

**MARIN COUNTY FREE LIBRARY COMMISSION**  
**Proposed Agenda**  
**Wednesday, November 9, 2022**  
**2:00 p.m.**

**STINSON BEACH LIBRARY (Charlotte Jones Room)**  
**3470 Shoreline Highway, Stinson Beach, CA 94970**

Directions: Travel Highway 101, taking the San Anselmo exit from Highway 101, and drive west on Sir Francis Drake Boulevard past Fairfax. Turn left on Route 1. The Library is north of the only stop sign in town. If you are coming from the South, the library is on the left-hand side.

**Meeting will be held in person but members of the public may still access meeting through Zoom link provided below.**

**Please join Library Commission meeting from your computer, smart phone or tablet.**

Join Zoom Meeting

<https://us06web.zoom.us/j/81543365363?pwd=SWhKc3pVeEp4Q1RTT08rZERzenFrQT09>

Meeting ID: 815 4336 5363

Passcode: 520588

One tap mobile

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+13462487799,,81543365363#,,,520588# US (Houston)

Dial by your location

+1 669 444 9171 US

+1 346 248 7799 US (Houston)

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

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+1 646 558 8656 US (New York)

+1 646 931 3860 US

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Late agenda material can be inspected in Library Administration, between the hours of 8:00 a.m. and 5:00 p.m (Monday-Friday). Library Administration is located in Room 414 Marin County Civic Center, 3501 Civic Center Drive, San Rafael.

All County public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices or other accommodations to participate in this meeting, these may be requested by calling (415) 473-3222 (Voice) or (415) 473-6172 (TTY) **at least** 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.

+1 301 715 8592 US (Washington DC)  
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+1 312 626 6799 US (Chicago)  
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+1 386 347 5053 US  
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Meeting ID: 815 4336 5363

Passcode: 520588

Find your local number: <https://us06web.zoom.us/j/81543365363>

*"I am grateful for what I am and what I have. My Thanksgiving is perpetual."*

Henry David Thoreau

<u>ITEM</u>	<u>PRESENTER</u>	<u>STATUS</u>	
2:00	1. Call to Order	Ream	Action
	2. Roll Call	Ream	Action
	3. Approval of Agenda	Ream	Action
	4. Approval of 09-14-22 Minutes	Ream	Action
	5. Open Time for Public Expression		
	6. Reading & Correspondence File	Ream	Information
	7. President's Report for October	Ream	Information
	8. Old Business		
	9. New Business	Ream	Information
	a. Adult Services Report	Doerge/Ash	Information
	10. Director's Report for October	Adlawan	Information
	11. Announcements	Ream	Information
3:30	12. Adjournment	Ream	Action

*Numbered List of attachments:*

4. Minutes for September 14, 2022
11. Library Director's Report for September, 2022

Unnumbered Attachments:

MARINet Board minutes of October 6, and October 11, 2022 held at  
Tech Services

**Marin County Free Library**  
**3501 Civic Center Drive, Suite #414, San Rafael CA 94903**  
[www.marinlibrary.org](http://www.marinlibrary.org)

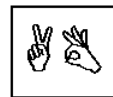
**Brown Act:**

The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code §54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4). The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Co).

**Meeting Locations**

Bolinas Library	14 Wharf Road, Bolinas, CA 94924
Civic Center Library	3501 Civic Center Drive, Ste. #427, San Rafael, CA 94903
Corte Madera Library	707 Meadowsweet Drive, Corte Madera, CA 94925
Fairfax Library	2097 Sir Francis Drake Blvd., Fairfax, CA 94930
Inverness Library	15 Park Avenue, Inverness, CA 94937
Marin City Library	164 Donahue Street, Marin City, CA 94965
Novato Library	1720 Novato Blvd., Novato, CA 94947
Point Reyes Station Library	11431 State Route One, Point Reyes Station, CA 94956
South Novato Library	931 C Street, Novato, CA 94949

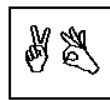


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Stinson Beach Library

3521 Shoreline Highway, Stinson Beach, CA, 94970



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#### LIBRARY COMMISSION AGENDA FOR 11/09/22 MTG

MARIN COUNTY FREE LIBRARY  
Meeting in person and virtual

--PROPOSED MINUTES--  
Wednesday, September 14, 2022

(1) CALL TO ORDER

Meeting called to order @ 4:03 pm.

