

Minutes of the MARINet Board of Director's Meeting
Thursday, June 21, 2001
Marin County Civic Center, Room 404

Board members present:

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

Also Attending:

Deb Moehrke, MARINet System Administrator
Phil Youngholm, MARINet Technology and Trainer Coordinator
Beverly Simmons, Consultant
Joan Frye Williams, Consultant

The meeting was called to order at 9:10 by Board President, Sara Loyster. Item VI was moved to the front of the agenda.

I. Public Comment Period: No public present.

VI. Old Business: Report from consultants on MARINet staffing and organization
Board members reviewed their progress in assigned areas.

PERSONNEL: Report from Carol Starr and Sara Loyster.

Deb Moehrke has been officially appointed as the Systems Administrator. The Technical Trainer position has been established within MARINet and Phil Youngholm has accepted that position on a full-time basis. Deb is working with Carol and Sara to get final approval by County Human Resources for the Office Assistant position. The job description has been written and a recommendation has been made to change the title from Computer Specialist to Library Technical Assistant. Deb reported that *the plan for* weekend backup is in place. She has asked County employee David Dodd and his staff to cover on Saturdays and they, and other County staff, will be trained to do back up once vacancies at the Civic Center branch have been filled. . With MARINet staffing in place the Board can move forward in other areas, including training in order to develop technical expertise among our own staff. Beverly Simmons questioned night backup. Deb reported that the most frequent problem is freeing hung records. Guidelines are being developed and training will be done to develop local expertise in this area. Also, most MARINet libraries have contracted for 24/7 support from IST. Beverly Simmons asked whether a salary survey had been done for MARINet positions. The Personnel Committee had gathered comparative information for the System Administrator position. Joan Frye Williams asked about funding for training for MARINet staff. Deb said there is money in the budget for training and for attending conferences.

COMMITTEES: Report from Mary Richardson and Cathy Blumberg

Mary and Cathy were complimented for the work they'd done and the document they produced. Their recommendations include Board development of charges and goals for the

committees, a Board liaison to each committee, a meeting with chairs every September to review the budget calendar, request for action form, the Brown Act, and other issues as appropriate. Mary Richardson acknowledged the consultant's recommendation to review the current committee structure and suggests leaving it as is this year in order to reevaluate. Joan Frye Williams asked about how committee representation is determined. Currently it is determined by the local library based on expertise, responsibility, and schedules. Joan also distinguished between charges to the committees and charges to the committee members. She recommended that the Board develop a ten-point task list on an individual committee member level, including bringing information back to and training at the local library. TUG and SIG are not included in the committee report and both groups are in the process of reviewing their structure, role, participation, etc.

FINANCES: Report from Deborah Mazzolini

Deborah Mazzolini reported that a budget calendar had been developed and accepted by the Board and a CPA had been selected and would be starting in the next fiscal year.

INNOVATIVE SOFTWARE OVERVIEW: Report from Deb Moehrke

In response to the consultant recommendations in this area, MARINet staff, Board members, and library staff attended the recent Innovative Users Group meeting. Deb attended the III Public Library Consortium meeting in April in Chicago that addressed multi-district networks. Joan Frye Williams said that the Board needs a general working picture of III software, what it can do and what do we want it to do. The Board should have a functional overview and the detail knowledge is the purview of line staff.

Joan asked about the Board's long range budget processing. The Board needs a far-reaching view that takes into consideration module development, system development, and possible conversion. A long-range plan enables MARINet to be more proactive and less reactive. We should maintain a systems improvement budget in the neighborhood of \$500,000.

RESPONSE FROM CONSULTANTS Beverly Simmons and Joan Frye to the Board's reports.

Beverly and Joan congratulated the Board on their work and the progress made since the February retreat. At that time financials, personnel, and III development were at risk. Committees, though needing work, were at least stable. In their opinion all areas are now stable or will be by autumn. The next couple of months may have some bumps, but the Board needs to know about the problems and now that MARINet is fully staffed, Deb will begin asking the big questions and move the network into new areas. They encourage the Board to maximize available resources and to dream big. The question is: what do we do to keep moving in that direction?

PERSONNEL: One area that we still need to nail down is at the local library level. Middle management should be responsible for developing expertise in technical areas. Local libraries and MARINet should be smart consumers of technology. The whole service picture must be considered, including public service, staff productivity, and automation. Local staff need to understand what III gives us at a functional level. They also need to be aware of how other libraries are using technology to improve service in ways that are unrelated to their integrated system.

FINANCES: Once the new CPA is on board we should be proactive, listen to and do what she says. The Board should understand finances as functionality. The Board should ask questions: What does it cost? What do we get? What is it going to do for us?

