

**Minutes of MARINet Board Meeting  
July 19, 2001  
Marin County Civic Center, Room 410 B**

**Board Members Present:**

Carol Starr, Marin County Library  
Sara Loyster, San Anselmo Public Library  
Mary Richardson, Sausalito Public Library  
Vaughn Stratford, San Rafael Public Library  
Frances Gordon, Larkspur Library  
Cathy Blumberg, Mill Valley Public Library  
Debbie Mazzolini, Belvedere-Tiburon Library

**Also Attending:**

Deborah Moehrke, MARINet System Administrator  
Phil Youngholm, MARINet Technology and Training Coordinator  
Danita Williams, MARINet Clerical Support

The meeting was called to order at 9:10 a.m. by Board President, Carol Starr.

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

**II. Introduction Of Guests:** Danita Williams of MARINet was introduced. It was noted that she would be attending this and future meetings to take the minutes.

**III. Approval Of Minutes:** A motion was made (Blumberg/Loyster) to approve the minutes of June 21, 2001, with the following change:

-Page one, item **VI**: should state, "MARINet libraries have contracted for 24/7 support from SBC" rather than "from IST".

It was noted that Debbie Mazzolini did a fantastic job in taking and completing the minutes of the last meeting.

**IV. Announcements:**

**"Fine Free Week":** Starr announced that in celebration of the County Free Library's 75th Anniversary, a "Fine Free Week" from July 29<sup>th</sup> through August 4<sup>th</sup> will be held which offers patrons of County libraries opportunity to settle all existing "fines" at half price and to return overdue items during this week without incurring new fines.

**ERAF Letters:** Starr announced that she has sent out the seventh request for "ERAF Letters, and requested that everyone urge family and friends to send letters to Governor Gray Davis in attempt to persuade him about the importance of Orphan ERAF Libraries.

**Technology Support Assistant I (TSAI):** Starr announced that the TSAI position in her budget was approved by the Board; she will be starting the recruitment process.

**San Rafael Library:** Stratford announced that their approved budget this year included funding for year round Sunday hours. Beginning next summer San Rafael will no longer close during the summer. They also received approval for a new bi-lingual librarian position, for which he will now need to recruit.

**V. Additions to the Agenda:** Under New Business, add resolution to appoint a fiscal agent.

**VI. Old Business:**

**A. TUG (Technology User's Group) Discussion:**

The purposes and scope of TUG was discussed in light of the fact that the oversight of PCs and peripherals is growing increasingly decentralized. In addition to its original purpose of training on PC support, TUG offers an opportunity for staff to talk to colleagues at other libraries, to share concerns and questions, and to learn what others are doing. However, now that MARINet will be holding regular training sessions on a variety of topics there will be other, continuing options for the staff interaction. After extensive discussion about ongoing training needs, it was decided to try setting up a listserv to offer staff an ongoing forum for discussion of shared issues and an opportunity to raise questions and seek advice without having to gather at a meeting.

The question was raised of how to coordinate communication among the technical staff that will be supporting the internal networks and PCs. It was decided that when Phil sent information out to the technical staff he would also cc an internal library technical contact and the Board so that everyone would be aware of the technical specifications and issues. As needed, MARINet staff could schedule a meeting of the technicians. The libraries agreed to arrange for their technical support people to attend.

Finally, it was agreed that Board member Vaughn Stratford should attend the final meeting of TUG on August 9<sup>th</sup> to explain the Board's decision and answer any questions the members may have.

**B. Technical Consultant On Retainer**

Loyster stated that the idea of approaching Joan Frye-Williams to continue her consulting relationship with us as a technical expert in some manner arose out of the recently completed MARINet study. In case questions arise, it would be valuable for Moehrke to be able to talk with her by phone for really technical advice on things we do not know the answer to. Loyster asked Ms. Williams whether she had any "retainer" type relationships with libraries. Her response is that she has two types of ongoing contracts. In the first, clients sign a retainer for a specific amount of time at \$1,200 per day with a minimum of one day per month. They are then guaranteed that amount of time but must also pay whether they use it or not. In the second agreement, she charges \$200 per hour for consultation. Clients are not committed to a particular number of hours. However, they are also not guaranteed that she will have time available to talk to them when they call.

It was moved and seconded (Mazzolini/Stratford) that an open contract be established with Joan Frye Williams for \$200 per hour not to exceed \$2,000 for the year. Deb Moehrke will pursue this with her.