(2) ROLL CALL

Present

Ann Kaplan

Sally Hauser

Margaret Kathrein

Anyaschandler via zoom

Daniel Sherman via Zoom

Alison Blume – via zoom

Claudia Wilson

Nick Javaras – via zoom

Absent with Notification

Loretta Farley

Linda Ward

Sue Ream

John Macleod

Ali Iqbal

Also Present

Lana Adlawan, Director of County Library Services

Diana Barrera, Administrative Assistant I

Leslie Galiani, Administrative Services Manager

Edna Guadiana, Administrative Services Associate

Damon Hill, Library Services Manager

Raemona Little Taylor, Deputy Director of County Library Services

Thomas St. Jovite, Tech Services

Chantel Walker, Assistant Director of County Library Services

Jesse Lumb, Mobile Library Assistant, Bookmobile

(3) ADOPTION OF AGENDA M/S/C – Schandler/Wilson Agenda approved as submitted

(4) ADOPTION OF June 15, 2022 MINUTES - M/S/C Schandler/Kaplan Minutes approved as submitted.

(5) OPEN TIME FOR PUBLIC EXPRESSION – Bill Hale

(6) READING & CORRESPONDENCE FILE – Materials were sent to the Library Commission prior to meeting

(7) PRESIDENT’S REPORT AUGUST  
Commissioner Hauser

(8) NEW BUSINESS –

a. Measure A Fund Review – Chantel Walker, Assistant Library Director & Leslie Galiani, Administrative Services Manager

b. Facilities Overview – Damon Hill, Library Services Manager

c. Board & Commission Stipends – Chantel Walker,

(9) DIRECTOR'S REPORT FOR JUNE/JULY – Director Adlawan reported on the following:

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(10) ANNOUNCEMENTS –

(11) ADJOURNMENT – M/S Schendler/Javaras Meeting adjourned @ 5:08 pm

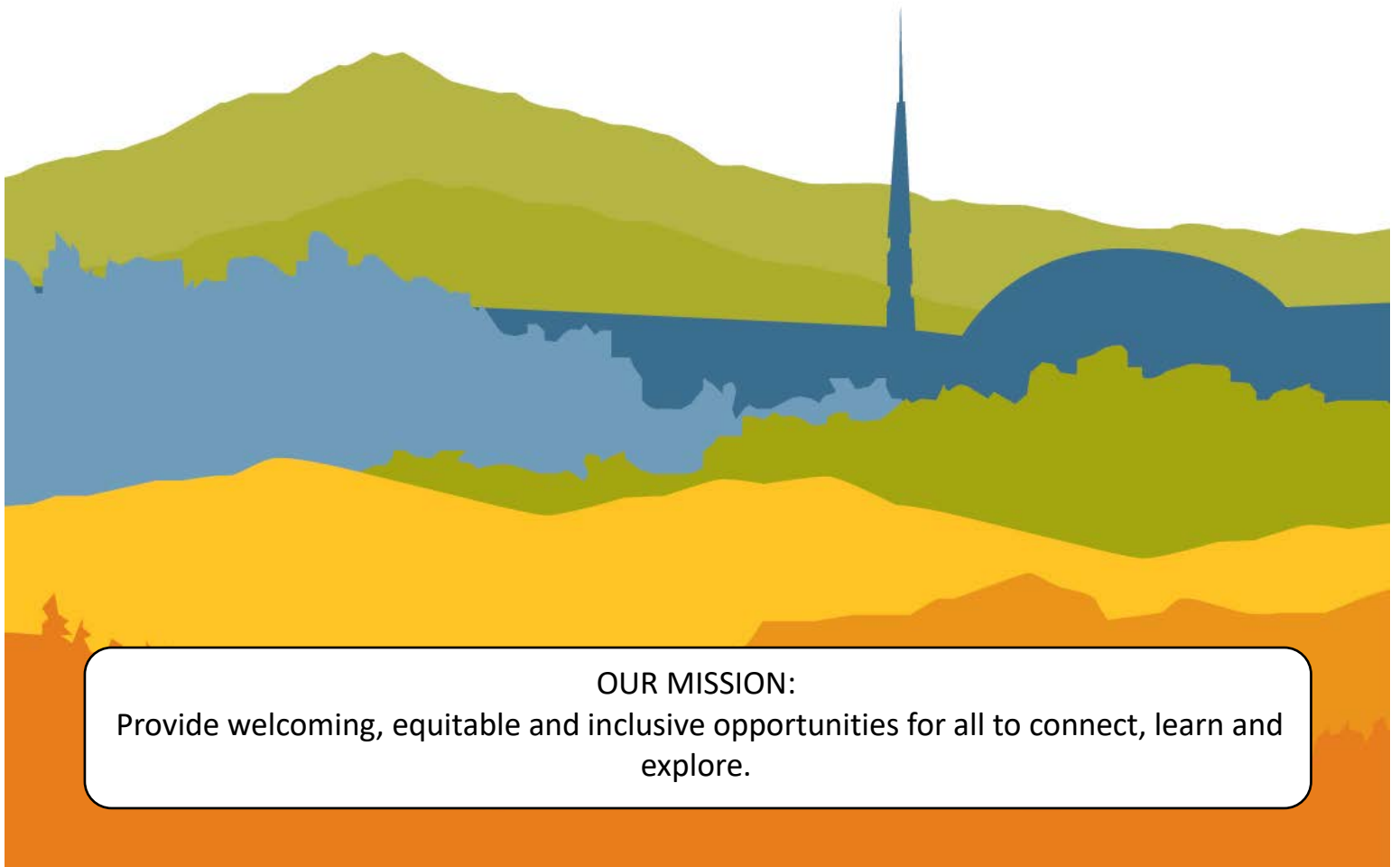
# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

Marin County Free Library Commission Report  
Lana Adlawan, Director of County Library Services

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## OCTOBER 2022 ACTIVITIES

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**OUR MISSION:**

Provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore.



## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

### Children's Services

Strategy C of the Children's Services Team Action Plan is "Identifying and promoting Children's Services Core Competencies and best practices that support professional development." This month the Children's Services Team updated training manual materials, including:

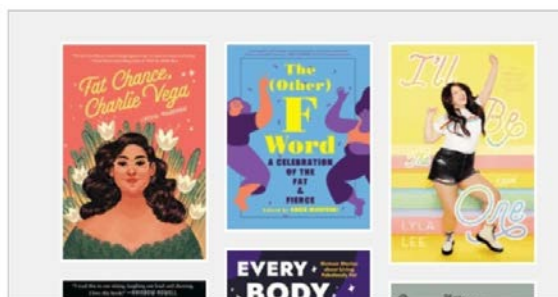
- Reading level conversion chart which tracks the popular reading stage programs used in public schools (Accelerated Reader, Lexile, and Fountas & Pinell). This will assist all library staff in locating reading level-appropriate materials for children.
- Storytime training: best practices, guidelines and suggested titles for new librarians presenting storytime programs.
- Shift preparation checklist: overview of children's collections and resources that all regular and extra hire staff can use to familiarize themselves when working in a new location or assisting with children's services.

These materials are key in meeting the goal: "Children's Services staff feel supported in delivering intentional and effective children's services."

## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

### Teen Services

Following a Teen Services Committee equity discussion about anti-fat bias and the impact on teens in our community, Greta Marti created a booklist for teens featuring and celebrating fat bodies.



