

Minutes of the MARINet Board of Directors' Meeting
Thursday, October 26, 2000
Marin County Civic Center

Board Members Present:

Sara Loyster, San Anselmo
Carol Starr, Marin County Free Library
Cathy Blumberg, Mill Valley
Deborah Mazzolini, Belvedere-Tiburon
Mary Richardson, Sausalito Public Library

Absent:

Vaughn Stratford, San Rafael

Also present:

Deb Moehrke, Acting MARINet System Administrator
Phil Youngholm, MARINet consultant
Andrew Yon, Marin County Free Library
Cloann Di Grazia, Marin County Auditor's Office
Richard S. Arrow, Marin County Auditor/Controller
Frances Gordon, Larkspur Library

I. **Public Comment Period:** No public present

II. **Introduction of guests:** Andrew Yon, Cloann Di Grazia and Richard Arrow
Introduced.

III. **Approval of Minutes**

Minutes of September 28, 2000 MARINet Board Meeting

Approved after a few comments. *Deb was asked to add any action items from this meeting to the agenda of our next meeting so that they can be reviewed.*

IV. **Announcements-** none

V. **Additions to the agenda**

Add to Old Business: H) Follow-up to Brown Act and D)Committee Responses

VI. **Old Business**

A. *Richard Arrow-Questions on Contingency Fund*

MARINet has two Funds:

- 1) Operating Fund (#995), which is for basic operating expenditures. Revenues flow through this fund.
- 2) Capital Replacement/Sinking Fund (#951)for replacement of capital expenditures (like computers and equipment). Our current balance in this fund is \$282,507 (this doesn't include the amount we appropriated in the current budget (\$42,747) but it does include what we appropriated in last year's budget (\$38,834). *In order for them to put the amount appropriated in the current budget into this fund we need to request the transfer (need to do this by 6/30/01).*

NOTE: Interest is earned for both of the above funds.

Contingency/Carryover is an account (#6991) within the Operating Fund.

The surplus from the previous year goes into a carryover fund balance that stays in the Operating Fund. If not used it rolls into the fund balance of the operating budget at year-end. The carryover for FY 2000-01 is \$91,940.

At the beginning of each year Cloann takes our approved operating budget and subtracts the revenue from all of our membership fees. If more money is still needed she takes it from the contingency/carryover and distributes it into our operating budget. Whatever is left from the contingency/carryover goes back into the contingency/carryover account.

This year we will probably spend most of the contingency fund (\$91,940) on the staffing analysis and other personnel expenses outside of the operating budget.

(Deb Moehrke noted that the we would be spending \$2,700 on the burster).

Richard Arrow said that we could have as many funds, or accounts within funds as we'd like. We just need to ask to have them set up. The Board decided it probably better to keep it simple and not set up any new funds or accounts at this time.

B. *Monthly Budget Update*

Deb Moehrke shared the new version of the Budget Summary sheet, which is a lot easier to understand. She said we might want to consider listing revenues separately (like grant money).

C. *Personnel*

We have 2 PT catalogers (15 hours/week each) working on the Recon project. The \$5,000 from the Grant should cover this.

We haven't found anyone yet to fill the vacant Computer Specialist position but we have prospects.

D. *Retrospective Conversion Project*

Have hired catalogers (see above). Phil Youngholm reported that OCLC had sent us files that contained call number fields we had asked to be excluded. OCLC says they have now corrected this so Phil retrieved and loaded a few records to examine. If there are no further findings he will retrieve and upload the file. Phil also discovered that we don't really need the load table we have on order from Innovative so we will be canceling the order and saving about \$2,500. However we will need to turn around and spend this savings on completing the project. Of the 4,813 records we sent OCLC they were only able to match and send us good records for 1,940. Many of the remaining records only need to be merged with good records already existing in the MARINet database. However, for those that aren't in the database we are going to need to spend money on searching and exporting MARC records from OCLC.

E. *Standardizing methods of counting registered patrons*

From now on the MARINet office will run a count of registered borrowers each year on June 30 for our State Library reports. There was some discussion about running reports that reflected counts for service areas but, since the report asks for the registered borrowers in each jurisdiction the Board agreed that Pcode 2 report would be used. Deb will run a report that we can use for this year's report. It should still reflect June 30 counts.

