

MARINet Board Meeting Minutes

Thursday, February 2, 2023 - Online Meeting



Present:

Board Chair: Lana Adlawan (MCFL)

Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Crystal Duran (Belvedere Tiburon), Catherine Quffa and Jill Tokutomi (San Rafael), Teresa Capasso (Larkspur), and Sarah Frye (College of Marin).

MARINet Staff: Jessica Trenary

Guests: Franklin Walther (Mill Valley), Julie Magnus (MCFL), and one member of the public

Adlawan called the meeting to order at 12:03 pm.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests
- III. Public Comment Period – A member of the public had three comments: 1) requested that all MARINet libraries buy item suggested by patrons and give the first reserve to the patron that requested the item; 2) that libraries do not allow reserves on items that will not fill, for various reasons, like the item is missing, and 3) that libraries buy e-books in advance of their publication date so patrons can place reserves on them.
- IV. Approval of Minutes from Previous Meetings (*Action*) – **Kenton moves to approve the January 2023 meeting minutes, Duran seconds. COM, MVY abstained from the vote. Roll call otherwise unanimously approved.**
- V. Business Topics:
 - A. Approval of MARINet funding formula (*Action*) – Trenary will send an updated version for the Board to sign. Tokutomi would like consultant to also review the cost sharing formula in future. **Duran moves to adopt the funding formula with one correction: BET's percentage change from last year to current year decreased -0.25%. Chambers seconds. Roll call unanimously approved.**
 - B. DRWG budget proposal (*Discussion*) – Walther gives the Digital Resources Working Group recommendations of digital resources and Overdrive spending for FY23-24 budget. Brenner would like DRWG to investigate offering from Washington Post. Chambers says there is possible risk and missed opportunity in underfunding the digital collections as a group, MARINet-wide. Gorka offered to help in spending when possible. Kenton suggested libraries might benefit from a list of Overdrive targeted spending based for their percentage of the cost sharing formula. Tokutomi is exploring Palace Project for San Rafael. Frye appreciates NYT Academic subscription. Trenary will put together a list of databases accessible to academics.
 - C. BiblioCommons BiblioApp Checkout (*Action*) – Magnus gave an overview of BiblioApps Checkout. Tokutomi asked about pricing. Kenton wants Board to be aware of adding features increases overall budget. Magnus says there may be staff training, but cost savings. **Duran moves to implement this feature now and fund**

MARINet Board Meeting Minutes

Thursday, February 2, 2023 - Online Meeting



using PYFB (prior year fund balance). Chambers seconds. Roll call unanimously approved.

- D. FY23-24 Budget (*Discussion*) – Trenary gave an overview of the budget changes, noting additions of Collection HQ and updated DRWG recommendations. She negotiated a reduced price for Decision Center, but did not include the subscription in the budget. Trenary reduced the reserve fund contribution from 5% to 3%. Quffa said many budgets will need to stay flat because of uncertainty in the economy. Brenner asked for clarification on the LINK+ costs. Trenary will bring back two budgets one with Decision Center and one without.
- E. Future Board Meeting Place/Time (*Discussion*) – Adlawan worked with County Counsel and NorthNet to determine that MARINet can continue to meet virtually. Trenary says that MCFL and three City Representatives would need to be attending the meeting within Marin County. Anyone meeting virtually would need to post the agenda 72 hours in advance and make the location accessible to public. Adlawan suggests first Thursday of the month from 9:30 am to noon. Board agrees. Exec Committee will work on a triannual in-person meeting schedule.
- F. MARINet Staffing, Succession Planning (*Action*) - Adlawan says HR has approved Trenary for temp promo to Systems Administrator until June 2023. Adlawan says County HR is working on class/comp study for Sys Admin position. Quffa put together a proposal for staffing consultant. Adlawan will work with County Counsel to approve boilerplate language. Duran recommends giving the Exec Committee power move forward. They should make three changes to proposal: timeline (issue March, April/May consultant research and then report), not to exceed amount (\$20K), and a target report date (June). **Kenton motion to authorize the Exec Committee to issue the RFP with changes noted and select the staffing consultant. Brenner seconds. Roll call unanimously approved.**

VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) – Board discusses a few opportunities for partnership. Chambers shares information about Kanopy's Plus Packs and Biblio+, with different model for streaming.
- B. Equity (*Discussion*) Belvedere Tiburon – Duran led a discussion around three articles, "How To Create an Autism-Friendly Environment," *Library Journal's* "Creating Accessibility in Libraries," and *SLJ's* "How Universal Design Will Make Your Library More Inclusive."
- C. System Administrator's Report (*Discussion*) –Trenary reports that transfer of PayPal funds is in progress and will have a fines report for next month. Brenner appreciates list of ongoing projects so the Board has more information about workload.

MARINet Board Meeting Minutes

Thursday, February 2, 2023 - Online Meeting



D. Topics for Future Agenda (*Discussion*)

- Approve MARINet FY23-24 Budget (*Action*)
- April Board Retreat (*Discussion*)
- Goals for MARINet, including possible green initiatives (*Discussion*)
- Fines to Libraries (*Action*)
- Records Retention (*Action*)
- MARINet Staffing, Succession Planning (*Action*)
- Loan Periods for Park Passes (*Discussion*)

E. Approval for Next Virtual Meeting (*Action*) – Adlawan determined no action needed.

F. Library Announcements (*Discussion*)

- Duran: CLA conference in Sacramento, BET proposal accepted and presenting on green and sustainability activities and programs
- Frye: Construction starts next week, shouldn't impact delivery immediately. Building should open Fall 2025. More information here:
<http://measurebcom.org/> *The 1619 Project* common read open to everyone with speakers and events information here:
<https://library.marin.edu/blog/common-read>
- Quffa: Recruitment open for Library Director, deadline 02/07.
- Gorka: Construction in progress, library closed for noise, dust, temperature. Summer will be more intense construction. Fall 2023 planned opening.
- Adlawan: Brenner volunteered to join the Exec Committee. All 10 MCFL branches will have renovations in 2023.
- Brenner: Popular after hours events return for the first time post-covid. Next up: "Naked Truth" on March 3rd.
- Capasso: New Librarian I starting soon. Next up recruitment for Director.

Adlawan adjourned meeting at 2:19 p.m.

Minutes respectfully submitted by MARINet Staff