### Teens: Body Positivity

Teen Leadership Crew, led by Rashida Skaar, moved forward with plans to post issue 2 of the teen created zine, The Spire, to the website and to publish copies for sharing with our communities.

Annemarie Russo made her first visit to Marin County Juvenile Hall to deliver books selected and ordered by Natalie Weber. The giveaways are generously funded by the Friends of the Library. The juvenile hall visit went well! The staff and students were really kind. Annemarie offered a bit of a reader's advisory/book talk with the students. Many of the students are interested in graphic novels, urban fiction, and biographies. There was also a high interest in more books written in Spanish.

I was told that the kids spend a lot of time reading while in Juvenile Hall since there is not much to do. I encouraged all the kids to come visit us at the library once they are out.

## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

### Adult Services



In celebration of **National Hispanic Heritage Month** and **Día de los Muertos**, Corte Madera Library featured **Else Tamayo's** artwork, an exhibit of colorful, mixed-media art celebrating the departed lives of those who have touched the artists' life.

Author **Valencia Burton-Horton** read from her book **Buddha International Realty** at Marin City Library. The event then shifted to Marin Culture Arts & Culture for a book signing and reception. Valencia is the broker of Buddha International Realty which was brought to her by a vision to be the change the real estate professional world needs. Local homeowners spoke about their story of housing inequity as featured in the book.

Linda Siegel from **Technology4Life** began a partnership with MCFL's Adult Services Committee to present a series of technology workshops.

**Technology4Life** is a non-profit organization whose mission is to teach adults of all ages through practical, hands-on classes and seminars to understand and utilize technology in order to enable them to remain independent, healthy and connected to their community. The first online presentation focused on **Using Gmail**. All sessions will be recorded and available on YouTube for 6 months.

An online docent Lecture, **Ramses the Great and the Gold of the Pharaohs**, was presented by **Fine Arts Museums of San Francisco** docent Maureen O'Brien. The lecture was sponsored by the Friends of the Corte Madera Library. Ramses II, known as Ramses the Great, was the most celebrated and powerful pharaoh of Egypt's golden age. The current exhibit at the [de Young Museum](#) features one of the greatest collections of Egyptian artifacts ever to travel to the United States. This presentation explored Ramses's life and discussed the marvelous treasures in the exhibition, from the pharaoh's colossal royal sculpture, to mummies and exquisite Egyptian jewelry.

Crepuscular creatures and nocturnal noises are the stuff of spooky Halloween stories, but **Marin County Parks Interpretive Naturalist Shannon Burke** presented a virtual lecture on **Nocturnal Animals** to let patrons know what our night-active neighbors are *really* up to while we sleep. She explored how and why some animals prefer to move about under the cover of darkness.



## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

### Collection Development & Management



The Selection team worked with our Tec Services dept. to coordinate Lucky Day (ready access, not-reservable) books as a pilot approach to expanding our Spanish book selection. We are exploring the titles available and working out details for acquiring them. This involves looking at our leasing accounts and adjusting our budget.

The team has also been reviewing online resources to add to our offerings for patrons, expand information and representation available in history and genealogy, as well as exploring offerings for children that include a range of languages, and expanding our digital magazines.

We are also having meetings with our largest vendor, Baker & Taylor (B&T), about the next steps for including children's materials in our shelf-ready processing system. Our goal is to streamline the timeframe for getting books out to the branches and into the community. This involves coordinating our labeling approach with the vendor, giving instructions, and testing orders and items received for accuracy.

We are also finishing up the adjustments needed and communicating our questions to finalize the set-up of our Collection HQ service. This service will allow us to monitor inclusiveness and representation in our collection, as well as assist with data for managing the collection.

We are seeing more functionality in our B&T ordering system, after the recovery from the ransomware attack that stall B&T operations over the last few months. We now have a restored ability to order books.

