

**Minutes of the MARINet Board of Director's Meeting
Friday, May 18, 2001
Marin County Civic Center, Room 410 B**

Board members present:

Sara Loyster, San Anselmo Public Library
Carol Starr, Marin County Free Library
Vaughn Stratford, San Rafael Public Library
Mary Richardson, Sausalito Public Library
Cathy Blumberg, Mill Valley Public Library

Also Attending:

Deb Moehrke MARINet System Administrator

Absent:

Deborah Mazzolini, Belvedere-Tiburon Library Agency
Francis Gordon, Larkspur Public Library

The meeting was called to order at 9:10 by Board President, Sara Loyster.

I. Public Comment Period: No public present.

II. Minutes of the meeting of March 9, 2001: Approved as submitted.

Minutes of the meeting of April 27, 2001: Approved with the addition to Old Business, #D: *San Anselmo charges \$1.00 for all requests submitted by patrons in the library.*

III. Announcements:

Starr announced that Marin County has hired an Electronic Librarian. Her name is Karen Schneider and she will start July 23, 2001. She is from New York State and she is quite experienced and they are looking forward to her joining the staff.

Blumberg announced that Mill Valley will be interviewing for an additional full time children's librarian.

IV. Additions to the Agenda: under Old Business included a discussion of the status of hiring a CPA and discussion of the Innovative Users group meeting.

V. *The meeting was adjourned to closed session for a discussion of the interim evaluation of the System Administrator. At 9:30 the meeting was returned to open session.*

VI. Old Business:

A. Committee charges: Richardson and Blumberg presented a revised *Request for Action form*; and membership and charges for the Circulation, Bibliographic Standards and Public Services committees as well as goals for FY 2001/02. They also presented a list of ongoing expectations for the committees and a list of expectations for Board members in relation to their committee responsibilities. These were discussed and edited. Corrected copies will be distributed to the Board members. There will also be an accompanying instruction page amplifying the *Request for Action form*. The Request for Action forms may be presented anytime

but those with fiscal implications will only be considered as part of the budget cycle.

- B. *Marinet Staffing status:*** Loyster announced that the System Support Analyst II position is being moved into MARINet from IST and Phil Youngholm will assume the position as of June 24, 2001.
- C. *System Administrator's report:*** Deb Moehrke distributed a written report to the Board.
 - 1) Larkspur is continuing to load their bibliographic records into the system but may not have this completed until after September.
 - 2) There was a Request for Action from the bibliographic Standards Committee to form an OPAC committee. This request will be placed on the agenda for the June meeting.
 - 3) According to previous audit recommendations, MARINet needs to maintain an inventory of its physical assets, including software. Richardson moved and Blumberg seconded **that the MARINet Board authorizes up to 40 hours of clerical personnel to create the MARINet inventory.** This passed unanimously.
- D. *CPA discussion:*** Stratford and Mazzolini will meet this month to identify candidates for hiring as the MARINet CPA.
- E. *III User group meeting:*** The Board discussed the User Group Schedule of meetings and who would be responsible for attending the sessions on the different meeting days. Board members committed to attend the sessions to ensure coverage of all that might be of interest. *Board members will report back on the "high" points of each session.*

VII. **New Business:**

- A. *Telephone notification:*** Board members will inquire at the Users group meeting about the Innovative Interfaces product used to notify patrons of requested/overdue items.
- B. *MARINet Board officers:*** Starting in July Starr and Blumberg will meet monthly with the System Administrator.
- C. *Renewal of Rand California Subscription:*** The Rand statistical data base subscription is up for renewal. The Board instructed the System Administrator to renew for another year and to look into training on the database for members of the reference staffs.
- D. *Sinking Fund transfer:*** In order to clarify the intent of the Board that the surcharges for user licenses collected from 1996 through the present and the San Anselmo buy in charges (97/98) be deposited into the MARINet sinking fund the Board took the following actions:
 - 1) Starr moved and Stratford seconded **to rescind the motion of 4/27/01 to transfer \$81,581 into the sinking fund.** Passed unanimously.
 - 2) Richardson moved and Starr seconded **that the Board contributes \$42,747.50 for FY 2000/01 to the sinking fund by transferring \$42,747.50 from the operating budget into the sinking fund.** Passed unanimously.
 - 3) Starr moved and Stratford seconded **that the Board move \$55,250 into the sinking fund from the contingency fund in order to deposit the user license surcharges and the monies from the San Anselmo buy in.** Passed unanimously.
- E. *Discussion of TUG.*** This discussion will be postponed until the June meeting.

Adjournment: Sara Loyster adjourned the meeting at 12:05 PM.

Next meeting: We will meet with the consultants on either Thursday, June 14th from 1:30 – 3:30 or Thursday, June 21st from 9 – noon in Room 410B, Marin County Civic Center.

Minutes taken by Cathy Blumberg