

# MARINet Board Meeting Minutes

Thursday, September 7, 2023



**Meeting Held at:** Los Gamos Board Room 1600 Los Gamos, Suite #190 San Rafael, CA 94903

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Jill Tokutomi (San Rafael), and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:38 a.m.

- I. Determination of a Quorum – Yes
- II. Introduction of Guests – None
- III. Public Comment Period – None
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Kenton moves to approve the August 2023 meeting minutes, Brenner seconds. Unanimously approved by a voice vote.**
- V. Business Topics
  - A. Board Resolution – Reserve Fund Transfer (*Action*) – **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
  - B. Discretionary Purchase Authority for Sys Admin (*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. SmartNet is not available for three pieces of crucial CENIC equipment. Trenary again said this is the most critical threat facing MARINet. The equipment is necessary for CENIC and it would mean a serious outage for all libraries if it failed. Trenary continues to work with David “Coop” Cooper on the equipment refresh list and simultaneously moving forward with the CA State Library grant application. MARINet was granted an UEI number and can move forward with requesting federal grants. The Board asked Trenary to subscribe to Cisco SmartNet monitoring for 6 months for 5 days/week for the eligible equipment.
  - E. MARINet Meetings – Alternates, Zoom link (*Discussion*) – The Board will continue to meet in person at Los Gamos. Board alternates forms were collected from each of the public libraries. Board members may submit their vote on Board Resolutions in writing before the meeting to the Systems Administrator to be read at the time of the vote. The

Board is also in favor of calling a special meeting if action needs to be taken and not all members are in attendance of the regular monthly meeting.

- F. Staffing Consultant – Update (*Discussion*) – Trenary has worked with the consultants to schedule the half-day working session for Monday September 18, 2023. She will create and post the official agenda.
- G. Board Resolution – Funding for Staffing Consultant (*Action*) - **Action held for future Board meeting because a unanimous vote of the Governing Board is needed.**
- H. Training – Pronouns for Staff (*Discussion*) – Brenner and Tokutomi gathered information about trainers in this space. Because the CWG has paused their technological implementation, Brenner and Tokutomi will share the information they gathered with the Board and libraries can coordinate trainings independently or collaboratively, but not MARINet-wide.
- I. Loading School Cards (*Discussion*) – Trenary described the workflow of collaboration between MARINet and the public library to load school cards. Trenary described the minimum time periods needed for each of MARINet’s tasks and said she would train library staff on their part of the project. She recommended libraries give themselves more time to work on the project than they would think they need because questions and issues can arise.

## VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) –
  - Sausalito has met with new MCFL Marin City branch manager
  - San Rafael and MCFL are both represented at the Marin Senior Fair
  - Larkspur and Corte Madera are working together in their local schools
  - Libraries have various events and promotions for Library Card Sign-up Month
- B. Systems Administrator Report (*Discussion*) – Trenary said the next Sierra upgrade to 6.0 is scheduled for 9 pm on Tuesday Sept. 26<sup>th</sup>. There will be a period of 1-2 hours of downtime for all services. She also pointed out that August had the most online library card sign ups ever – over 500 patrons.
- C. Topics for Future Agenda (*Discussion*)
  - CENIC Hardware Refresh (*Action*)
  - Hoopla Records (*Discussion*)
  - Discretionary Purchase Authority for Sys Admin (*Action*)

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- Equity (*Discussion*) - Anji

### D. Library Announcements (*Discussion*)

- Brenner – Lots of exciting programming coming up – several prominent cookbook authors, live podcasting, and a library card challenge with prizes.
- Tokutomi – AMH project continues moving forward. Considering options for new library website.
- Adlawan – Pilot of Meescan self-check kiosks (<https://meescan.com/>) which are wireless and are about the size of an i-Pad.
- Chambers – In process of hiring a 30-hour a week marketing and programming staff person.
- Kenton – Added a telescope to their newly rebranded “Library of Things,” which will align with programming around space. Worked successfully with and appreciative of the Marin Stargazers group for their assistance.

Adlawan adjourned meeting at 10:55 a.m.

*Minutes respectfully submitted by Trenary*