

Draft Minutes of the MARINet Board of Directors' Meeting
Tuesday, December 19, 2000
Marin County Civic Center

Board Members Present: Sara Loyster, San Anselmo
Carol Starr, Marin County Free Library
Vaughn Stratford, San Rafael
Cathy Blumberg, Mill Valley
Mary Richardson, Sausalito
Deborah Mazzolini, Belvedere-Tiburon

Also Present:

Deb Moehrke, Acting MARINet System Administrator
Phil Youngholm, MARINet consultant

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

II. **Introduction of Guests:** No guests present

III. **Approval of Minutes**

Minutes of November 16, 2000 MARINet Board Meeting

Approved (Debbie Mazzolini/Cathy Blumberg) with changes: adding meeting adjourned; adding Deb Moehrke and Phil Youngholm as in attendance; take out personal names in retreat location and say "at a home in Belvedere which has been offered for that purpose".

Minutes of Special Meeting, November 17. Approved (Cathy Blumberg, Vaughn Stratford).

IV. **Announcements**

The MARINet retreat, originally scheduled for January 25, 2001, is being moved forward. Dates possible for all Board members are February 13, 15, or 16. Consultant Beverly Simmons will be consulted for date confirmation.

V. **Additions to the Agenda**

Discussion of Links Plus was added under New Business.

VI. **Old Business**

A: The retreat will be held at a home in Belvedere that was offered for that purpose.

B: **Reports from Committees**

1. Personnel - Sara Loyster and Carol Starr
 - a. Someone has been hired on a temporary basis for 4 to 6 months as an assistant in the MARINet office
 - b. Carol reported on the status of the Systems Administrator salary survey. The survey shows that our top step is \$73,000. The average results of the survey were at a salary level of \$77,500. Contra Costa County's top step is \$91,000. Carol has spoken with Human Resources and asked that a new salary scale be examined and implemented. The adjustment is scheduled for consideration at the County Personnel Board meeting in mid-January.

- c. Sara stated that she had a conversation with Phil Youngholm regarding his position. She suggested moving Phil's contract from within the IST Department to MARINet and restructuring the way technology maintenance and support is done for MARINet and for all member libraries. As this would change the scope of MARINet services and would have a long-term impact on operations, the Board asked that the discussion be continued at another meeting. Sara stated that filling the current MARINet job positions is hard to do without clarifying the technology support aspects. There were questions raised as to filling the positions as recommended by the consultants. Perhaps there is not a need for a fulltime clerical person. These items will be discussed at our next meeting. A date was set for February 9, 2001.

2. Committee Involvement - Cathy Blumberg and Mary Richardson

Cathy Blumberg and Mary Richardson distributed a summary report of and verbally presented the results of their discussion of methods of communication and action items for MARINet standing committees. They summarized what is being done at this time and what might be done in the future in regards to how MARINet standing committees communicate with the Board, how the Board communicates with the committees, and how the committees participate in the budget process. Their suggestions for the future include asking committees to maintain formal records of activities; establish an annual calendar; and summarize charges, goals, etc. on the MARINet staff web page. Board member liaison assignments should be formal and active, with each liaison attending at least two committee meetings a year. There should be a committee chair orientation meeting early in the fiscal year. The Board agreed to ask Circulation Standards to move their calendar from the annual to the fiscal year to be in sync with all other committees.

3. Innovative Implementation - Mary Richardson, Deb Moehrke, Deborah Mazzolini

A spreadsheet, developed by Deb Moehrke, was distributed which displayed the results of the discussion on ILL products owned and which libraries are using the various modules. After the meeting with Mary Richardson and Deborah Mazzolini, Deb consulted Phil Youngholm for his input. There will be further discussion at the retreat.

4. Financial Planning Calendar - Vaughn Stratford, Deborah Mazzolini

Vaughn and Deborah presented their suggested financial planning calendar. The budget process begins in early January with submission of committee and other requests for new projects and services; presentation of a preliminary basic operations budget, development of goals and objectives and review of funding request submissions at the retreat in mid-January. In February there would be a draft budget with would include additional projects. A final decision about items to be funded would be made at that time. In March the final budget would be approved at a meeting that would be held before March 15, the date set for budget approval in the JPA. During budget preparation additional meetings may need to be held.

C. Monthly Budget Report

Deb explained that the report has salaries through the first quarter to September 30. Other expenses are through November 30. A motion was made (Starr/ Loyster) to approve a resolution to transfer money from the contingency fund to cover the costs of the consultants hired for the MARINet study. All Board members were polled and were in agreement.

D. System Administrator's Report

Deb referred to her written report and highlighted certain items. The Board agreed with Deb's suggestion to purge long overdue items (after one year) from bibliographic records as part of routine database cleanup procedures. The item will stay linked to the patron record. Before implementing, Circ Policy Chair Phil Brown will be consulted.

Deb is looking into filing for Erate funding for telecommunications. She also talked about the California teleconnect fund and asked if MARINet should apply on behalf of member libraries. Further research needs to be done.

The recon grant money needs to be spent by the end of the year. All records won't be done. A motion was made to authorize (Starr/Mazzolini) an additional \$1,500 from the contingency fund to complete the recon project. The Board agreed by unanimous vote.

VII. New Business

A. Using Web Access Management (WAM)

Cathy Blumberg requested that the Mill Valley Library implement WAM in order to provide remote access to the Grove Encyclopedia of Art. Phil Youngholm explained the basics of WAM. He also reviewed the methods different vendors use to provide remote access to databases. Some methods of access involve the use of user licenses. Providing remote access to informational databases, Ebooks, etc. is becoming increasingly important and necessary. Deciding on the best route forward may need to be done database by database. Phil stated that he has already setup remote access through WAM for Mill Valley. Other libraries may be interested in using WAM for statistics and database access remotely.

B. Resolution to modify consultant's contract

Motion was made under the budget discussion.

C. E-Books with Golden Gateway Library Network

This was also brought up as part of the WAM discussion. Sausalito, San Rafael, Belvedere-Tiburon, and Mill Valley libraries have all decided to be part of the Ebook project in association with SFPL and other regional libraries and library systems. The cost is \$3,000 minimum per library for membership. How to authorize usage by community and/or patron is not clear.

D. Links Plus

Carol Starr summarized an email from Linda Wood about the letter of intent for the Links Project LSTA grant application. A motion was made (Starr/Mazzolini) to include MARINet as part of the grant letter of intent. All were in favor.

VIII. Adjournment.

The meeting was adjourned at 12:45pm.