COMMITTEES: The Board has a plan that takes us to the next step in the MARINet committee structure. This includes charges to and allowing for input from the committees, a calendar, and liaisonship. The committees need to understand their responsibility to communicate committee information back to their own libraries. This coming year we should ask some serious questions: do we need the committees? Who will serve? What do they do for MARINet? The Board should be of one voice, be consistent, and have follow through in relating to the committees.

In general, the consultants determined that the Board and committees in MARINet value harmony and don't want to challenge each other. The consultants recommend changing our focus and priorities to allow for diversity, different points of view and perspectives, and disagreements. We should not retreat at disagreement. It is through energetic and fruitful discussions that growth and change can take place. Encouraging conversation around issues is an important component of stewardship. The agreement/disagreement chart that was used with the Board during the assessment process is a good tool for all MARINet committees to implement.

II. Introduction of any guests

III. Minutes of the meeting of April 27, 2001: A motion was made (Mazzolini/Starr) to approve the minutes after discussion of follow through on telephone notification system. Phil Youngholm agreed to call other libraries to get some evaluative information.

IV. Announcements:

Carol Starr announced that the Marin County Electronic Services Librarian job has been reopened and that applications are being taken for the Fairfax Branch Manager position. Cathy Blumberg informed the Board that Mill Valley children's librarian Marilyn Simons is retiring and that position will be opening.

Carol Starr stated that the County may have one 3M self-check workstation for sale. When she knows definitively, she will let us know.

V. Additions to the Agenda. No additions were made.

VI. Old Business

A. Report from consultants: moved to early in the meeting.

B. Letter of agreement with CPA

A motion was made (Starr/Richardson) to approve the draft letter of agreement with the City of Belvedere to use the accounting services of Becky Eastman. The motion passed unanimously.

C. IUG Highlights

Most Board of Directors members attended the conference and sent staff as available. Deb reported that she focused on learning about the interaction of Millennium modules, such as reports, create lists, and looking at WebCat and what we can do...what our Options are. Carol Starr said that she was impressed by the management reports that are available. It was suggested that Phil work with Deb to outline the management reporting and consortium statistics software that is available.

D. System Administrators Report

1. New network: In the new network sees each library as having the same IP addresses. As the III software is based on IP, local holdings cannot be displayed first in Web OPac. There may be a solution by moving the MARINet server into a DMZ to allow the MARINet system to see the 'private' IP addresses. There are issues that need to be explored before a final decision is made. Phil and Deb are working on it.
2. III is positioning itself to provide some interesting new services, but some of it is based on patron configuration. WAM is designed to control access by type. There is the home library field that MARINet has used for where a patron got their card rather than as an indication of their home library. MARINet needs to consider changing how these fields are used in order to interact better with the III modules.
3. MARINet will probably want more than MillCirc and perhaps we should explore purchasing additional products this coming fiscal year. One of the modules that the Board might want to consider is Mill Cataloging, which includes new functionality a global editor. This editor could, for example, change the home library field to local library location.
4. Larkspur will go with MillCirc as their primary circulation product. They will be given the initial training and may be set to go live by the end of October. Larkspur is now accepting MARINet cards for circulation instead of issuing a separate Larkspur library card.
5. The timing of the general implementation of MillCirc is the question. In order to get us into III's schedule for training, we need to move quickly. The other question is whether we need formal training from Innovative. Perhaps Phil will understand the product in enough depth to provide staff level training. Phil stated that the MARINet web site gives the equipment configuration needed to run the Millennium software. We should also consider purchasing unlimited licenses for WebPac.
6. Deb will get a price for Mill Acquisitions.

VII. New Business

A. Innovative Patron API

In order to allow patrons to successfully access local library databases remotely it is necessary to purchase III's API software. The Board has discussed the benefits and uses of the API software at previous meetings. It is loaded on a local library server and activating it is a library-by-library decision. The API software works with locally owned proxy software to authenticate a patron's record in the III MARINet system. A motion was made (Mazzolini/Blumberg) to purchase the API product. The motions passed unanimously. Deb stated that there is in money in the budget. Perhaps it can be paid for out of this year's contingency.

B. Handling transition for PC support after June 25.
No discussion as the transition is successfully in process.

C. TUG Discussion
Postponed to July meeting.

D. Additional III user's licenses and sinking fund transfer of additional upgrade fees.
A motion was made (Starr/Mazzolini) to allow Larkspur to purchase six more user licenses and MARINet will assume addition maintenance costs. The motion passed unanimously. Deb asked if we need a resolution to transfer the user license fees received from Larkspur into the sinking fund. The Board has already designated that transaction as standard procedure. It was decided that we would approve by resolution this time and review the process for the future.
A motion was made (Starr/Richardson) to approve a resolution that the surcharges for Innovative user licenses collected from members be deposited into the MARINet sinking fund. The resolution was approved and signed by all Board members present.

Respectfully submitted,
Deborah Mazzolini

Upcoming meeting dates: July 19, August 16, September 20, October 18, and November 15.