### **C. Larkspur Update**

Moehrke reported that Phil is continuing with the training for Larkspur. They are now working on patron registration. Larkspur has begun issuing cards to patrons who are not already in the MARINet database. In addition, they are entering manual charges to block patrons who have long overdue materials at the Larkspur Library. Staff at other libraries should honor these blocks. Patrons should be asked to go to Larkspur to settle their charges before they may check out any materials at any other MARINet library.

### **D. System Administrator's Report**

1. Personnel - Deb Moehrke reported that Janet Hughes began working this week in the MARINet office and she is being trained on how to print patron notices. Moehrke plans that both Danita and Janet will work about 15 hours a week while waiting for the reclassification of the permanent clerical position to be completed. The position is funded for 30 hours per week at a Library Technical Assistant level so we can afford to keep them both on temporarily.
  2. Hiring the CPA – The letter to contract with the City of Belvedere for CPA services will be sent shortly.
  3. Back up staff – Moehrke is waiting for the part-time Library assistant position at the Civic Center Library to be filled. Once this is done, she can arrange with the Branch Manager to pay for that person to work additional hours to be trained as backup for the MARINet LTA position.
  4. Extra hire Cataloger hours – Moehrke recommends that rather than hire a cataloger to do the authority control work, MARINet should contract with MCFL to have their experienced cataloger handle the quarterly task. This has the advantage of having the work done by someone who is familiar with the Innovative database maintenance software and the MARINet database entry standards. She has not yet approached the County Library with the proposal. The Board was in agreement with idea.
  5. Budget Update - Moehrke distributed a report on the MARINet Sinking Fund. Now that all the money designated over the years for the fund has been transferred into it, the fund has a balance of \$434,915.97. She also provided budget summary reports for the May and June, 2001 periods. Moehrke stated that the County Board has now approved the budget.
  6. MARINet investments - A letter from the Treasurer Tax Collector requesting review of the Investment Pool Ratings Plan was shared with the Board per their request.
  7. Union Pay Raises- Moehrke further reported that she budgeted for an estimated 4% COLA. The negotiated union contracts included a 5% increase plus equity adjustments for some classes. Moehrke has not yet seen a list of new salary rates. Once she has the actual amounts of the increases for MARINet staff she will review the budget. If necessary we can do a mid-year budget adjustment to the salary lines.
- A question was raised about the status of the project of compiling comparative salary data Mazzolini working on. The Directors agreed to send updates 2001/02 salary data to Mazzolini who would update her spreadsheet and distribute the information to each MARINet member.
8. Moehrke reported on the NBCLS Bibliographic Standards ad hoc committee that was attended by four staff members representing MARINet libraries. The only guidelines provided by NBCLS

staff for our catalogers is that they need to continue to upgrade poor quality records to ensure that ISBN and LCCN is available in each bibliographic record. The next step is for NBC to provide additional information on what z39.50 attributes SuperSearch is sending when it searches the MARINet database.

9. Office remodel – The first step in getting the MARINet office enlarged is to provide a sketch of what we would like done to Dorren Hill the engineer at DPW. We have been trying to locate a blueprint of the office area as it now exists.

10. Millennium circulation – This module is due to be installed by Innovative by August 10, 2001.

11. It was decided to hold the final invoice from Simmons and Associates until we received the consultant's final report.

## **VII. New Business**

### **A. Discussion of issues about III software from 7/10/01 training on what we have or have not implemented:**

The presentation that Phil Youngholm did for the Directors was very thorough and helpful. Discussion followed to identify the various modules the Directors would be interested in investigating further:

*Community information database* – Moehrke reported that she had discussed dropping maintenance on this module with our Innovative sales representative. She learned that if we stopped maintenance payments and then decided to use the module, we would have to repurchase it. After discussion of other options which now exist and that were not available in 1994 when the module was originally purchased, it was decided that the topic would be tabled to allow members time to consider its potential future uses.

*My Millennium* – We already own this software and it is just a matter of getting it implemented. Phil is working on testing and configuring the features.

*Spanish Catalog* – While this needs to be implemented on the Web Pac it was not as high a priority as other projects for most of the members.