# Educational Equity



Classes from Bolinas, Point Reyes, and Inverness participated in **StoryWalk** in their communities. Water-themed activity kits were distributed to PreK, K and 1<sup>st</sup> grade classes as part of their participation.



## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

### Communications & Publicity

Celebrate National Friends of the Library Week



**Thank you  
for being a  
friend!**

**Join Us**

October 20, 2022

in the World's Largest  
Earthquake Drill.

**Shake  
Out**

[www.ShakeOut.org](http://www.ShakeOut.org)

#### FAIRFAX LIBRARY GARDEN PARTY

##### GRAND OPENING

SATURDAY  
OCTOBER 29, 2022  
11:00 AM

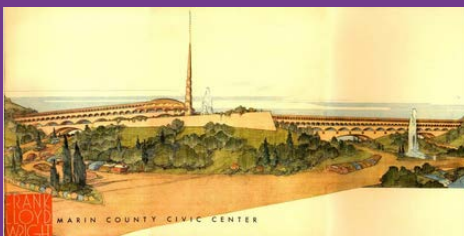
- tour the new garden
- find engraved pavers in the patio
- create a seed bomb
- listen to live music
- enjoy refreshments

Please join us!  
This event will be outdoors and will  
be rescheduled in case of rain.

"If you have a garden and  
a library, you have  
everything you need."  
— Cicero



THANK YOU TO OUR  
CONTRIBUTORS!



BLOG POST

60th Anniversary of the Marin County  
Civic Center & Library

This month the Library Marketing and eServices team highlighted our gratitude for our Friends of the Library groups by creating print signs for our branches, digital signage, social media, and a [blog](#) on our website highlighting all the amazing efforts and contributions made by our Friends to enable engaging services and experiences for our community.

We also featured digital signage and website info on the [Great Shake Out](#) earthquake drill that took place in our branches and around the world.

Celebrations were in order for the Fairfax Library and the Civic Center Library. Fairfax had the [grand opening of their new garden on Oct.29](#), which was highlighted on the website and calendar. We've been featuring [garden updates](#) on our blog, to keep everyone apprised of their progress – it looks amazing! [The Civic Center turned 60](#) on Oct.13, and we promoted their incredible day of celebrations via the website, calendar and social media. It was a wonderful constellation of activities that was covered by several news outlets, including KCBS.

Other events we promoted included the StoryWalk event at Tennessee Valley for *The Hike*, a Food Handler Class, a Technology4life Gmail class, Marin Master Gardeners, and crafting and movie events for kids and teens.

In addition to sending out our monthly email newsletter about library happenings and resources, we feature our staff-curated booklists on our website and social media. This month included [Celebrate Indigenous Peoples Day](#), [October's Hidden Jewels](#), [National Book Awards Long List](#), [MCFL Kids Scary Chapter books for Halloween thrills](#), and new books for all ages. We also feature ebooks from the library, and recently highlighted the Libby app on social media.

As a public library, we help support an informed citizenry. Near election time, we share [Voter and Election Resources](#) in a blog post, featured on our home page, to provide people with a one-stop list of everything from where to find polling locations to where to look for ballot information.

# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS



## Spotlight Fairfax Branch Garden

Saturday October 29, Fairfax Library welcomed several hundred visitors to celebrate the grand opening of the Fairfax Library Garden. The garden expands services beyond the library's walls, and provides spaces for programming, gathering, reading and appreciating the natural environment.

Children and families are already using this space for play, reading aloud and gathering with other families. During the grand opening event, several children were surprised to find their names on an engraved paver, a legacy gift from their parents.

The plan includes 10 new trees, pollinators and native plants. Wifi extends into the garden area allowing patrons to use their laptops, borrowed Chromebooks or other devices at the picnic tables near the building or at the tables and benches on the patio. Many thanks go to Friends of the Fairfax Library for their fundraising campaign: over 300 individuals, local businesses and agencies purchased engraved pavers, demonstrating a huge show of community support.







# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS



## PERSONNEL UPDATE

October 2022

Thank you to the MCFL interview panel members, hiring managers, admin staff, and Finance Accounting Human Resources (FAHr) Team Members for helping us to recruit, promote and bring in new staff.

Help us welcome new staff members who will be joining or moving to new roles within MCFL:

**Brandon Barragan**, LIBRARY TECHNOLOGY PROGRAM COORDINATOR, Makerspace/South Novato Branch

**Sarah Broderick**, Library Assistant II, South Novato Branch

**Jesse Lumb**, Community Library Specialist, Bookmobile

Interviews were conducted for **Administrative Services Technician**, **Librarian I**, and **Community Library Specialist** positions. The application period for **Senior Librarian/Branch Manager position** remains open and the **Media Technician** position application period closed. The application period for **Library Services Manager position** is open.

The following full-time and part-time vacancies are under review:

- |                            |  |
|----------------------------|--|
| ○ Library Aide             | 2.1 FTE – Fairfax, Novato, and S. Novato |
| ○ Librarian I              | 1.0 FTE – Marin City                     |
| ○ Library Assistant II     | 2.0 FTE – Corte Madera, Novato           |
| ○ Mobile Library Assistant | 1.8 FTE – Learning Bus, Bookmobile       |

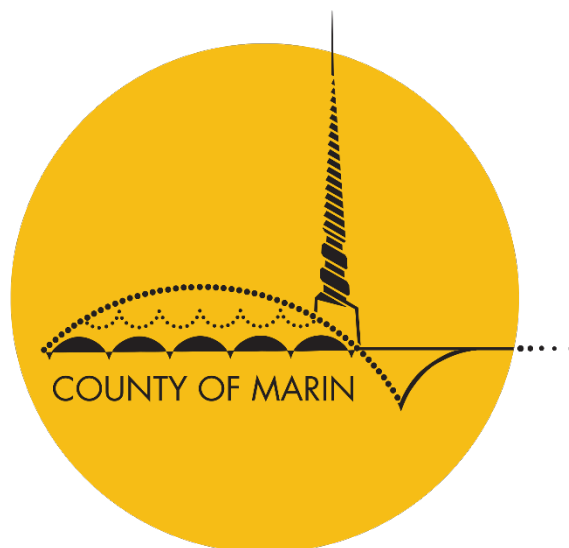
# LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## MESSAGE FROM THE DIRECTOR OF COUNTY LIBRARY SERVICES, LANA ADLAWAN



## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS

## LIBRARY ACTIVITIES AND OUR EQUITY FOCUS



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### COMMISSION MEMBERS:

MCFL and the County of Marin

THANK YOU for your commitment to welcoming, equitable, and inclusive library services.

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## **MARINet Board Meeting – Minutes**

**Online Meeting Oct. 6, 2022, 12:00 p.m. to 2:30 p.m.**

Minutes approved on Nov. 3, 2022

**Present:** Franklin Escobedo, Henry Bankhead, Crystal Duran, Jessica Trenary, Dan McMahon, Abbot Chambers, Lana Adlawan, Linda Kenton, Gary Gorka, Anji Brenner.

**Absent:** College of Marin

**Guests:** Jessica Zairo, Bill Kessler, Jordan Fields, from Bywater Solutions. Pat Beaupre Becker, from the Marin County League of Women Voters. Megan Stone, from the Marin Registrar of Voters. Erica Reynolds and Marty Tarle, from BiblioCommons.

**Meeting called to order at 12:00 p.m.**

Minutes for Aug. and Sept. with corrections, approved. (Sept. correction, Pat from LWV was a guest in that meeting, not an agenda item.)

### **Topics**

**League of Women Voters:** Megan Stone: How can the libraries and the Elections Department collaborate? Megan is inviting libraries to become members of the Voter Education and Outreach Committee. It's not a big commitment, they typically meet once a year just before the election. Pat wants to schedule voter demonstrations at some of the libraries, and is holding dates open. Her contact info is provided in the chat. (To be added to the VEOAC list, please contact me at mstone@marincounty.org. Thank you!) They're thinking of calling the sessions "Celebrating Democracy."

