

**MARINet Board of Directors  
Meeting Minutes June 27, 2002  
Marin Civic Center, Room 410B  
9:00 AM to Noon**

Present: Carol Starr, Marin County Free Library, Chair  
Mary Richardson, Sausalito Public Library  
Frances Gordon, Larkspur Public Library  
Deborah Mazzolini, Belvedere-Tiburon Library  
Vaughn Stratford, San Rafael Public Library  
Sara Loyster, San Anselmo Public Library  
Cathy Blumberg, Mill Valley Public Library  
Deb Moehrke, MARINet System Administrator

- I. **Public Comment Period:** No public present
- II. **Introduction of Guests:** No guests in attendance
- III. **Approval of Minutes:** The minutes of May 16, 2002 were approved as submitted.
- IV. **Announcements:** **A)** Carol Starr announced that David Dodd has been appointed the new Administrative Librarian. Applications are being taken for his former position as Senior Librarian in charge of the Civic Center Library. **B)** Deborah Mazzolini announced the new vehicle donation program in effect at the Belvedere-Tiburon Library. Three vehicles have been donated already to the Library Foundation. The money will towards the Foundation's Endowment Fund. **C)** The San Anselmo Library will be closed July 9<sup>th</sup> for staff development. **D)** The Larkspur Library will be closed July 9<sup>th</sup> until 4:00 PM. The Library will be open 4 – 9 PM. **E)** Congratulations were extended to San Rafael on the completion of their Prop 14 Grant application for Pickleweed. **F)** Steinbeck grants have been received by the San Anselmo, Belvedere-Tiburon and San Rafael Libraries.
- V. **Additions to the Agenda:** Under Old Business items E Home Library and F the collection of Email addresses were added: under New Business item G Response to Roger Pearson was added.
- VI. **Old Business:**
  - A. Reports from Committee Liaisons:** **1) Circulation Committee** (Mary Richardson): The committee is anticipating the acquisition of the ParcelQuest software; there was a discussion of Millennium off-line and of the use of Home Library. The committee submitted a Request for Action that is in reality an enhancement request. The form was given to Deb Moehrke for submission as an enhancement request. **2)**

*Public Services Committee* (Frances Gordon): The committee held a discussion on advanced keyword searching and they established a subcommittee to decide how to select shared MARINet Databases. **3)**

*Bibliographic Standards Committee* (Deborah Mazzolini): Millennium cataloging training is set to begin. The committee had a preliminary discussion about next years' goals and Phil Youngholm gave a "training snippet" or short training session. Phil will also be training on deeper levels of the system for the committee members.

**B. Library Online Issues:** There was a discussion about having Internet use dependent on having a library card in good standing. The Library Online libraries felt that while it was fine to have materials check out only to patrons with cards in good standing use of the Internet was a library service that was separate from this factor.

**C. System Administrator's Report:** A written report from the System Administrator was distributed with the agenda. There was discussion about the numerous projects that are currently underway and a prioritized list was developed. Successful installation of the new server is at the top of the list followed by implementation of the Home Library Field; connecting to Net Library; remote access to Proquest; and acquisition of ParcelQuest. The Board also urged Deb to attend the Innovative Consortium meeting.

**D. Review of draft MARINet Committee Goals:** The Board reviewed the draft Committee goals and made the following additions:

- 1) *Bibliographic Standards Committee*: add as goal #5: Evaluate potential use of automated authority process control.
- 2) *Circulation Standards Committee*: revise goal #1 to read: Work with MARINet staff to review and rewrite existing circulation procedures in light of Millennium circulation.
- 3) *Public Services Committee*: revise goal #3 to read: Implement a system to move work more efficiently through the committee structure. Add goal #6: Meet with the bibliographic Standard Committee at least once this year at a mutually agreed upon time.

The Board voted to approve the goals as revised (Mazzolini moved and Richardson seconded).

**E. Home Library:** There was a discussion of how best to assign the "Home Library" field in the patron record. A new consensus was reached which includes the following points:

- 1) The Home Library code for all Marin residents will be set to be the jurisdiction where they pay taxes for Library services. County residents will be assigned to a County Library Branch.
- 2) Out of County residents will be assigned to the library where they got their card and a zero will be placed in the new P-Code 4 field. (In the future this will be where tax code information will be entered.)

- 3) Library jurisdictions wanting to give remote access to online databases to patrons living outside of their tax jurisdiction will do so by using another product, EZproxy which is more flexible than Innovative's Web Access Management (WAM) software. WAM will be set up to allow remote access to anyone with a MARINet card only for databases owned by all MARINet members.
- 4) Mill Valley would like to have each patron they register default to Mill Valley as Home Library so as to achieve a monthly count. When the full patron information is entered the correct Home Library code will be applied.
- 5) Results of the Home Library field: This field will provide two new statistical reports. The first report is "Owning Library/Home Library" which compares the Home Library of the patron to the Library who owns the book. The second report is "non-owned items circulated" which counts which agency owns the materials that are circulated from any Library.

**F. Collecting Email addresses:** All Library staff members are encouraged to continue to aggressively collect and enter patron email addresses.

## **VII New Business**

**A. Assign Board Liaisons to MARINet Committees:** The Committee Liaisons for Fiscal Year 2002/03 will be Carol Starr to the Bibliographic Standards Committee; Deborah Mazzolini to the Public Services Committee; and Sara Loyster to the Circulation Standards Committee.

**B. Review of MARINet System Goals 2001/02:** The Board reviewed the Board goals for this last year. Goals #1 Bring Larkspur Library up as a circulating member and #2 Implement Millennium circulation were accomplished. #3 Investigate OPAC options for enhanced patron access including scoping and improved keyword access is in process for the Public Services Committee. #4 Review practices for codes in patron records will be completed in July 2002 and #5 Implement PC Timeout software is accomplished. Goal #6 to Investigate and implement email notices as appropriate is in process by the Circulation Committee.

**C. Budget Resolutions:** The following two budget resolutions were passed by the Board members.

- 1) To increase the revenue and expenditure in Agency 713 by \$1000 to cover expected expenses. (Moved Mazzolini, seconded Loyster)
- 2) To transfer fund paid to MARINet for Innovative User Licenses to the sinking fund (Agency 713 to fund 951). (Moved Blumberg, seconded Mazzolini)

**D. August meeting:** The date of the August Board meeting will be selected at the July meeting.

**E. Innovative Public Library Director's Meeting:** This meeting will be held in Berkeley September 22-23 and several Board members are

planning on attending. Members discussed issues important to our libraries, which include **1)** Developing software for better collection of statistics of interest to consortium. **2)** More local control by System Administrators of parameter files and system utilities. **3)** Implement customer service representatives to work with System staff in order to have a point of contact to get “what if” questions answered. **4)** System software that will interface with third party print management vendors. **5)** Economic support of the professional industry such as ALA, CLA, PLA.

**F. Print Management Software:** All member libraries are interested in exploring print management software.

**G. Response to College of Marin:** Deb was asked to write a letter generally outlining the probable costs to join MARINet as a member and providing an overview of the process and issues that will be involved.

**Next meeting: Thursday July 18, 2002 9:00 AM**