

Minutes of MARINet Board Meeting
August 30, 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
Janet Hughes, MARINet clerical support

Carol Starr called the meeting to order at 9:10

I. Public Comment Period: No public present

III. Minutes of the meeting of July 19, 2001 were not available for approval, but will be at the next meeting.

IV. Announcements:

Carol Starr announced that the County is collecting DVD's and will start circulating them next month. They will be handled like videos. There was a discussion about which libraries were already carrying DVD's and which ones would be soon, and how they were being handled in each library.

Deb mentioned that work will be done on the County telecommunications network over the Labor Day weekend, but it should not affect MARINet or access to it by any of the libraries.

Carol announced that Laurie Thompson was hired for the California Room. Although she has never worked in a library, she has a good background in rare books and marketing, and the County is pleased to have her on board.

Carol also announced that a new branch manager has been hired for Fairfax, Gail Wiemann. She was the branch manager at Rockridge for eight years, and she will start on September 17.

VI. Old Business

A. Report back on Marin jurisdiction pay scales

Debbie presented a chart she had compiled with the information she had received from the libraries, comparing pay scales for various positions. She asked board members to check the information, make any changes necessary, and send them back to her. She also requested that people include the hours per week for each position, as these vary among libraries.

The Board thanked her for the work she did putting together this information.

B. Community Information Database

Carol said the County Library is interested in using the Innovative Community Information Database software to create a newspaper index. It was decided to continue paying software maintenance on this module for another year or two, and then review the issue again.

C. Discussion of Consultant final report recommendations:

Deb asked for clarification on what the Board wanted her to do with the consultants recommendation that the MARINet Administrator outline an annual plan of operation. After some discussion, it was decided that Deb would present a simple one-page work plan for the year, with overall goals and budget implications.

Recommendation #5 suggested Deb should prepare a 5-7 year system replacement plan. She noted that there is no official plan policy for how to spend the Sinking fund nor did there appear to be a desire on the part of the Board to replace the Innovative system, and asked how would the Board like her to handle the recommendation. Carol said it was okay to leave the recommendation there as a policy; the board would not ask for a plan, but would hope that Deb would continue to monitor the Sinking Fund.

Sara mentioned that Recommendation #8 mentioned staff resources, and wondered whether we have enough staff-time to cover new projects.

Carol brought to the Board's attention the "next Steps" list and asked about hiring the CPA. Deb reported that the contract letter for the CPA has been sent to the Belvedere City Manager, but there has been no response. Debbie Mazzolini volunteered to contact the CPA to schedule the initial meeting.

D. System Administrators Report

Network Change – The goal is to get back the ability to identify processes on the Innovative system by IP range. This will allow us to associate logins to a specific IP range and therefore display locally owned items first in the public catalog. The move of the MARINet system to inside the new WAN network will have to wait until early October. There were too many questions about the wiring in the Civic Center building to proceed with the original August 24th date.

Software Update – Deb reported that several of the software features such as email notification and the ability to export records from the OPAC are part of the “normal” software package III sells to new customers. Their pricing practice is to include these features in a millennium upgrade package. Deb will have the itemized quote for the upgrade as well as the other software modules in which the Board was interested by the next meeting.

Patron API – The Patron API module has been installed but is not yet working correctly. After it is working, member libraries would install a proxy server capable of sending an html request to the Innovative server. Mill Valley is planning to use EZproxy.

Logo – Deb questioned whether the Board had formally adopted an official logo. There are several different styles in use on the web pages, letterhead and invoices. Since neither was ‘official’ she presented a design created by a designed friend for her to use on business cards. The board liked this new logo, and agreed it could be used on MARINet business cards, letterhead and web pages.

Listserv – The Board discussed contracting with Scott McKown to host the listserv for staff. It was agreed that the cost of \$168 for 101-150 users would be adequate for initial MARINet use. It was reported that both the staff at Belvedere-Tiburon and Mill Valley are concerned about the disbandment of TUG. They are concerned about the lack of personal contact. Once the Listserv has been setup and tested, MARINet staff will send out instructions on how to subscribe.

Remodel – Deb met with Dorren Hill today and learned of some snags related to moving the walls that would make the process a lot more expensive than originally planned, adding at least \$2,000 to the original estimate. The difficulties may also impact the amount of usable space actually gained. The Board reminded Deb that she had authority to approve expenditures up to \$5,000 without specific Board approval. She should continue to work through the remodel process and let them know what developed.

