

**MARINet Board  
Annual Retreat  
Meeting Minutes  
January 29, 2015**

**San Rafael City Hall, Community Development Conference Room  
9am-noon**

**Present:** Dan McMahon (MARINet), Sara Jones (Marin County), Gary Gorka (Dominican University), Linda Kenton (San Anselmo), Abbot Chambers (Sausalito), Sarah Houghton (San Rafael), Frances Gordon (Larkspur), Anji Brenner (Mill Valley) and Debbie Mazzolini (Belvedere-Tiburon).

**Absent:** Pearl Ly (College of Marin)

**Meeting was called to order at 9:10am**

**I. Public Comment Period**

None

**II. Introduction of Guests**

No guests

**III. Approval of Minutes from November 20, 2014 meeting**

Minutes were unanimously approved on a motion from Houghton and a second from Mazzolini. Unanimous.

**IV. Old Business**

**1. MARINet staffing update**

The Systems Librarian position is open. Dan has been posting on listservs and getting inquiries. It will be open until February 23<sup>rd</sup> and can be extended if appropriate pool of candidates isn't in place. Hiring in March is possible.

**MARINet Los Gamos update**

Dan reported he visited the site and all the demo is done. Spreadsheet (attached) has cost allocation percentages. MARINet will be sharing technology and conference room at 50%. Sara Jones indicated the cost allocations could be revisited after a year to see if they are appropriate and fair. There will be two budget resolutions. One for transferring salary savings. Next meeting another budget resolution for the Tenant Improvement costs to come from the sinking fund with an accurate figure.

**2. Resolution for funds transfer: position savings to Los Gamos costs**

Transfer of salary savings applied to moving costs (not TI). Motion by Kenton, Second by Brenner. Unanimous.

**3. Brainstorming project priorities**

MCFL will be going to the Board of Supervisor's asking for fines on children's materials to no longer be collected. MCFL will also be asking for permission to give youth in Marin County a fresh start removing both fines and overdue fees for materials owned by MCFL. After approval she anticipates 2-3 months of time to fully implement. There was a general discussion of this item with emphasis that MCFL cannot forgive other libraries materials and Sara indicated she fully understood that.

**4. Online Library Cards**

Dan reported he is filling out the application for credit card verification and the process has been started. This is a step needed in getting online library cards.

## 5. **Link+ funding**

Anji awaits further information from Tim Auger at III. This should be soon and will be shared at next meeting.

## V. **New Business**

### 1. **PC Reservation Software**

San Rafael is meeting with their IT and is moving to Envisionware. When asked Envisionware said the pricing for other MARINet libraries could not tag onto MCFL's contract. Sara Jones said she would re-ask the question of John Himes at Envisionware

### 2. **Card Expiration**

Overdrive allows users to access the product with expired cards and it was determined we should close that loophole but only after expired cardholders are notified. Houghton made the motion to proceed and Gorka provided second. Unanimous.

### 3. **E-Book working Group and Database Working Group**

- a. The database committee recommended Brainfuse and Flipster. A general discussion was had and it was determined to table it until next month and the database committee should write a statement to the Board supporting the recommendation for purchases.
- b. The group also recommended creating a campaign to improve E-Book use including some professional services from Big Cat advertising. Including a Facebook page called ***E-books for Marin***. Motion to authorize up to \$5,000 for online marketing campaign from Chambers, second Mazzolini. Unanimous.
- c. Committee recommends removing DVD limit from 10 to 20. Group decided to table this recommendation and get a report on the reason for this recommendation.

### 4. **CENIC**

- a. A general discussion was held about the viability of CENIC. It might be more possible for some libraries rather than others and the details, including cost, benefits and logistics remain unclear. It was indicated that some libraries might not be in a position to make a decision quickly but MCFL may move forward. At this point not MARINet as a whole.

### 5. **Member Goals for 2015**

- a. **Dominican** (Gorka). A focus on facility remodels, creating social learning space and advising space for students. Staff space may be claimed for student's use. Gary indicated they were embarking on making decisions with less intuition and more data. He also has a transition in staffing. Roles and people are changing and with new people will come new possibilities. He also indicated he has concerns with current consortium CAMINO and may look towards Link+ as an alternative.
- b. **San Anselmo** (Kenton). Library is in good space. Has good will of the community and stable funding. Parcel tax was renewed for 9 years. The library has maxed out its facility space and is trying to eek out more usable space. Town is creating a facilities master plan for community center and maybe will have a library presence there. Ideas are for a living room type space for holds pick up, perhaps vending. Community Assessment indicated increased hours especially on Wednesday a.m. which would involve staff. Needing to increase circ staff.
- c. **Bel-Tib** (Mazzolini) Fundraising for the library expansion is constant. Part time foundation executive director has been hired and is a seasoned fundraiser. Library awareness, publicity and promotional material is focus and creating large events that draw more people into the library. Perhaps a miniature "LitQuake". A

general concentration on easier access to everything, connectivity and ease of use for patrons.

