

MARINet Board Meeting Minutes

Thursday, February 1, 2024



Meeting Held at: 1600 Los Gamos, Suite #180 San Rafael, CA 94903

Present:

Board Chair: Lana Adlawan (MCFL)

Board: Crystal Duran (Belvedere Tiburon), Damon Hill (Larkspur), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Catherine Quffa (San Rafael) and Abbot Chambers (Sausalito)

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 9:34 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
 - A. Approval of Minutes from Previous Meeting (Action) – **Duran moves to approve the January 4, 2024 meeting minutes, Quffa seconds. Unanimously approved by a voice vote.**
 - B. Board Resolution - Approve Cost Sharing Formula (Action) – **Duran moves to approve the FY24-25 MARINet Cost Sharing Formula, Kenton seconds. Gorka (Dominican) submitted his absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
 - C. DRWG Chair Proposed Digital Resource Budget (*Discussion*) – Jess Roesch, Chair of the Digital Resources Working Group (DRWG), gave an overview of the group’s FY24-25 budget recommendations to the Board. Brenner asked Trenary to investigate hold notices via text message for electronic resources, like Overdrive.
 - D. Mid-Year FY23-24 Budget Review (*Discussion*) – Trenary updated the Board on MARINet’s current fiscal position and details around any budget variances thus far for FY23-24.
 - E. Reserve Fund – Purpose, Allowable Balances (*Discussion*) – Trenary shared her proposal that the Board adopt a Board Resolution which would detail the purpose and the allowable balances of the reserve fund. The Board discussed and would like Trenary to create a resolution for the March Board meeting noting that the reserve fund should be targeted at maintaining about 15% of the operating budget. Overages should be used to respond to community need.
 - F. FY24-25 Draft Budget (*Discussion*) – Trenary shared her draft budget for FY24-25. The Board would like the “Reserve Fund” on the summary page to note that those funds will be earmarked for Overdrive content in FY24-25.
 - G. MARINet Board Task Forces (Discussion) –

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1. Board Support Task Force – Duran, Kenton, Brenner – Trenary updated the Board on the task forces meetings and work. Kenton and the group drafted a version of the board role descriptions. Quffa suggested updating language of “Library Director” because not all Board Members have that title. Adlawan suggested changes to MARINet staff employment language, clarifying “enhancing org’s public image” and updating Chair’s responsibility for annual meetings. More feedback can be sent directly to Trenary to incorporate into draft for next meeting.
2. Staffing Task Force – Adlawan, Gorka – Adlawan continues to work with County HR on MARINet positions, including salary and job descriptions for the MARINet Systems Administrator. Kenton thought that meaningful changes to the job descriptions should come before the Board, but that the Task Force should balance moving ahead quickly and getting Board input when needed.
3. Organization Restructuring – Adlawan, Quffa, Hill, Gorka – The group scheduled reoccurring meetings to discuss: monthly equity board discussions and the MARINet Cost Sharing Formula. The group proposed that annually the Board should set a longer strategic plan, which would include outlining – in broad strokes – Board agendas. The Executive Committee would still be tasked with drafting the agenda, but Board members could ask the Exec Comm to add agenda items that aligned with MARINet’s principles. Trenary added a list of regularly scheduled agenda items to the bottom of each agenda.
4. Collections Management Task Force – Chambers, Brenner, Frye, Adlawan – Chambers and Brenner shared their discussion around shared buying versus individual selection at the branch/library level. Both agree that libraries should select items based on their community interest, but that some buying – like popular bestsellers to fill holds – might be more effectively purchased jointly. Another area where the consortium might work together is purchasing in foreign language materials. Chambers is piloting a program to bring depth to the Sausalito collection without spending additional funds. Next, the group will pull statistics and gather data.

IV. Standing Agenda Items

- A. Equity Discussion – Follow up from Jan. meeting (Discussion) – Brenner asked Board members review the check-list she included in the packet about committing to actions to help hearing-impaired patrons.
- B. Equity Discussion – Larkspur (Discussion) – Agenda item was held for time. Hill will lead a discussion at the March MARINet Board Meeting.
- C. Systems Administrator Report (*Discussion*) –Trenary offers to connect staff with Baker & Taylor for a Collection HQ DEI module training. Trenary will schedule. Trenary notes the CENIC refresh project is moving ahead and the number #1 priority of MARINet. She also notes continued negotiations with Innovative about the 4-year contract, which may

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need another Board Resolution so that the contract can include LINK+ with the stipulation that it can be cancelled with proper notice.

D. Library Announcements (*Discussion*)

- Quffa – San Rafael’s Library Foundation is moving ahead with a proposed ballot measure focused on a new library building at Albert Park.
- Duran – Gave an update around construction costs and loans for Belvedere Tiburon’s completed library expansion project.
- Brenner – Mill Valley has seen an increase in patrons attending in-person programming. Recently they have hit their capacity allowed at a few programs, with patrons on the waitlist to attend.
- Frye – College of Marin’s new library is still slated to open in January 2026.

Adlawan adjourned the meeting at 11:12 a.m.

Minutes respectfully submitted by Trenary