### **Aspen and BiblioCommons:**

**Aspen, Bywater:** The goal of Aspen is maximizing use of library materials by patrons. Patrons are used to Amazon, so they give them that kind of results, in FRBR'ized form. They provide a list of California Libraries with Aspen. It's used by a large consortium, SWAN in Maine. Libraries can make their own choices on branding, at no extra cost. The catalog is making sure that other resources are presented to patrons, ex Enki, Ebsco, etc. The entire state of Wyoming going live on Aspen next month. Reading history is the biggest selling point, it's searchable. Online payment options include PayPal, Comprise etc. You can use payment API as well if it exists. They're working on updates to improve the appearance. What's a transition look like, how long does it take? Est. 8 weeks to 6 months, typically four to five months.

**BiblioCommons:** BiblioCommons uses patron focused design and ongoing integration of features. They're currently used by over 400 public libraries, that is their sole focus. Accessibility is part of the culture, per WCAG 2.1 standards. SFPL drove the initial accessibility work. The company employs mostly librarians, with a team of over 50 just focused on the patron experience. Erica demonstrated a comparison of Aspen and BiblioCore designs on one title. Staff lists are prominently featured, as a way to build relationship between the public and library staff using catalog. They showed comments from our own patrons on BC, they have received over 6,000 comments, mostly positive. There was a discussion of recent outages, which were caused by upgrading infrastructure. They are working on exporting borrowing history, which should be available in 2023. The App is going to get push notifications, improvements to the checkout experience and adding multiple accounts to the app. (Do

we want to be a preview library for that?) Lana asks, can we get data on our users and how they use it? Dan and Jessica say yes, we have analytics and logs, but haven't done a look in years as nobody has asked about this. What questions would we be looking to answer? Their app is branded as MARINet, unlike the Aspen Lida app which is branded for Bywater.

Discussion afterwards. MCFL is interested in self-checkout, and in the multiple account feature being designed. It's currently \$3k to turn on checkout in app. Henry holds that our primary goal is cost cutting. Linda points out our customer service experience is probably more important. BC provides good support to our patrons. Are there better places in the budget to reduce costs?

**Talk about meeting in person:** Even quarterly in-person meetings would be good, and visiting other libraries would also be good. Important to meet face to face at times. The scheduling of an in-person meeting would have to be different from the online meetings, mid-day does not work for the travel involved. Discussion follows. SRPL wants Zoom only. MVY SAU say only meet once or twice a year. The Board can do a social occasion if business is not discussed. No consensus yet.

**Report from Cost Sharing Working Group:** No update.

**JPA Revision, a new Task Force:** Hasn't been formed yet. Dan Schwartz willing to come speak to us. Any suggestions?

**Bibliotheca Support Costs:** Bibliotheca wants us to sign a support contract for the pads we've bought. They initially asked for \$200 per pad per year. (The pads cost \$500 to \$600.) They cut it to \$98. Lori is of the opinion that we don't need to pay these folks. It would be \$9,600 the first year then next year \$14,602. The support issue is tricky. Can individual libraries do their own contracts? Paying support doesn't make sense after a year or two at this cost. We could use any other pads from any vendor, it just takes some setup on our part. MARINet won't replace pads going forward, that is up to libraries. Individual libraries will follow up with Bibliotheca if they want a support contract on their pads. They should hold the company to the \$98/pad level.

**MARINet retention policy:** We should follow the County's retention policy. What do the other JPAs do?

**Overdrive Ordering of Best Sellers:** If a physical title has 25 holds it's ordered as an e-book for MARINet. Other systems are adding book, e-book and e-audiobook at same time as the first orders for physical books. Our collection is well developed compared to other larger collections at nearby libraries. But we aren't really organized around purchasing here, not integrating orders for online and physical formats. Jessica suggests that we check on the authors for standing orders. We could buy those e-books earlier. We also have to keep librarians involved so they feel connected to the collection.

