

MARINet Board Meeting Minutes

Thursday, September 5, 2024



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

Present:

Board Chair: Crystal Duran (Belvedere Tiburon)

Board: Sarah Frye (College of Marin), Amy Gilbert (Dominican), Damon Hill (Larkspur), Lana Adlawan (MCFL), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Riva Pollard (Sausalito)

MARINet Staff: Jessica Trenary

Guests: Sara Thorpe, League of Women Voters

Duran called the meeting to order at 9:33 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 notes a spelling error (Business Topic B. “remainder”) **With that change noted, Kenton moved to approve the August 1, 2024, meeting minutes, Gilbert seconded. Unanimously approved by a voice vote.**
 - B. Marin County League of Women Voters (*Discussion*) – Sara Thorpe, Volunteer with the League of Women Voters shared that the group has many non-partisan resources available and is working hard to partner with the libraries to get information out to voters. They have English and Spanish registration information, information about “restoring” voting after incarceration, and more. They are holding events at libraries in September and October both in person and on Zoom. Pat Beaupre Becker & Sara Thorpe, The Voter Education and Outreach Team, can be reached at Outreach@Marinlwv.org.
 - C. CWG – Savings on Receipt (*Discussion*) – Libraries should contact MARINet to opt-in to showing “savings” on email and print receipts.
 - D. Hotspot Lending (*Discussion*) – If libraries will be applying for reimbursement/grants, they can contact Trenary to be put in touch with other libraries applying, so the staff can work together on the process.
 - E. Privacy Policy Draft (*Discussion*) – Trenary will work with Kenton, Brenner, and Adlawan on a draft for Board approval.
 - F. FY23-24 Financial Review Report (*Discussion*) – Trenary shared the current state of MARINet finances, noting that MARINet had earned exceptionally high interest rates last fiscal year, thanks to County Department of Finance.
 - G. FY25-26 Budget Plan (*Discussion*) – Trenary explained the proposal, which would split the MARINet budget into “core” and “elected” services, allowing the affiliate members,

College of Marin and Dominican University, to opt-out of elected services, CENIC, LINK+, Overdrive and online resources. The Board would like Trenary to bring back the proposal with specific definitions for “core” and “elected services.” They would also like more information about “special projects” and more thought around if those categories should be included in the annual budget, either as core or elected services, or if they should come from the reserve fund.

- H. Dominican Services Alignment (*Action*) – Trenary shared that the Executive Committee met with Dr. Lee, Dean of the Business School at Dominican University to discuss the services offered by MARINet and look at the current membership fees, as well as future membership fees in MARINet. The Executive Committee shared with Dr. Lee the benefits of the consortium, including a shared ILS, MARINet staff support, automated patron loads, resource sharing, visibility in the community, and advocacy/support. **No action taken at this time.**
- I. Audit Report (*Discussion*) – Trenary noted the annual audit is complete and available in the packet.
- J. Board Task Forces Updates (*Discussion*)
 - Board Support (Duran, Kenton, Brenner) – The Annual Retreat is tentatively scheduled for Thursday, December 5th during the regularly scheduled meeting time. Eric Meade, Whole Mind Consulting, is tentatively scheduled to attend.
 - Staffing Task Force (Adlawan) – The open position at MARINet will be restructured from a Senior Librarian to a Technology Systems Specialist III (TSIII). MCFL will have an open TSSIII position and recruitment for both positions could happen simultaneously in September.
 - Organization Restructuring (Adlawan, Quffa, Hill, Gilbert) – Group worked on the FY25-26 Budget Plan proposal and the Commitment to Equity Plan.
 - Collection Development (Brenner, Frye, Adlawan) – Trenary collected names of selectors at each library to get more information about collection subject specialties and foreign languages purchases. As well as process for adding eBook records to the catalog. Trenary will work with DRWG on collecting information around digital spend.

IV. Standing Agenda Items

- A. Equity - Commitment to Equity Plan (*Discussion*) – The Board provided feedback that the Org Restructuring Task Force plan might be too ambitious, and they would need more time to collect feedback from their staff. Duran is interested in Eric Meade possibly working with staff on moving this forward, either on a MARINet-wide level or hired directly by Belvedere Tiburon. Task Force will meet and discuss, with Board feedback in mind, in October.

- B. Systems Administrator Report (*Discussion*) – Trenary noted that the largest piece of the CENIC refresh project is completed and thanked Marin IT for their support. She highlighted the work around adding a locker and self-check at College of Marin, the continued closure of Corte Madera, the move of Downtown San Rafael, and the implementation of BiblioCommons Languages. She also noted Giao’s work in July coding many new online library card sign-ups.
- C. Library Announcements (*Discussion*)
- Kenton – Thanked Duran for hosting San Anselmo staff at the Belvedere Tiburon Library. San Anselmo has League of Women Voters program coming up on 10/11, [2024 Ballot Propositions: Pros and Cons](#). The library purchased voter guides in English and Spanish. They are seeing an uptick in patrons during the San Rafael Downtown Library closure.
 - Hill – Larkspur will be closed 09/06 for Staff Day. The new library site is moving forward with a shovel ceremony coming up at the end of October. They are seeing increased traffic from the Corte Madera Library closure.
 - Brenner – Amy Tan’s recent program was very successful. The library installed their privacy booth, but they are waiting for a few final details for public use. They have a policy around usage in place. They are actively working on purchasing a locker, which will be at the Mill Valley Community Center. They have a few exciting programs coming up - [Rewiring Politics, News, and Human Behavior: with Jack Brewster](#) on 09/13 and [Polling on the 2024 Presidential Election with Mark DiCamillo](#) on 11/01.
 - Gilbert – Dominican will be reconnecting to MARINet in mid-September, allowing public library patrons to place holds on Dominican materials. The library will also be opening to the public Monday – Friday again soon.
 - Pollard – The library is working with the city to restructure library staffing. Much work is being done to improve accessibility for children’s materials, making the library easier to navigate.
 - Frye – College of Marin enrollment is up. The library is down one staff member. The locker installation is nearly complete, and the self-check is working well. They are installing people counters soon. The school recently had a very well attended program, [Engaging Native American Perspectives Panel](#), which included members of the Coast Miwok and Southern Pomo Nations. [COMmon Read](#), a shared reading program, features the poetry of Ada Limón. Events will be held over the next 6 months culminating on [Thursday, March 13, 2025 from 5 – 8 PM with an author talk](#). They also have other exciting upcoming events:

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- 09/25 [Does My Voice Count? Research Local Ballot Measures with the LWV](#) (League of Women Voters).
- 10/16 – 10/17 [Equity in Mental Health Symposium](#), which “continues the connections with ancestral wisdom, the power of nature, culturally responsive pedagogy, healing, and mental health to create a culture of community rooted in equity.”
- Adlawan – All MCFL locations will be closed tomorrow, 09/05 for All Staff Day. Corte Madera continues to be under construction and updates about the project are available on the [MCFL website](#).
- Duran – The library will be extending hours beginning in October, staying open until 8 pm on Monday – Thursday. Friday – Sunday hours will remain the same. They have added the [Library Speakers Consortium](#), for virtual events. The virtual events will be accessible to all patrons and might be of particular interest to home-bound patrons who cannot attend events in the library.

Duran adjourned the meeting at 11:26 a.m.

Minutes respectfully submitted by Trenary