

# MARINet Board Meeting Minutes

Thursday, October 5, 2023



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

## **Present:**

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Sara Frye (College of Marin), 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 9:32 a.m.

- I. Determination of a Quorum – Yes
- II. Introduction of Guests – None
- III. Public Comment Period – A member of the public had three comments:
  1. The barcode sticker created by the barcode duplicator wears away and then the barcode is not able to be scanned.
  2. OverDrive has no mechanism to deliver the PDF insert that should accompany some e-audiobook titles. The patron has to go to the publisher's website for the materials that Overdrive should provide.
  3. The display of DVDs at Northgate is pleasing and makes browsing easier, as compared to other libraries where only the DVD spines are facing out.
- IV. Approval of Minutes from Previous Meeting(s) (*Action*) – **Brenner moves to approve the September 7 and September 18, 2023 meeting minutes, Chambers seconds. Kenton abstained, otherwise unanimously approved by a voice vote.**
- V. Business Topics
  - A. CENIC – SmartNet, CA Grant, Equipment Refresh (*Action*) – Trenary said that SmartNet coverage on eligible equipment is in place until March 2024. In February, the need will be reviewed and the contracts will be extended if necessary. The CA Grant is ready to be submitted. Trenary reviewed the equipment recommendations by Marin IT and their projected costs to install the equipment. Duran recommended confirming the timing requirements around spending the grant funds. **Chambers moves to approve Trenary submitting the CENIC grant application to CA State for up to \$200,000 for CENIC equipment and installation, Kenton seconds. Unanimously approved by a voice vote.**
  - B. Board Resolution – CENIC Hardware Equipment (*Action*) - **Duran moves to approve the Board Resolution for CENIC Hardware Equipment, Tokutomi seconds. Unanimously approved by a voice vote.**
  - C. Discretionary Purchase Authority for Sys Admin (*Action*) - **Duran moves to approve the forthcoming Board Resolution for Discretionary Purchase Authority for Sys Admin with**

**a clarification on the funding sources, Tokutomi seconds. Unanimously approved by a voice vote.**

- D. Staffing Consultant – Update (*Discussion*) – Adlawan led a discussion around the review of the Board working session with Whole Mind Strategy Group on September 18<sup>th</sup> as well as their draft MARINet purpose and principles. Trenary will send the Board’s feedback to the consultants.
- E. BiblioCommons Analytics (*Action*) – **Chambers moves to approve using unspent SimplyE funds to purchase BiblioCommons Analytics consulting time for \$2,250, Kenton seconds. Unanimously approved by a voice vote.**

## VI. Standing Agenda Items

- A. Collaboration/Partnership (*Discussion*) –
  - San Rafael, Larkspur, and MCFL are working with Marin Community Clinics to do outreach. The libraries would consider working on a joint “Inspiration Grant” from CA State Library.
  - COM’s 2025 Common Read will feature Poet Laureate, Ada Limón. Mill Valley and Belvedere Tiburon were interested in collaborating on events.
  - Libraries are working on their report for CA State’s yearly Public Libraries Survey. Libraries shared trends they are seeing, like rise in number of library card holders.
- B. Equity (*Discussion*) – Chambers led a discussion around the demographics of librarianship, looking at Data USA, a project of Deloitte, Datawheel, and Cesar Hidalgo, Professor at the MIT Media Lab and Director of Collective Learning.
- C. Systems Administrator Report (*Discussion*) – Trenary mentioned a successful implementation of Quick Click and the Sierra 6.0 upgrade. She also noted that she is working with Innovative Rep, Tom McNamara, on multi-year renewal pricing to present to the Board at a future meeting.
- D. Topics for Future Agenda (*Discussion*)
  - Staffing Consultants Report (*Discussion*)
  - CENIC Hardware Refresh (*Discussion*)
  - Proposal to Reformat Equity Discussion (*Discussion*) – Anji
  - Hoopla Subscription and Hoopla Records (*Discussion*)
  - Reserve Fund Policy – which would include the specific amount of money to be kept in reserve, the purpose of the fund, and the allowable balances (*Discussion*)
  - Innovative Sierra Multi-Year Renewal Pricing (*Discussion*)

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

- Chambers – Sausalito lost an excellent Children/Teen Librarian to a career advancement opportunity at another library. The library made a job offer to a candidate for a new 30 hour/week Program and Marketing position.
- Frye - Emory Douglas opening reception is October 5 and the culmination event, [An Evening with Emory Douglas](#), is on October 26, 2023, from 5-8 pm. 200+ people have already signed up and it's free and open to the public.
- Adlawan – Hiring for MCFL's Learning Bus. Experience working with children and bilingual preferred, no special license required to drive the bus, training will be provided.

Adlawan adjourned meeting at 11:10 a.m.

*Minutes respectfully submitted by Trenary*