seeing that this kind of programming could be shared among our libraries, as either cross promotion or fully shared events, like One Book One Marin used to be. The Teen Services Working Group did a shared program in 2020 and it was successful. Should we set up a listserv for this purpose, a task force or working group that could look into shared programming? Chantel, Henry and Franklin are volunteering to be part of this group, Chantel will chair to start, so send the names of any staff people you want to participate to her.

b. System administrator's report: Not covered in the report:

- i. The Circ Working Group is recommending a noticing plan for patrons on overdues and bills, and raising the patron block limit from \$10 to \$100, and removing the billed item block to facilitate online renewals. The noticing plan is:
 1. A "nice" notice sent first to everyone with items due in 2020 that are still out (approx., 5,300 patrons.)
 2. Two weeks after that goes out, resume running overdue notices normally.
 3. Two weeks after that, start running bills again normally.

The board voted and approved raising the block limit to \$100, until June 30, 2021. There is agreement that nobody is charging any fines until after that date. The eventual level after that will be considered at a later meeting. The board also approved removing the \$16k in overdue-renewal fines, which should not have been created under current policies. (Libraries will waive overdue renewals now, but online patrons don't have that option.)

- ii. BiblioCommons is adding a self checkout option to their app. They're also making the online card easier to have a scannable barcode.

c. Topics for future Agenda

RFID project
CDTF
Reopening plan report with unified messaging
Delivery RFP
Equity discussion by COM

7. Announcements:

- Larkspur is hiring new librarian and a library aide.
- San Rafael PL also hiring LA's.

The meeting was adjourned at 11:39 a.m.

Minutes approved by MARINet Board 4/15/2021

Written by Dan McMahon, MARINet Systems Administrator