F. *Approval of resolutions for Larkspur and Simmons contracts*

a) Starr/M Loyster/S all in favor of resolution for Larkspur Public Library to join as an affiliate member and add their items to the MARINet database.

b) Richardson/M Mazzolini/S all in favor of resolution for Simmons and Williams to do a staffing study of MARINet central site staff.

(The Board had previously authorized Board President Loyster to sign the contracts for the above).

Heads up- We will need to prepare for Larkspur Library joining as a full member September 2001. They will be sending a letter detailing this so that we can proceed with whatever we need to do.

G. *MARINet staffing study*

The Board commented on how they and their staff members have been enjoying/appreciating that we are doing this study and that they all like working with Beverly and Joan.

The Board will meet with Simmons/Williams on November 16 from 10:30-12:30. They'll be giving us an update and asking us to do some 'homework' before the final report. Our regular Board meeting will follow. The meeting scheduled for November 30 has been cancelled.

The Board is also looking into having them join us for a Board Retreat on January 25 (Thursday) or January 18. As soon as Deb confirms the location (hopefully Green Gulch) and dates with everyone the date will be finalized.

H. *Brown Act*

The Board determined (Mazzolini/M Starr/S , all in favor) that TUG is a users group for training purposes and not a standing committee. Therefore it is not subject to the Brown Act.

I. *Responses from Committees*

There was a question from the committees about when they need to vote on their decisions. The Board said that if the committees are making a recommendation to the Board then they need to vote.

The Circ Standards Committee Goals for FY 2000-01 were distributed and read as well as TUG's accomplishments of FY 1999-2000.

The Board decided that each Board Member that is a liaison to a MARINet committee will attend at least 2 of their meetings each year and come to any meeting the committee thinks it important for them to attend.

It was also decided that the Chairs from each committee attend our February 22 Board meeting to talk about process and goals and that we should have a meeting like this at least once a year.

VII. **New Business**

A. *System Administrator's Report*

- There was some discussion about "all ports in use" problem, Ebsco Host problems and problems that had to do with remote access to the catalog.

System staff is working on the solutions and will come to the Board with recommendations (especially the remote access to the catalog problem).

- The problem with the 10 hold limit seems to be solved. We now have a workable 20 hold limit.
- ***There was some discussion about standardizing video renewal policies among MARINet libraries. Board members will check their rules and talk to staff and discuss this at our next meeting.***
- Deb is working on a solution that would enable access through fewer clicks/screens to EbscoHost. ***Library holdings have been added to EbscoHost. Maintenance (verification and additions and deletions) are a local responsibility.***

- *Debbie Mazzolini has noticed that she has been getting different hit rates between accessing Ebsco remotely and from within the library. Deb Moehrke asked that we send her examples of this.*
- B. InnReach Grant. Carol Starr reported that the Golden Gate Regional Network's grant was turned down by the Library of California and that its denial is being protested. The grant was for a Super Search-like interlibrary loan system to be developed by Innovative. The LOC denied the grant because it was only for one type of system (Innovative). The rebuttal said it could eventually include other systems.
 - C. Blue-Ribbon Task Force. Carol Starr reported that the recommendation to the Board of Supervisors would be to go for a 1/8-cent sales tax at the earliest opportune time.
 - D. SIG Committee- Cathy Blumberg reported that this committee would like to know more about their charge and who should be on this committee. Originally it was a County committee with a MARINet representative on it for input. ***The Board decided to wait until we get the staffing study report to make a decision about this committee. However, until then the Board decided that the committee should have specific projects to accomplish. The first one will be to research and make recommendations about sign-up/time out software for Internet PCs. Their next meeting is November 6 at 9:30 (location has to be changed to accommodate more people). Each library has been asked to send a representative to the meeting.***

VIII. Date of next meeting-November 16, 2000 at 10:30 a.m. Civic Center (room TBA)

The meeting was adjourned at 12:10 p.m.