

MARINet Board Meeting Minutes

Thursday, March 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

Adlawan called the meeting to order at 9:34 am.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – no guests
- III. Public Comment Period – no public comment
- IV. Approval of Minutes from Previous Meetings (*Action*) – Adlawan asked Trenary to add detailed information about the correction to the cost sharing formula. Chambers asked to change “BiblioVideo” to “Biblio+”. **Duran moves to approve the February 2023 meeting minutes with these two noted changes, Tokutomi seconds. Roll call unanimously approved.**
- V. Business Topics
 - A. Fines to Libraries (*Action*) – Chambers and Duran are in favor of keeping the funds on the bottom line. Tokutomi says San Rafael would like the funds distributed to libraries. Chamber says San Rafael’s preference should trump. Brenner says financial decision should be unanimous, so she is in favor of returning the funds to libraries. Chambers says going forward fines can be sent to libraries annually mid-fiscal year in January. Board agrees. **Kenton motions to return the PayPal Fines of \$31,528.59 to the libraries using the current year cost sharing formula, Capasso seconds. Roll call unanimously approved.**
 - B. Washington Post (*Action*) – Brenner very interested in subscribing for Mill Valley. Their patrons really enjoy this service. San Rafael would also prefer to subscribe because current set up isn’t working well for patrons and staff. Chambers and Kenton support as well. **Duran motions to subscribe now to the Washington Post for \$5,313 annually using PYFB (prior year fund balance), Brenner seconds. Roll call unanimously approved.**
 - C. FY23-24 Budget Approval (*Action*) – Trenary included two budgets in the packet – one with Decision Center and one without. She negotiated with Innovative for a 25% subscription price reduction and a free 2 hour training that would normally cost \$600. Frye says COM okay if Decision Center is cancelled. Tokutomi, Capasso, Brenner, and Adlawan would like to continue subscription. Kenton and Chambers would like to subscribe, but examine further this year if

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needed. **Duran motions to approve the MARINet Budget FY23-24 for \$1,996,589 plus the additional \$5,313 for the Washington Post subscription, Chambers seconds. Roll call unanimously approved.**

- D. Board Retreat (*Discussion*) – Adlawan says Executive Committee would prefer to wait until the Staffing RFP is completed and more directors are in place to hold the Board retreat. Capasso in favor of waiting. Kenton would be okay waiting, suggests one in person meeting possibility in April or May. Adlawan suggests May at Los Gatos. Board agrees.
- E. Loan Periods for Park Passes (*Discussion*) – Tokutomi suggests libraries standardize check out period for park passes. Board discusses specifics of passes loan periods. Trenary says libraries should contact MARINet if they want to change their loan periods for park passes. Each library has their own loan rules.
- F. Collection HQ Contract (*Discussion*) – Adlawan reads highlighted section 4.5 of the MARINet Collection HQ contract with Baker & Taylor (B&T). Adlawan says the catalog records include intellectual property of MARINet. Adlawan suggests meeting with B&T. Kenton supports meeting with them to remove clause. Gorka says he would have to review DUC's other contracts to see if this clause causes a conflict. Trenary will schedule meeting with B&T and Adlawan.
- G. MARINet Staffing, Succession Planning RFP Update (*Discussion*) – Trenary shared that no responses have been received for RFP yet. Responses are due March 10th. Adlawan says she is working with County HR on the System Administrator job description. Adlawan should have approval for former Sys Admin, McMahon, to extra-hire after the Board of Supervisors meeting on March 7 or March 14. Adlawan is asking for approval of 200 hours for McMahon this fiscal year.

VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) – Brenner shared information about Mill Valley's poetry events. Chambers asked about adult programming at Mill Valley. Brenner shared that attendance is way up and for their next events and they had to close registration at 350 with 44 on the waitlist. She is seeing seniors wearing masks, but attending. Kenton held an art talk hybrid and in January everyone was on zoom, but in February there were people in person too. Kenton shared that people were thrilled to be in the community again. The Board spoke about changes in emergency status related to covid.
- B. Equity (*Discussion*) – Frye led a conversation around Nina Clements' article "Nothing More Than a Gear in Your Car: Neutrality and Feminist Reference in the Academic Library" from *The Feminist Reference Desk*.
- C. Systems Administrator Report (*Discussion*) – Trenary said that all outstanding technology issues from the server cloud migration are solved. Trenary is beta

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testing with staff two BiblioCommons BiblioApp features – Self-Checkout and Multi-Accounts. Trenary asked if there were any objections or changes for the audit. No comments, so Trenary said she will sign and complete the audit.

D. Topics for Future Agenda (*Discussion*)

- CENIC – Dave Cooper from Marin IT
- Records Retention Policy
- MARINet Staffing, Succession Planning

E. Library Announcements (*Discussion*)

- Quffa: Met with Noll & Tam to scope \$3M for downtown library renovation. Big, welcome improvements coming in the next two years.
- Duran: Still working on building renovation punch list items. Establishing a digitization station in media area, hopefully up and running by July, which will allow media (like VHS, 8mm film) to be digitized. Especially focused on local history and stories. Grant from CA State Library. [Tokutomi says San Rafael has a memory lab that has been open for about two years and they could share their learning. Tokutomi will connect]. BET Library now open seven days a week.
- Frye: A few big events coming for COM's "COMmon Read" which are focused on *1619 Project*. More information here: <https://library.marin.edu/blog/common-read>
- Gorka: DUC construction is causing problems with noise, heat, etc. Plan is library will be built over the summer, so the library may be closed and Gorka will work with MARINet on holds, delivery stoppage. Hopefully finished by Sept 1.
- Capasso: Library and Recreation Department to be split. The Library Director position will be posted soon.
- Adlawan: RFP for a strategic planning consultant coming soon. Many vacancies open, including Library Services Manager for collections.

Adlawan adjourned meeting at 11:07 am.

Minutes respectfully submitted by MARINet Staff