*Database Scoping* - The Board discussed the usefulness of offering an adult scope as well as scoping for individual libraries or branches. Patrons would at times like to limit their search results to only a particular type of material or to those items owned at a single library. It was decided to assign the Public Services Committee to review needs and to make recommendations. This will be discussed with the committee chair at the September Board meeting.

*Data Base Coding and Indexing* – The existing practices of coding patrons does not always allow MARINet to implement features of Innovative products as they were designed. There was discussion about the use of the “home library” field as the “issuing library”. It was decided that issues related to patron coding were complex enough to require a separate session of the Board outside the normal monthly meeting. MARINet staff could prepare training on current practices and alternative options.

Moehrke was told to investigate the *Consortium statistics package* offer by Innovative to determine exactly what is offer and how it could be of use to MARINet. She should check with other Innovative consortia on how they using Innovative to gather statistics.

*Patron email from OPAC* – The Board told Moehrke to turn this feature on for all members. Staff should be given warning of when it will take effect so that they would be prepared to handle questions from staff.

*Access to other databases* – There was no interest among the Board on changing the current setup for Partners access. The Board decided to ask the Bibliographic Standards and Public Services committee to review the libraries that are currently available to staff via the Z39.50 interface. Each committee should provide a list of libraries to which they would find it useful to have access. MARINet staff could then alter the menus to provide this access.

*Serials claiming* – Staff stated that the County Library staff is very interested in implementing this. Youngholm stated that claiming only works best when the existing checkin records have been kept up to date. It was decided that he would hold a training session early in the Fall schedule to cover this issue for interested libraries.

*Acquisitions fund accounting* – As we are currently configured only MCFL is using this module. It gets much more complicated if more than one member is interested in using it. One solution would be to purchase multiple accounting units. Moehrke was directed to get costs for a future budget for multiple accounting units. The topic will be visited again when developing next fiscal year's budget.

*Ability to export records from Web Pac* – The features allows patrons to mark records and then email them to themselves. Moehrke was directed to get a cost for this feature from III.

*Advanced keyword searching* - Moehrke was directed to get pricing for this product. The Public Services committee will be asked to study whether or not this would be a desirable module to implement along with their study of the use of scoping.

*Circulation notices by email* – Starr stated that this is a high priority for MCFL. Moehrke reminded the Board that this module was included in the 2001/02 budget but that no firm decision had been made to implement it. It was decided to assign the Circulation committee to look at implementing this feature. They should also look at the Telephone Notices and Telephone renewal products and make recommendations as to their implementation in future fiscal years.

*Electronic Serials invoicing* – Starr stated that MCFL is very interested I using this module. Ideally they'd like to have it before they get the next EBSCO invoice in the spring. Moehrke was told to get pricing from III.

*Millennium Reports and Millennium Cataloging* – The Board would like additional information about the capabilities and price of these two products.

#### **A.1 Preparation for meeting with committee chairs in September.**

The Board determined what issues to cover with the chairs of the MARINet committees when they attend the September Board meeting. Topics to be covered include: An overview of what

the MARINet Board has done this year to reorganize, the budget calendar, each committee's charge and goals, discussion of new assignments determined at the July Board meeting, review of past year accomplishments by the committee chairs, special concerns such as meeting when staff from each library can attend, and a review of the general rules of conducting committee business as dictated by the Brown Act. Moehrke was told to send out a packet of materials to the chairs to prepare them for the meeting. This should include the goals/charges, the budget calendar, and material about the Brown Act provided to the Board by Mazzolini, and the revised request for action form.

**B. Request from Bib Standards for consideration of creating an OPAC committee:**

It was decided that the Board would discuss the concept of cross-committee cooperation at the September Board meeting.

**C. Statistics-What we count; how we count it; what we don't count but would like to:**

Richardson raised the issue of what statistics we are keeping and how we are gathering them. It was agreed that it is important for each member library to use the same methodology to gather the statistics if we are going to share statistics. It was decided to ask Phil Youngholm to put together a training on statistics available through the Innovative software. The training would be designed for Directors and whatever other staff they would like to include.

**D. Appointing Fiscal Agent**

It was moved by and seconded (Stratford/Mazzolini) to appoint Marin County as the Fiscal agent for MARINet for the fiscal year 2001/02. . Resolution passed unanimously.

**Next Meeting** - The date of the August Board meeting was changed to Thursday, August 30, 2001 from 9:00 a.m. until 12:00 noon.