**Collaboration and partnership:** The domain for the One Book One Marin website was renewed for two years. BET is getting a memory lab grant from the state library, as is SRPL. They're also getting ZIP book funding. MCFL did a partnership with MVY and SAU on StoryWalk.

**Systems Report:** Sierra 5.5 is on the horizon, probably in the next 6 to 8 weeks. We're doing school card updates and renewals, starting a new set for MCFL's school districts this year. Dan is planning Jan. 20 as his last day, and will create the next draft budget, send any input if you have it. On CHQ what's up with the diversity tool? They will now bill MARINet, so it's time to set up trainings. They're already

getting the data for all the libraries in the weekly exports. Overdrive reciprocal borrowing is running about 5% of OD checkouts right now already.

**Future topics:**

- a. The CHQ Diversity tool.
- b. Scheduling a special meeting on Sys Admin replacement.

**Virtual meeting approval:** The vote is unanimous to continue meeting virtually for another month. We could use a consent agenda if there is more than a single item needing approval.

**Announcements:**

MCFL: We're doing a class and comp study on the MARINet Systems Administrator position.

SAU: Augie Webb is retiring; Nov. 15 is her last day of work. Staff are going to a 4 day, 36 hour workweek for all employees.

DUC: Demolition in the library building begins Monday morning. There will be heavy construction for a year and a half at least. Minor adjustments for delivery, will advise MARINet.

SRPL: The library has hired a fulltime Library Assistant and two Library Aides.

LRK: We lost a librarian to Bel Tib Library. There is almost \$5M in the building fund.

Linda: Abbot won the Bank of Marin's Spirit of Marin award this year.

**Meeting adjourned at 2:33 p.m.**

## **MARINet Board Meeting – Special Session Minutes**

**Oct. 11, 2022 Online meeting, 2 p.m. to 3 p.m.**

Approved on Nov. 3, 2022

**Present:** Franklin Escobedo, Dan McMahon, Linda Kenton, Gary Gorka, Henry Bankhead, Jessica Trenary, Abbot Chambers, Anji Brenner, Lana Adlawan, Crystal Duran, Chantel Walker, Sarah Frye

**Absent:** none

**Meeting will go to closed session at 2:10 p.m.**

**Meeting called to order at 2:04 p.m.**

Dan and Jessica talk about what MARINet needs going forward. Lana talks about the process of hiring a position in the County.

Henry says we should be moving away from local servers. Dan says we're getting the info from Innovative on their cloud (hosted) options and how quickly we could do that.

Lana proposes that Jessica reads her list of needs to the group. Chantel will then speak to the hiring process in general.

Jessica says that we've talked to Sierra about hosting, it costs \$45k per year. That's our biggest concern, support for the local servers. There is an \$8k migration fee, whether for new servers or moving to the cloud. We'll still need one server for web forms, utilities and scripts that will need protection from hacking. With CENIC, Marin IT could help with that, it's pretty stable at this point.

Will Jessica have authority to work on the budget? We're starting a new budget cycle, with a draft budget in January and a final vote on next FY's budget in March.

She recommends that we stop taking in fines through PayPal, close our PayPal account, and move away from BiblioCommons fines to reduce overhead.

Chantel describes the job analysis process, they work out the list of task and what percentages each represents. Which pieces are we keeping and which aren't we. It includes crafting the ideal candidate statements. Can we do temp promo, or a double fill? To do that we must meet existing criteria. Double fill would require more funds. Dan says that MARINet has a lot of funds right now, and will have more available from any open positions this fiscal year.

**Going to closed session at 2:23 p.m.**

**Out of closed session at 3:31 p.m.**

The Board needs to form ad hoc committees to look at different solutions, likely several meetings to look at different aspects. We haven't figured out a timeline.

**Special Meeting convened at 3:30 p.m.**