

# MARINet Board Meeting Minutes

Thursday, August 3, 2023



## Present:

Board Chair: Lana Adlawan (MCFL)

Board: Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican) and Sarah Frye (College of Marin).

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:32 a.m.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – None
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Kenton moves to approve the July 2023 meeting minutes, Brenner seconds. Unanimously approved by a voice vote.**
- V. Business Topics
  - A. Welcome Damon Hill, Larkspur Library Director (*Discussion*) – Adlawan welcomes Damon Hill, Larkspur Library Director, to the Board.
  - B. Board Resolution – Reserve Fund Transfer (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - C. Board Resolution – Switch Replacement (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - D. CENIC Update (*Discussion*) – Trenary updated the Board about the status of SmartNet re-purchasing, CENIC equipment refresh, and CA State Library grant application. Trenary explained that she is waiting on a quote for SmartNet pricing for one piece of equipment and then she would like to purchase for 6 months for “8x5xNext Business Day” service. Adlawan would like information about pricing for 7 days service and more information about weekend coverage in Marin IT’s contract.

With Marin IT’s guidance, Trenary says she is forgoing SmartNet on the library switches because the price is \$13,052 for 6 months. As part of the equipment refresh, Marin IT will purchase and configure two additional library switches. SmartNet is not available for the ASR9000 router, which retailed for about \$100K. Trenary said this is the most critical threat facing MARINet. The equipment is crucial to CENIC and it would mean a serious outage for all libraries if it failed. Marin IT said wait-times for that equipment have come down from months to weeks and they might have strategies to manage a complete outage, but this could be a serious issue. Trenary is working with David “Coop” Cooper on the equipment refresh list and simultaneously moving forward with the CA State Library grant application. The grant application requires MARINet to register online at sam.gov, which is tricky since MARINet does not have the required documentation –

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phone bill, bank account, etc. Adlawan offered that Trenary can contact their team if she needs support with the DUNS/sam.gov process, since they are also working through that. Adlawan notes that process can take 1-2 months.

- E. Staffing Consultant – Update (*Discussion*) – Trenary shared that all internal interviews have been completed and all external interview are finished or scheduled. The half day Board working session has been scheduled for 09/18. The consultants are formulating plans for the working session and they are thinking of postponing the organizational structure and staffing discussion to help the Board focus on developing priorities and a “guiding strategy” for MARINet. The consultants will have a proposal by the September Board meeting for Board approval, if their plan will enlarge the scope and budget of this project. Adlawan and Kenton suggest Trenary consider finding an off-site space to host the working session.
  - F. CWG Recommendation – Direction on Patron Behavior (*Action*) – Trenary explained the Circulation Working Group’s discussion and recommendations for the Board around problematic patron behavior. Kenton gave details about San Anselmo’s experience. Brenner thinks the Board should make clear that vandalism of library property is not acceptable. Frye contacted the COM Student Conduct Officer and could be supportive of a range of actions. Adlawan spoke with County Counsel and they believed the Board should not take action MARINet-wide. Adlawan said MCFL would monitor for any issues going forward and work through their local process if there is problematic patron behavior. The Board asked Trenary to thank the Circulation Working Group for their recommendations.
  - G. Discretionary Purchase Authority for Sys Admin (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - H. Hoopla Integration in BiblioCommons (*Discussion*) – Board discusses positives and drawbacks to adding Hoopla records to the catalog. Brenner read Chambers email aloud saying that he supports MARINet-wide integration of e-content into the catalog, but that he does not think Hoopla is a good choice. Kenton has concerns about her monthly cost rising quickly if the records were added to the catalog. Trenary suggests that if Larkspur joins Hoopla and DUC and COM agree, that individual Hoopla records could be added to the catalog for the most popular titles. Adlawan and Kenton think that individual records would be time-consuming for catalog staff who are already very busy. Kenton and Hill say they promote Hoopla titles through newsletters, their website, and in the physical library. Adlawan suggests continuing the conversation at a future Board meeting to allow San Rafael to comment, since they brought this agenda to the Board, possibly after Larkspur has more information about their plan to subscribe.
- VI. Standing Agenda Items
- A. Collaboration/Partnership (*Discussion*) –

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- The Board shared information around “First Amendment auditors” calling and visiting the libraries.
  - Hill said he will be visiting the Brisbane Library with Chambers, if any Board member would like to join.
  - Hill also said he would like to check in with libraries who are doing construction or recently completed renovations. Frye and Gorka shared their experiences, as they are both in the middle of library construction projects.
  - Frye shared that COM will have an art exhibit and talk by Emory Douglas, who was a Minister of Culture for the Black Panther party from 1967 until 1981.
- B. Equity (*Discussion*) – Brenner proposed changing the monthly equity discussion format to make it more actionable. She proposed presenting at the October Board meeting on a topic with actionable specifics for each library and MARINet-wide. Trenary clarified that she should remove the equity discussion in September, add Brenner for October, and then add a Board discussion about changing the equity discussion format for the November meeting. The Board thought that was a positive plan.
- C. Systems Administrator Report (*Discussion*) – Trenary mentions progress implementing Quick Click. She talks about holds ratio differences between print and Overdrive and notes the circulation in July of Overdrive items almost hit 70K. She notes that CWG does not want to implement a technology solution around pronouns in patron records, but does recommend the Board hold a MARINet-wide training on the subject. She asks if anyone has objection to an upgrade (downtime) to Sierra 6.0 in September; no objections.
- D. Topics for Future Agenda (*Discussion*)
- Board Resolution – Reserve Fund Transfer (*Action*)
  - Board Resolution – Switch Replacement (*Action*)
  - Discretionary Purchase Authority for Sys Admin (*Action*)
  - Staffing Consultant Update (*Discussion*)
  - CENIC SmartNet and Hardware Refresh (*Action*)
  - Pronouns – MARINet-wide Training (*Action*)
  - Loading Student Cards Upload (*Discussion*)
  - Overdrive and Print Hold Ratios (*Discussion*)
  - Hoopla Integration in BiblioCommons (*Discussion*)
- E. Library Announcements (*Discussion*)
- Frye – College of Marin is hiring for a new Superintendent/President.

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- Gorka – Library will continue to be closed for construction. Gorka will work with Trenary on plans to reopen.
- Adlawan – Fairfax is open normal hours again after closure.

Adlawan adjourned meeting at 11:02 a.m.

*Minutes respectfully submitted by MARINet Staff*