

MARINet Board Meeting Minutes

Thursday, Dec. 1, 2022 - Online Meeting

Approved on January 5, 2023

Present:

Board Chair: Franklin Escobedo (Larkspur)

Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Lana Adlawan (MCFL), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Henry Bankhead (San Rafael), Sara Frye (College of Marin).

MARINet Staff: Jessica Trenary

The meeting came to order at 12:03 a.m.

- I. Public Comment Period - Public comment was given by Resident. Resident suggested library should acquire popular book summaries. Resident also recommended making some copies of catalog books for museum showings "reference only" so that they are more available.
- II. Introduction of Guests - No guests
- III. Approval of Minutes from Previous Meetings – Bankhead moves to approve the November meeting minutes, Adlawan seconds. Roll call unanimously approved.
- IV. Business Topics:
 - A. Record Retention Policy (*Action*) – Board appreciates Dan’s compilation of information. Board would like MARINet to take Dan’s document and convert it into a matrix with document types and retention periods. Discussion about how long to retain videos. Kenton recommends erring on side of caution per possible future Brown Act changes. MARINet should investigate cost and options for video retention, including Google Drive.
 - B. Board Resolution to Budget for Cloud Sierra (*Action*) – Trenary announced cloud migration date of Wednesday, January 11th. Estimated downtime is 4-6 hours, tentatively starting at 8 am EST. Duran moves to adopt the proposed board resolution to enlarge the 522510 budget object by \$53,000, to cover the subscription cost of Cloud Hosting for the Sierra ILS, Kenton seconds. Roll call unanimously approved.
 - C. January Retreat Date (*Discussion*) – Retreat postponed tentatively to April. Details TBD at future Board meeting.
 - D. MARINet Staffing, Succession Planning (*Discussion*) – Trenary shared her list of concerns post-Dan’s retirement. Brenner and Adlawan both volunteered to sign invoices, provide budget oversight. Adlawan recommends moving forward immediately with conversation with Marin IT. Discussion of MARINet eBook purchasing. Chambers and Adlawan recommended DRWG discuss eBook purchasing in detail and make a recommendation to the Board. Adlawan working

with HR, MCERA on issues related to McMahon and Trenary. Adlawan and Kenton will send Board survey for thoughts on MARINet priorities, staffing. Bankhead and Escobedo recommended hiring consultant, Lori Ayer, to assist in process. Escobedo will schedule a special meeting in December to continue succession planning discussion.

V. Standing Items:

- A. Collaboration/Partnership Discussion – No comments.
- B. Equity Discussion (San Rafael) – Bankhead led a discussion on Phillips article from *Scientific American*, “How Diversity Makes Us Smarter.”

C. Topics for Future Agenda –

December Special Meeting:

- Consultant Proposal re: Strategic Plan and MARINet Staff (*Action*)
- Interim Position for Trenary (*Action*)
- MARINet Staffing, Succession Planning (*Discussion*)

January Board Meeting:

- Collection dev MARINet eBooks (*Discussion*)
- Record Retention Policy (*Action*)
- Board Retreat (*Discussion*)
- MARINet Budget (*Discussion*)
- MARINet Staffing, Succession Planning (*Discussion*)

- D. Approval for Virtual Meeting Next Month - Duran moves to hold next meeting virtually, Kenton seconds. Roll call unanimously approved.

VI. Announcements – No comments.

Escobedo adjourned meeting at 1:26 p.m.

Minutes respectfully submitted by MARINet Staff