

**Minutes from the MARINet Board of Directors Meeting  
Thursday, March 21, 2002  
Marin County Civic Center, Room 410B**

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

**Also Present:** Deb Moehrke, MARINet System Administrator  
Phil Youngholm, MARINet  
Libby Flynn, Marin County Free Library  
Gail Haar, Marin County Free Library  
Dan McMahan, Marin County Free Library TSA II  
Scott McKown, Marin.org/MIDAS  
Rhett Redelings, Sausalito IT  
David Zhao, BSCA Computers  
David Cooper, WBE

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

II. **Introduction of Guests:** Everyone listed above introduced themselves

III. **Old Business**

**A. Network capabilities and needs: Discussion with Scott McKown**

Dealing with latency (system slowdown) problem-

***Bottlenecks that can cause slowdown:***

- Bandwidth-87 Remote locations with varying bandwidths all go into the same router to go out to the Internet. Scott gets regular bandwidth usage reports. Only in December did we exceed (110%) our bandwidth. Peaks usually occur midday. Typical maximum usage of bandwidth is about 80%.
- Backbone- (where all the traffic comes together). Have a 40 megabit backbone that is adequate for peak traffic.
- Our location's connection to the backbone-Most of the libraries have this monitored by SBE 'trend' program that records exceptions to thresholds (like exceeding threshold). Scott has scheduled biweekly meetings with SBE to discuss latency problems at their end of the line.  
**SUGGESTION: Each library monitors its end of the line when connection appears to be slow. Pick sites we know are always fast and check them. Also note time of day. Each library's IT person will come up with a list of these sites and submit them to Scott by April 1. Scott will then distribute the list to the libraries.**
- LAN problems-This is left to our local IT support to monitor to see if this might be the cause of latency.

- Routers- Sometimes routers get sluggish. Restarting or changing settings sometimes helps.

**Other things we can do:**

- Conditioning at LAN level to prioritize traffic going to staff workstations over public stations would help.
- Get cable certified locally.
- Bring MARINet server into the DMZ (this is being done, will cure many problems such as needing MARINet's not being able to distinguish one PC from another coming from the same site.)
- Place our servers where the 'biggest pipe' is.

**EZ Proxy and Patron API:**

It was suggested by Dave Cooper with concurrence by Scott that placing an EZProxy server at Marinet would make the best return on the investment rather than having those libraries that want to do different patron validation than WAM can manage, each have to purchase their own server. Deb mentioned MARINet is not currently staffed to handle the administration of many servers. In addition, she suggested that those libraries that believe they will need to operate their own proxy server may want to wait 2-6 months for the new release of WAM. This version is supposed to use technology licensed from EZProxy to validate patrons. It MAY eliminate the need for operation of a separate server. Those libraries that have purchased a server and licensed EZ Proxy can still use it.

- IV. **Approval of Minutes:** The Minutes of February 21, 2002 were approved as submitted. There was discussion about recording Drivers License numbers in the patron records (in addition to using them for photo i.d. and address verification). The Board was asked to go back and discuss this with their staff members. We'll bring this up at our next meeting.

V. **Announcements:**

Carol Starr- The Juvenile Book Pack will no longer be viewed at Mill Valley Public Library after April 2002. In May 2002 it will move to the South Novato Technical Services location on Commercial Avenue near the Marin Humane Society. The schedule will be 8:00 am-noon, 1-5:30 Monday - Friday.

VI. **Additions to the Agenda:**

- PLA Feedback (VIII-C)
- Impact of Library Online (VII-E)

VII. **Old Business**

A. **Reports from Committee Liaisons:** No meetings in last month, nothing to report.

B. **System Administrators Report:**

Proquest – The database should be available to the public within the libraries on April 1st. We may have to postpone remote access for a while the process of remote validation gets resolved.

Installation of Release 2001 Update A-

The installation didn't fix the problem with creating double PINs. III is working on it. We can delete both, one at a time (in patron record maintenance).

**C. Review/ Approve draft of 2002-03 Budget:**

Mazzonlini moved that we adopt the 2002-03 Budget. Blumberg seconded. All in favor.

**D. Statistics:**

**Where do we go from here now that we know what is available?**

**Now that we have purchased the consortia package:**

- **Switch from Issuing Library to Home Library-** a) we'll get new fields in item and patron records b) we'll move tax code field (variable length field) to PCode 4 c) map data over d) eliminate the variable length field tax code. PCode 2 and PCode 3 won't change. Deb will come up with a plan, run it by the circ folks then we'll implement it. MARINet office will do a lot of the work but local staff may need to do some cleanup work.
- We still won't be able to get all three: **Who checked it out, Who owned it, whose patron it was.** Deb will submit this as an enhancement. (We can only get who checked it out and whose patron it was)
- **Other:** County Library wishes they could get aggregate County statistics. New package may make this possible. They also wish they could get Juvenile circulation statistics

**E. Impact of Library Online:**

- Some patrons unhappy about having to present i.d.s
- Looks like we may be able to extend the 2 hour a day limit (2 hours a day no matter what library)
- Belvedere-Tiburon is developing a script so that everyone is saying the same thing. They'll share this with other libraries (including those not using the product).
- Patrons can sign up for Internet Stations for any library from any library computer with Internet access.
- Belvedere-Tiburon and Mill Valley have now added Word Processing at their Internet workstations.
- Corte Madera, Marin City, Civic Center, Fairfax, Belvedere-Tiburon are already using Library Online. By April 1 Mill Valley, San Rafael and Novato will be using it. Larkspur, San Anselmo and Sausalito are not using Library Online.
- Not all children's Internet stations are bookable yet.

**VIII. New Business**

**A. Review of III Users Meeting Announcement and feedback from Board on programs or products of interest to them.**

**The Board was interested in:**

- Customizing your webpac
- Advanced key work index and Searching
- 'Mid-life crisis' (of III system use)
- Public Library Forum

- Patron API, making it work
- My Millennium update

#### **B. Best Sellers and purchasing multiple copies**

Carol Starr shared a report that revealed that some libraries have an imbalance in the number of holds their patrons are placing on certain titles and the number of copies of these titles (non-rental) they own. Deb distributed instructions on how to run a report of outstanding holds for your own patrons. If a library has more than five holds per owned copy (placed by their patrons) on a title they need to purchase additional copies.

#### **C. PLA Feedback**

- **Ebsco Host in Spanish-** We're getting it as a trial right now and can get it free. Screens are in Spanish, citations in English, articles in Spanish.
- **Syndetic Solutions** (catalog enrichment services)-links from bib record to book review, cover art, index,etc . Deb noted that Ill has "Web Bridge" which will allow us to link to Syndetic. Cost: Syndetic software- around \$6,000. Web Bridge around \$18,000.
- **Cleaning CDs and DVDs-** Several machines that get rid of scratches, extend life of cds and dvds by cleaning/buffing them. Can clean each item up to 12 times. Board thought it would be a good idea of one or two libraries purchased the machine and others sent their materials and paid to have them cleaned.
- **Audible.com- download books/music onto MP3 players.** Load onto Your own server or store on theirs. Cost of players-around \$70 each.
- **MP3 stations-**'Jukeboxes' of several hundred books/music. Patrons plug in headphones and listen.

**IX. Adjournment: The meeting was adjourned at 11:50 a.m.**