

MARINet Board Meeting – Minutes April 15, 2021

Present: Linda Kenton SAN, Henry Bankhead SRPL, Francisco Escobedo LRK, Chantel Walker MCFL, Abbot Chambers SAU, Anji Brenner MVY, Gary Gorka DUC, Jessica Trenary MNET, Dan McMahon MNET, Debbie Mazzolini BET, Raemona Little-Taylor MCFL, Sarah Frye COM, Susan Andrade-Wax SRPL
Guests: Bill Hale

Called to order at 9:02 a.m.

Public Comment: no comment

Minutes of March 18, 2021 meeting approved

Old Business

1. RFID update: The RFQ went out to 5 vendors on 3/31, a sixth has asked to be included as well. Proposals should come in next month, we haven't set a timeline for working with these yet. We're focusing on tags and pads, and programming the tags (with barocdes) as a first step, so looking at AMH is a second phase. The MCFL \$500k to start the project is in our accounts, ready to use. (If not used by July 1, we'll write a resolution to recapture it for the same accounts immediately and continue uninterrupted.) At some point the project will need more funds, and we are shepherding our reserves for this purpose.

The board would like to centralize our look at AMH/sorting equipment, in the interest of better prices and some hardware standardization. SRPL is interested in a sorter, as well as MCFL TEC, and NOV or FAI if they fit. Many libraries would like checkin book drops, it all depends on how much space they take up. Directors need more info on the possible products available, such as checkin shelves, vending machines, other 24 hr. options. We'll ask Lori to do a presentation for the board on hardware on this topic, and we'll have another RFQ at some point for hardware purchases, at least for TECs sorter. A question came up, what's the accuracy of RFID tags/pads in the circ workflow? Is it equivalent to optical barcode systems?

We have local staff who've worked with RFID who could help here. (Katrina, Raemona and Jamie are suggested.) We should also seek out info on RFID hardware ideas at coming conferences, if and when they resume. There is a consensus here that we can add some very exciting technologies the public will love.

2. Collection Development Task Force: The CDTF will meet on Apr. 19th. It's time to create the sub groups to work on the feasibility of specific projects.
3. Reopening plans: For every library, reopening is moving forward. Every library has different days, different plans and directions, and different timing it is acknowledged. The Reopening Working Group report from Anji highlighted, it's hard to find language everyone can agree on. Mask and social distancing remain in policy, everyone agrees. Adrian Rodriquez of the Marin IJ is setting up an article on libraries reopening. The most accurate info on hours and plans will be on the library websites. Quarantining is done everywhere as of now. Dan needs to add links to the County statement. Linda as chair will send the statement to Adrian. Around the table:

- a. LRK will be open Tuesday and Thursday starting May 6. They have a system for appointments. The library will be like a little bookstore, with only 2 chairs for ADA. You'll have to read the newspaper outside on the porch.
- b. SAU is starting with Thursdays, 10 to 2, replacing that day's curbside. They're figuring out which entrance to City Hall to use. There's no access to the rest of the building, but there is bathroom access) There will be 3 public PCs for 20/30 min blocks. Patrons won't need reservations for library entry, it's a big space, but staff will address that if they have to.
- c. COM is not going to reopen until Summer Session, , not gonna open till summer session around June 15. Hours will be Mon. to Thurs., 10 am to 2 pm, with appointments for students 1 hour blocks. The priority will be for students, but community members can get access on a drop-in basis. Summer will inform how to go ahead in fall. The College is checking out hot spots and laptops, now fully in the library.
- d. BET is moving into the newly built space, while the old library gets updated. The 2nd week of May they should be able to let some public in.
- e. DUC has card swipes on front door, admitting only students, staff and faculty. This will continue through summer with no public access. Aug 16 the Library will fully open.
- f. MVY will start the week of May 3, with Mon., Weds., and Fri. browsing and tech center use. Curbside service continues.
- g. At SRPL, the Northgate Mall will open 3 days a week for four hours a day, Thu., Fri. and Sat. noon to 4 pm. The same times will see the PWD computer lab available. The second phase in May is for browsing at Downtown SRF and PWD for 45 minutes.
- h. SAN will have a limited reopening, next Weds. Is the first day, one day a week from 10 am to 4 pm, a half hour time per users. They'll put stickers on people with their exit time. Furniture cushions and puzzles are all moved. The public will enter through the elevator, and exit from the front door. The library is currently short 2 fulltime staff people, and they need volunteers as greeters.
- i. MCFL has 6 branches opening next week. Fairfax will be open Weds., and West Marin and Novato will open, all with different hours. In West Marin, it'll be all services in all open hour. Fairfax will have a day for browsing and PCs, with the whole collection available, only letting 20 people in at a time. (Allowing for families.) Novato will have only limited browsing in the front area (Marketplace) with best sellers DVDs etc. Also, there is browsing in the community room. Second wave of openings is the week of May 3, with CCE, SNO and MCI. CMA construction just means they wait longer to reopen. Initially every branch starts with a single day except West Marin.
- j. The Board gives a shout out to Raemona, who got the county to permit vaccinations for library staff in Phase 2, and who also got the County Health Officer to OK end of quarantine!
- k. Everyone is looking forward to a new normal, better than it was before. Guest Bill Hale says the public should see these meetings, how well everyone works to serve their communities.

