

## **MARINet Governing Board – Minutes**

### **June 17, 2021 Online Meeting**

Present: Debbie Mazzolini BET, Abbot Chambers SAU, Anji Brenner MVY, Henry Bankhead SRPL, Linda Kenton (Chair) SAN, Gary Gorka DUC, Franklin Escobedo LRK, Jessica Trenary MNET, Chantel Walker MCFL, Sarah Frye COM, Raemona Little-Taylor MCFL, Dan McMahon MNET (minutes)

Guests: none

Meeting called to order at 9:05 a.m.

Approval of minutes for May 17, Yes: AC, AB, HB, LK, GG, FE, CW, SF, DM, No: none. Minutes approved.

#### **Old Business:**

##### **Reopening Working Group:**

There was a meeting of the Reopening Working Group this month. Their first question to consider is, where can we align? The libraries align as much as possible, but we mostly have to do our own thing as we report to different people. The Group suggests they should continue to meet for a while, to continue discussing these issues. Where can libraries come together and where do they have to focus on working for their communities? This is a good future discussion item or retreat topic. It can be a transitional working group. The Reopening Group concurs to keep meeting, and to come back to the full Board with a more defined mission.

- Larkspur: Things are the same as last month, short on staff, masks required. A new clerk is being trained now, and they are hiring a librarian, for probable start at the end of July. Just a reminder, lots of little kids come in, to a very small space.
- Mill Valley: They are bringing back all the furniture tomorrow. Masks are required for non-vaccinated folks, though they will encourage all to continue wearing them.
- Sausalito: Also status quo from last month. Sausalito has a new city manager. The Union would like the public to keep wearing masks and practicing distancing.
- Bel Tib: It's topsy-turvy right now, with bookshelves unscrewed from the floor. They are continuing curbside service only, but are also putting half a dozen carts of books out for people to choose from.
- San Rafael: All libraries are open for browsing since June 1. Masks are voluntary. Marin County is over 80 percent vaccinated.
- Marin County: They are relying on the honor system on masking. There have been no reports of issues, most people are wearing masks.
- College of Marin: The library is requiring masks. They may have a few more classes on campus Fall semester, but mostly continuing for remote learning as planned.
- Dominican: The Fall plan is for trying to get back to a fully open campus. Students will be required to be vaccinated.
- San Anselmo: They've brought back some of the chairs, but not all. This forces social distancing. The front door is now open, with no capacity or time limit on library visits.

**Delivery RFP:**

We had 3 responses, from Sprint, Modern Express and Unity Courier. Sprint and Modern Express were within a few dollars of each other. Unity is lower, but said they'd outsource the delivery. The Delivery RFP Group felt we should stick with Sprint for one more year, but continue exploring the idea of bringing the delivery in-house. They would like to continue as a task force for a bit and explore this issue. Jessica is checking on adding Saturday for Larkspur and Mill Valley as part of the County's Saturday delivery, which will work as long as MCFL is using Sprint. Marin County Free Library did their RFP for couriers this week, and is aiming for mid to late July to select a courier. For MARINet, 3 bookdrops will be picked up, three times a week, on Mon., Weds, and Friday. Motion made to accept this recommendation and group will continue to explore in-house: AB moves, HB seconds. AC AB FE GG DM HB CW SF LK in favor. The chair says kudos are due to Jessica Trenary for her work on this project, and for her communications with the working group.

**Format of future board meetings:**

Henry is chair next year. Is there interest in continuing in virtual format, hybrid or in-person? How would hybrid work? It's acknowledged to be difficult, maybe just have in-person meetings twice a year or quarterly. Hybrid meetings hard to pull off. Fully virtual meetings provide more transparency for the public and efficiency for members, so that's workable. Special meetings or the retreat can take place in person. Just meeting for a meal in a restaurant would be good as a social occasion. San Rafael will send out Zoom links for next year's meetings. Linda does webinars, you have to invite participants for each meeting, but it's better for public access. Abbot says we need to give thanks to Linda for being chair for this year, Chantel concurs, she held the Board together through a weird year.

