

MARINet Board Meeting Minutes

Thursday, August 1, 2024



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

Present:

Board Chair: Lana Adlawan (MCFL) transition to Crystal Duran (Belvedere Tiburon)

Board: Sarah Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Linda Kenton (San Anselmo), Catherine Quffa (San Rafael), Jeffrey Jackson (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Dr. Juliet Schiller, MCFL Assistant Director & Daniel Avalos, San Rafael Library & Recreation Assistant Director

Adlawan called the meeting to order at 9:36 a.m.

- I. Determination of a Quorum – Yes
- II. Public Comment Period – None
- III. Business Topics
 - A. Welcome and Introduction of New Board Attendees (*Discussion*) – The MARINet Board welcomes Amy Gilbert as representative from Dominican. The Board also welcomed Daniel Avalos to San Rafael and Juliet to MCFL.
 - B. Election of Chair, Vice Chair, and Executive Committee (*Action*) - **Kenton moves to elect Crystal Duran as the Chair, Anji Brenner as the Vice-Chair, and Lana Adlawan as part of the Executive Committee (with the Chair and Vice Chair), Quffa seconds. Unanimously approved by a voice vote.**

Duran thanks Adlawan for her work as Chair. Duran chairs the remainder of the meeting.
 - C. Approval of Minutes from Previous Meeting (*Action*) – **Adlawan moves to approve the June 6, 2024 meeting minutes, Hill seconds. Unanimously approved by a voice vote.**
 - D. Community Read Book Club (*Action*) – Kenton shares that a member of the public contacted the San Anselmo Library about a partnership focused on Jonathan Haidt’s *The Anxious Generation*. The Board provided Kenton with feedback around their library’s interest levels in participating. Kenton will continue to coordinate and inform the Board on updates. Adlawan would also like the Board to explore supporting College of Marin’s COMmon Read program more directly. **No formal action taken.**
 - E. Board Task Forces (*Discussion*)
 - Board Support (Duran, Kenton, Brenner) – Trenary will organize a meeting to begin planning of the Annual Retreat in Fall.
 - Staffing Task Force (Adlawan) – Adlawan announced that after a formal hiring process and interview panel, Trenary has accepted the Systems Administrator position. Next steps will be to fill the position opened by Trenary’s promotion.

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- Org Restructuring Task Force (Adlawan, Quffa, Hill) – The group is further exploring alternative methods to align the cost-sharing formula and MARINet budget with the actual usage of the system and staff. Timing is imperative to have the new methods in place for next budget cycle.
 - Collection Development Task Force (Chambers, Brenner, Frye, Adlawan) – Trenary will schedule a meeting and help the group to make decisions around what collaboration is possible.
- F. Circulation Working Group Proposal - Patron Records (*Action*) – Trenary discussed the proposed changes. She will work with the CWG on next steps post-implementation. **Adlawan moves to accept Circulation Working Group’s patron record changes proposal, Kenton seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote. Unanimously approved by a voice vote.**
- G. Brainfuse HelpNow Subscription (*Discussion*) – Trenary gathered information about a possible MARINet-wide Brainfuse subscription. The Board would like Trenary to work with DRWG to evaluate the other Brainfuse modules. **Hill moves to subscribe to HelpNow using funding from Prior Year Fund Balance (PYFB), Quffa seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
- H. Board Resolution – Enlarge Equipment Budget Object for CENIC Refresh Project (*Action*)- **Quffa moves to pass the Board Resolution to Enlarge MARINet’s Equipment Budget in FY24-25 for the CENIC Refresh Project, Kenton seconds. Brenner (Mill Valley) submitted her absentee vote “yes” in writing ahead of the meeting. Unanimously approved by a voice vote.**
- I. At 10:40 am Duran calls for a “Closed Session” pursuant to California Government Code § 54957 *PUBLIC EMPLOYEE PERFORMANCE EVALUATION - Title: Interim Systems Administrator* Trenary 2024 Goals (*Discussion*) – No public notes.
- Duran reconvenes the public meeting at 11:05 am.
- IV. Standing Agenda Items
- A. Equity Discussion (*Discussion*) – The Org Restructuring Task Force shared a draft definition of equity based on the Board’s responses to the Task Force survey. Brenner (Mill Valley) submitted a draft definition. After conversation the Board agreed on “MARINet’s Commitment to Equity” – which reads as: “In MARINet, ‘equity’ means identifying and dismantling barriers to access and belonging, especially those rooted in racism and exclusion. We collaborate to ensure that Marin’s libraries reflect and serve the diverse needs of our community.”

- B. Systems Administrator Report (*Discussion*) – Trenary noted the CENIC equipment has arrived, and next steps are asset management and a project plan to install. She noted funds from a CALIFA credit were used to pilot BiblioLanguages, which adds several new languages to the catalog and app. Statistics will be monitored before the package is renewed. She highlighted that CENIC is requesting notification of any circuit moves for 2025-2026. Lastly, she spoke briefly about her A.I. update, particularly Amazon’s Rufus.
- C. Library Announcements (*Discussion*) –
- Quffa – The Downtown Library will be closing 09/02. A “pop-up” location will open with expanded hours on 09/16. Pickleweed and Northgate will also have expanded hours soon. Pickleweed Library will have renovations in 2025.
 - Duran – The library will be extending hours beginning in October. They are currently in the process of updating their furniture. They are also focusing on staff training, coaching and team building.
 - Kenton – Shared information about the “[Marin Sonoma Counties Leadership Academy](#).” Application deadline is 08/19 and sessions begin in October. Summer reading is wrapping up and went well.
 - Gilbert – Restructuring staffing thorough the University. Students return at the end of Aug. Planning on connecting to MARINet though the delivery in the Fall semester, working on the date. Lots of events, like National Writing Month coming up.
 - Jackson – New Children’s Librarian, Riva, is off to a great start. Library staff met with Marin City staff to discuss how to best support Marin City and Sausalito school libraries. Abbot Chambers will be stepping back from library duties to focus on Sausalito communication responsibilities.
 - Adlawan – Corte Madera closed until September for renovations. [The Legacy of Marin City](#) exhibit across all MCFL branches until the end of September.
 - Frye – The “Center for Student Success” should open in early 2026. The library will most likely move in October 2025. They are working on a project to digitize their student newspapers and clean up their archive. Installing lockers and a self-check soon. They’re working hard on their upcoming COMmon read program. Students are back on campus on Aug. 19.
 - Hill – New library design review package almost finished and working with stakeholders and community for approval. Looking at direct Marin IJ access, but authentication is a challenge.

Duran adjourned the meeting at 11:55 a.m.

Minutes respectfully submitted by Trenary