- d. **Larkspur** (Gordon). Library has fixed footprint and there is need to make better use of space. Heavily engaged in strategic plan. LMS architects are working towards envisioning new library space.
- e. **MARINet** (McMahon) Looking forward to hiring a training person, working on team building activities. Concentrating on hiring and moving. Reevaluate some policies like E-Books records display and holds and the issue of home library vs. preferred pick up library.
- f. **MCFL** (Jones) Concentrating on the three goals of the strategic plan- 1) early literacy; 2) older youth engagement in reading, learning and self-expression and 3) creating a positive digital environment, meaning connectivity, access and e-resources. The buildings remain too small in general but looking at opportunity in South Novato towards the first step of doubling space and eventually a MCFL flagship library. Staffing and hiring has been big issue. The library had 25%+ vacancy just a year ago and now is less than 5% which has been a huge activity for the library to address successfully.
- g. **Mill Valley** (Brenner) Mill Valley Library was recently named a finalist in the Bill and Melinda Gates Foundation sponsored Best Small Library in America award. The library will be honored in 2016 at PLA with a cash award of \$10,000. Long term strategies are to innovate to involve. Behind concept of turning outward and realizing the aspirations of the community. A patron centric point of view. Innovation and risk taking and wouldn't it be great for MARINet to work towards that too. Concentrating on changing the perception of the library by the community. Continue engaging with the community, creating patron-driven programming and turning outward.
- h. **Sausalito** (Chambers) Financially in good shape for the future. City issue of ADA compliance the library stacks which are not ADA and will be part of plan to make the appropriate accommodations. For the library it presents an opportunity. There is no will for a new library because of the beauty of the current space. Discussion on print collection and how to expand the children's spaces for more children and families use. How to prepare for youth of all ages. Work at service models and staffing (subs) as core. Librarian and Library Assistants and other ways to staff. A full inventory of the collection is in progress. Lots of issues have been found and resolved.
- i. **College of Marin** (Ly) - STANDARDS: Continue to make progress in meeting accreditation and academic library standards (facilities, staffing, collections, access, etc.)- STAFFING: Advocate for additional full-time and part-time staffing for Kentfield and Indian Valley libraries. Working with library team, HR, and unions, develop a library staffing plan that includes review/revision of job descriptions and salary equity study. - SPACES: Continue to clean and maintain library facilities; focus on making spaces welcoming, productive, and engaging. Final preparations for William Keith Room event space before first event on Feb 27 (author talk). Encouraging upper administration and Board of Trustees to pursue a new bond for library/learning resources building. - PROFESSIONAL DEVELOPMENT: Provide and facilitate learning opportunities for library staff to improve knowledge and skills (ex. Sierra training with Dan, customer service, CPR/First Aid). Encouraging staff to apply for college professional development funding for conferences, workshops, and coursework. - TEAMBUILDING: Develop regular meeting time for full-time staff (2x/month) for information exchange and form cross-function working groups for review/revision of library

policies and projects as needed. Continue to organize and make time for teambuilding activities - INFORMATION LITERACY: Work with librarians and college faculty to develop information literacy plan that targets courses with information literacy student learning outcomes and develop preliminary assessment tools. Review and discuss the new framework for information literacy and consider revising college information literacy outcome. - COMMUNITY: Continue to increase COM library participation in the community and visibility through MARINet working groups, One Book One Marin, and holding events in William Keith Room.

- j. **San Rafael** (Houghton). There is currently great stress on city funding resources. Public safety stress, homeless issues, SMART train impact. There are basic training needs as a result of the increased need for social work in the library both for adults and children. Plan for fall of 2016 parcel tax renewal in cooperation with building plans. Building needs assessment. Doing collaboration and community outreach. Balance reality of library operations with more visioning opportunities.
  - k. OVERLAPS in goals (All) Circ Training; E-book academy; Circulation/card issuance problems; prioritizing training needs including cards, circulation and Decision Center; promotion and awareness of shared resources; programming and discussion of sharing more/all calendar information.
6. Items for future agendas;
- a. Consortia E-book funding for 2016
  - b. E-Book working group recommendations
  - c. Approve actual costs for TI at Los Gamos

**The meeting was adjourned at 11:50 am.**