**RFID report:**

- The recommendation from Bibliotheca is to order all the workstations at the same time. Tags and workstations will be around \$260k to \$267k. We would rent the encoding stations. This will use up half the MCFL funds, then we will look at the sorter for TEC, for which we had a quote of \$260k 4 years ago.
- A 2 person team can tag 300 items an hour, so total hours to tag all collections should be about 6,500 hours. You only get that rate if people doing the tagging are not stopping to help the patrons at same time. There are choices of how to tag, individual libraries could outsource theirs, or we do it all together. Libraries can also just tag everything circulating. Backstage can do just project management for \$25k, training the staff, checking in. We still have to rent the encoding carts and supply the staff. Next level, Backstage provides project manager, (Lite) 30 weeks, \$150k plus ten staff. Clear start and finish. Fully outsource, \$383k.
- What's the general timetable? AMH will take quite a while to get once we select and order it, so there is no special hurry. Winter break? Again, nobody at the table knows of anyone who outsourced all their tagging. It's better to have tagged collection with no sorters yet than sorters with no tagging yet.
- We should get all the new materials tagged ASAP, how does that work? Vendors should generally be familiar with this, as B&T and Ingram would reach out to Bibliotheca. Jessica sent out the info on how to connect the vendors last week. Everyone can get that process rolling right now. How much do vendors charge for tags? Brodart charges 40 to 60 cents per item. B&T charges less than \$2 per item.
- We could be looking at 25% weeding before tagging at some libraires. What level of tagging should we have, and how do we fund it? Henry proposes tagging circulating stuff first, and keeping the expertise in-house. MCFL is planning the use of contingent hire staff, could we use a group that would go from library to library? It would require the weeding be done first, that's

a problem. Anji would be interested in the initial consultation to get us started, and get an initial overview.

- Smaller libraries are not planning to use extra hire. It'll get done when it gets done. The rental encoding stations are doing what the staff stations can do, they're just faster, as they can be wheeled into the stacks. You could save money by bringing the books to the encoding instead, say in a room borrowed for the purpose.
- Henry thinks the rental carts are not necessary. We can make up internal carts with a laptop and pad.
- We've ordered one of each of the workstations (pads), which should be here soon, and we can start to test and see what works for encoding. The rental stations are more ergonomic, better for larger libraries.
- AMH (Automated Materials Handling, or "sorters") will be a separate RFP. MCFL and SRPL are interested in sorters.
- Bel Tib is weeding and will have lots of their collection in boxes in storage? What's the timeline for starting tagging? The answer is that everyone should start with weeding, and with having vendors tag new items.
- We do need to coordinate how we're marking items that are tagged. Or do we need to do that at all?
- Staff in all meetings and trainings are asking about RFID, we'll need a communications component.
- Next step: Jessica will reach out to the RFID Group and get workstation numbers for the big order. Since MCFL is ordering so many, they need to see the pads and decide.
- Dan will include the financial data in the next month's systems report, showing anticipated costs versus the financial assets we have.

#### **DRWG proposal on patron types:**

The Digital Resources Working Group is proposing to combine out-of-county and in-county patron types, to simplify online access for existing cardholders. An analysis shows that this would cost about \$21,000 per year more for Overdrive content for increased demand. This is not intended to open Kanopy and Hoopla access for non-Marin residents if libraries don't want that, as the Kanopy and Hoopla accounts are not maintained through MARINet, and use authentication methods which can discern Residence Code and Res Detail fields in the patron record. (Overdrive has bought Kanopy, but they are maintained as separate portals with different payment models at this time.) Libraries should look to their Kanopy and Hoopla authentication methods. Otherwise, this proposal would remove patron types 52, 53, and 12 through 18 if each library wants to do that. Larkspur moves to accept the proposal, San Rafael seconds, Yes votes are HB FE CW AC DM GG SF AB LK, No votes are none. Proposal approved.

The Circulation Working Group (CWG) has a proposal on patron blocks, to set them to a new level above the old \$10 limit. For now, the Board is extending the current temporary level of \$100 for a couple months so this can be considered.

Equity discussion: It was very busy this month at Larkspur, so Franklin will take this up next month. He did lead a short discussion on what libraries are doing for pride month. Flags and proclamations are almost universal. A couple libraries are doing book displays and special storyhours.

**Topics for future agenda:**

- patron block item
- RFID
- Reopening conversation
- Digital Marin, formal response to their proposals
- The last year of operations, what would you do differently?
- Should we be in NorthNet or PLP?

Send any topics that come up to Henry now.

**Announcements:**

- Bel Tib: Debbie is going to retire at the end of the year. The library expansion should be complete or almost so at that point. She's offering a walkthrough of the expansion, in general at 3:30 p.m. any afternoon.
- Larkspur: At the Virtual ALA Conference, Franklin became President-elect of YALSA. He's looking forward to the Mid-Winter Conference in San Antonio in January.
- At the NLS meeting yesterday, it was lamented that there was no time for breakout sessions. (Roll call voting takes too long with this large group.) They didn't get to discussions on how we coped with this last year, so we should or can do that here locally.
- At the State Library meeting, they raised questions about the new FCC guidelines for WiFi Projects, in particular questions about the requirement for filtering, and the 10 year retention of grant related documents.
- San Rafael: The library is hiring 5 new staff members.
- Mill Valley: Would the Marin Libraries be a better fit for PLP instead of NorthNet.? Next month.
- San Anselmo: The library is advertising for a fulltime Library Assistant.

Meeting adjourned at 11:03 a.m.

*Minutes written by Dan McMahon, completed 7/7/21, approved by Board 7/29/21*