Training Schedule – Phil Youngholm’s proposed training topics and schedule was reviewed. The plan is to hold the training sessions at the Marin City Library. If there were other computer lab sites available Phil would like to know them. There is a training session confirmed in October for the Rand database.

Budget – There was a discussion about whether to begin charging Larkspur for MARINet costs as of July 1 or the first of the month in which they begin circulating materials. They have been using our support and training services extensively. It was decided that they would pay for the entire fiscal year. In addition, it was suggested that Deb summarize the process and steps of how Larkspur has joined, paid and been added, in case we ever have to add another library to the consortium.

Motion made and passed (Debbie/Sarah) that the payment due date membership fees be changed from September 1 to October 1 for this year to accommodate the late invoicing.

Personnel – Janet Hughes has been trained but has just been offered a permanent job with the Civic Center Library, so will be leaving. She has agreed to keep working for MARINet on a reduced hours basis to assist with training the new person. Carol reported that the permanent position probably would not be filled before December 2001.

It was suggested that it would be helpful to get the system administrator's report ahead of time, with the agenda if possible. Deb said she has every intention of doing so.

VII. New Business

A. State Funds for Z39.50

The Board discussed whether to keep the Z39.50 subsidy offered by the State as local funds or to have it paid directly to MARINet. Since the decision last year was to keep it in the libraries' budgets, several members had already filed with the State for local reimbursement. The decision was made to let each library file as they wished this fiscal year and to discuss the issue again prior to the filing deadline for next fiscal year.

B. Outside Vendor Access to staff functions and the MARINet Database

Two of the libraries want to use Brodart cataloging services to add items directly to the MARINet database. In addition, those contracting with Amigos for database services have to agree to potentially share records resource sharing. Either of these projects could require not MARINet member staff have direct access to the database. After some discussion of implications and procedures concerning different ways and/or how much we want to limit their access to staff function, a motion was made and seconded (Debbie/Vaughn) to allow outside vendors limited direct access to the MARINet database under policy guidelines that MARINet will develop. Motion was passed.

C. PC Time-out Software Project

Deb reported that SIG had made considerable progress on identifying software needs and functionality and is close to recommending a vendor. However, it is now time to determine whether this is to be a MARINet-wide project, a share project outside the MARINet structure, or whether each library will contract separately for software that meets their needs. Different ways of sharing or dividing start-up costs, training, and ongoing support and maintenance were discussed. Some members do not foresee ever needing to use this type of product. After considerable discussion, it was decided that this would be a MARINet project, self-funded by the participants who were actually using the software. A motion was made and seconded (Cathy/Sarah) that direct costs would be shared by the users, and indirect costs to be covered by MARINet. Motion passed

The plan is that the individual libraries would fund the purchase; MARINet would manage the project, contract for the equipment and software, manage installation and initial training. After that, each participating library would be responsible for administration of reservations, printers, etc. Deb mentioned that not having to keep track of time and break down costs per library would greatly streamline the project. It was also suggested that there might be a way for MARINet to fund some of the initial purchase that libraries would reimburse over time, if needed.

A meeting of the Directors involved in the project was scheduled to determine a cost sharing formula.

D. Millennium Circulation Rollout Issues and Timeframe

The testing for Millennium Circulation is going well. However, since MilCirc can provide increased security through finer levels of pass wording, some tasks that are not password controlled at all in the text-based circulation are passworded in MilCirc. Before MilCirc is distributed, work needs to be done to develop generic logins and passwords that enable all the tasks which staff can currently perform in the text-based circulation. Later once staff has become comfortable with the new millennium interface, we can consider whether we want to take advantage of the increased security. For example, under Millennium the ability to view, create, edit and delete records are individually passworded functions. Libraries might choose to let some staff edit records but not delete them.

MARINet would like a small “kitchen cabinet” of circulation supervisors or managers to help determine the best way to configure the Millennium circulation. For training, Phil plans to schedule soon an overview session designed for circulation supervisors. Those trainees could then install MilCirc on a backroom terminal and work with it to see how it might affect workflow. Deb recommended establishing a “standard” configuration to facilitate software support.

The rollout can be started any time after October 29, when Larkspur is scheduled to be fully online.

E. September Director’s Retreat

Rather than hold a retreat in September, Deb will draft system goals and send them out by e-mail for Board member input and approval. The Board will then hold a retreat prior to developing the budget. A January date was discussed.

F. Remote Web Pac Patron Suggestions

Topic postponed until the October board meeting.

Meeting was adjourned at 12:10 PM.