

MARINet Board Meeting Minutes

Thursday, January 5, 2023 - Online Meeting

Approved February 2, 2023

Present:

Board Chair: Lana Adlawan (MCFL)

Board: Abbot Chambers (Sausalito), Kristen Clark (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Catherine Quffa, Henry Bankhead and Jill Tokutomi (San Rafael), Nick Stone and Teresa Capasso (Larkspur).

MARINet Staff: Dan McMahon and Jessica Trenary

The meeting came to order at 12:11 pm.

- I. Public Comment Period – None.
- II. Approval of Minutes from Previous Meetings – Kenton moves to approve the December 2022 meeting minutes, Bankhead seconds. Roll call unanimously approved.
- III. Business Topics:
 - A. Chair and Vice Chair (*Action*) – Adlawan volunteers to Chair and Duran volunteers to Vice Chair the MARINet Board for the remainder of this fiscal year, FY22-23, and to continue Chair/Vice Chair for the next fiscal year, FY23-24. **Kenton motions to nominate Adlawan as Chair and Duran as Vice Chair for January through June 2023. Chambers seconds. Roll call unanimously approved.**
 - B. Marin IT Support Contract (*Action*) – Trenary explains the needs for IT support without Dan/System Admin position. Trenary expresses appreciation for Marin IT and their flexibility in contract terms. **Duran motions to accept the Marin IT contract, Bankhead seconds. Roll call unanimously approved.**
 - C. Overdrive Collection Development (*Discussion*) – Trenary, Chambers discuss DRWG's suggestions for purchasing. Clark wants MARINet to purchase holds and leave discretionary buying to libraries. Tokutomi has concerns about MARINet workload, asks if DRWG can help. Chambers asks Board to think strategically and long-term about Overdrive purchasing. Kenton asks Board if they should consider the physical versus Overdrive holds ratios.
 - D. Budget (*Discussion*) – McMahon and Trenary gave a quick overview of the budget. Trenary said that DRWG will present their proposal at the February meeting which may change the budget. Trenary highlighted Decision Center, Marin IT support on-going, Bibliotheca RFID support, and Newsbank Access World News.
 - E. Cloud/Hosted ILS (*Discussion*) – Trenary stressed that notifying patrons is crucial for the downtime on Wednesday, January 11th. The downtime begins at 6 am and will continue for at least 4 hours, possibly the entire day. Duran asked when MARINet

would notify Board if the downtime will continue for longer than one business day. Trenary said Innovative will revert to back-up and reschedule the migration if it is not completed by Wednesday afternoon and the downtime should not continue for more than one day. Trenary and McMahon said some technology problems are expected and they will triage all day Thursday and Friday and longer as necessary.

- F. Interim Position for Trenary (*Action*) – **Duran motions to approve an interim temporary promotion to Systems Admin for Trenary, Kenton seconds. Roll call unanimously approved.**
- G. MARINet Staffing, Succession Planning (*Discussion*) – Adlawan says that in December she sent a survey to ask Board about MARINet priorities and staffing. Adlawan gave an overview of those survey results. Board discusses possibilities of managing competing budget needs and MARINet staffing. Discussion about hiring a consultant to review staffing. Board will form a task force (Adlawan, Kenton, Brenner, Quffa (if needed)) to define scope and budget to hire a consultant to review MARINet staffing.

IV. Standing Items:

- A. Collaboration/Partnership Discussion – Board discusses weather related issues of the severe storm. Adlawan says County is focused on educational support year round, for students outside of school hours. Tokutomi highlights successful partnership with County in programming.
- B. Equity Discussion (Sausalito) – Chambers led a discussion on article from *The Atlantic*, “The Homeownership Society Was a Mistake”.
- C. System Administrator’s Report –Trenary thanks McMahon for all his mentorship and thoughtfulness guiding MARINet and working for the County for 20+ years.
- D. Topics for Future Agenda –
 - Approve MARINet funding formula (*Action*)
 - DRWG budget proposal (*Discussion*)
 - BiblioCommons BiblioApp Checkout (*Discussion*)
 - FY23-24 Budget (*Discussion*)
 - Future board meetings virtual/in person (*Discussion*)
 - MARINet Staffing, Succession Planning (*Action*)
- E. Approval for Virtual Meeting Next Month (*Action*) - Duran moves to hold next meeting virtually, Chambers seconds. Roll call unanimously approved.

V. Announcements –

- SRF: Bankhead will be Deputy Director of Berkeley Public Library.
- LRK: Librarian I offer extended. Future Recruitment for a new Community Services and Library Director TBD.

- DUC: Library closed until Jan. 17th, more construction in summer. Holy Names University is closing and Dominican will absorb many of their students.

Adlawan adjourned meeting at 2:30 p.m.

Minutes respectfully submitted by MARINet Staff