4. Delivery RFP:

This is similar to the one done several years ago, though adding the County's living wage language. The contract adds 3 bookdrops. One big issue for libraries is where the drop boxes

will be dropped, we were planning on it being the next stop on route. The RFP asks for quotes for both a 5 and a 6 day schedule. Jessica is ready to issue the RFP tomorrow. Replies will be due by May 31. The RFID Group meets first week of June, then makes recommendation to board on 6/17 for the final say. Vendors will be notified on 6/18.

Staff looked at the costs if we did the delivery ourselves. It would work best if the County also did internal delivery, hence 2 drivers for coverage when one is out. We don't know Workman's Comp costs now, those were the reason MCFL dropped in-house delivery in 1998. Would we need 2 vans or 1 van? 2 drivers though, for 2 routes. Is there any synergy with other county ops? Not really, Marin County doesn't have a job description even for "driver" or "delivery." (Bookmobile Mobile Assistant is the closest library position.) Right now this seems it would cost more than outsourcing. What we need after the current contract period may shift in coming years. If we think in coming years that we need to consider this as an option, we can start the run up with HR and class and comp for delivery drivers.

It was raised that as important as cost issues are, the quality of the delivery very much matters as it's a big part of the high level of service that libraries currently provide; patrons are used to fast motion of books, and we can't endanger that. What level of granularity is there for services? We don't want to see prices balloon. Larkspur is hoping for a fifth day of delivery as we go to 6 days overall.

5. **Bookdrop update:** San Rafael's DPW is ready to install the bookdrop on Lucas Valley Rd., and Sprint is ready to start picking it up. For the Tam Junction bookdrop, Dan is trying to find out who owns it, to ask for permission. Suggestions are that he contact County Public Works, or the County's Real estate specialist. Dan will bring a resolution to next meeting for purchasing the Tam valley box, up to \$9000.

New business:

1. WiFi and community projects: Can we share bandwidth with Midas for community projects? The FCC will make a ruling on this in May, possibly allowing us to do so. Two existing projects, the Canal and Marin City, could use our help. Other locations are considering WiFi installations, such as Novato and Mill Valley. They could use Cenic bandwidth to start these projects. Nobody has met yet with Digital Marin. Any assistance we can give to MIDAS is good, they are staffed to build and install networks, but can't get the bandwidth quantity and quality that we do. This would immediately save IST from having to add a new line to the Boro Community Center. Filtering should not be part of our bandwidth, group agrees.
2. No non-action items.

Standing items:

- A. Equity Discussion: The group discussed their reactions to the videos and questionnaire sent by Sarah Frye. The general sense is frustration that nothing seems to have changed in 30 years. The Mill Valley History Librarian is working on a history of racial task forces in Marin. There have been many, and they always disband or run into obstacles, the same thing is happening now. Bel Tib is looking at programming on the topic, bringing in speakers. The level of controversy around even having the discussion is startling. What can libraries do? Make sure we offer good

information/history, be clear that our spaces are clear as to what values are held. The interest as shown in the holds lists is ebbing away, we need to keep these discussions out front.

Next month's topic: Dominican

3. System Administrator's report: No questions.

Topics for future agenda:

1. RFID and Reopening. Bookdrops and CDTF report can go into System Administrator's report.

Announcements: Skipped since we've gone around the table already on reopening. Meeting adjourned at 11:35 a.m.

Written by Daniel McMahon 4/15/21