

**Minutes from the MARINet Board of Director's Meeting
Thursday, July 18, 2002
Marin County Civic Center, Room 410B**

Board Members Present: Sara Loyster, San Anselmo
Cathy Blumberg, Mill Valley
Mary Richardson, Sausalito
Frances Gordon, Larkspur
Vaughn Stratford, San Rafael

Board Members Absent: Carol Starr, Marin County Free Library
Deborah Mazzolini, Belvedere-Tiburon

Also Present: Deb Moehrke, MARINet System Administrator
Libby Flynn, Marin County Free Library

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

II. **Introduction of Guests:** No guest in attendance

III. **Approval of Minutes**

Minutes of June 27, 2002 MARINet Board Meeting approved.

IV. **Announcements: A)** Mary Richardson commented on information she had heard regarding the new "living wage" established by Marin County its employees and which also applies to employees working under contracts issues by the County is \$10.25.

V. **Additions to the Agenda:** Under "Old Business" item "**B. Library Online Issues**" will include "**Print Management Software Issues.**"

VI. **Old Business**

A. **Reports from Committee Liaisons:** None – it's the beginning of the new FY and new Liaisons are just starting to attend committee meetings.

B. **Library Online Issues & Print Management Software Issues:** Cathy Blumberg found the Print Management presentation helpful and asked Libby Flynn to comment: "The representative went into great detail about the software and I found that the patron interface easy to use." Deb Moehrke explained how print management software works. She further explained how the payment process could work and what the setup issues were. A future consideration would be to decide how to allocate costs for each library. Other Board Member questions included: Is a new server needed? Does the Library have to have Library Online software to use print management software? Is the software cost-effective? How much staff time is needed to manage this software and what tasks are involved in managing it?

Libby asked about the new software release for Library Online and Deb suggested that the Online Committee discussion installation of this new release.

C. **System Administrator's Report**

Deb Moehrke presented her report as follows:

1.). **System: server upgrade** – the installation was a success with no outstanding glitches. The server has definitely improved processing speed.

2). Home library project: progress is slow because this is a complex issue. Deb's plan is to use rapid update is to accept the tax codes that are already in the records, which will give us accurate home library codes for a majority of the patrons. She will then go back and look for inconsistencies and correct the codes as necessary. She expects to have a small number of records to refer back to circulation staff to complete. Deb also discussed the problems with coding of patrons and recommended that a coding document be developed to ensure standardization of coding by all staff.

3). Budget – New NBC database fee: Deb commented that NBC will be charging us a new fee for database negotiation. This new fee for ProQuest (\$1438.50, if no increase in the projected license cost) when combined with the higher than budgeted renewal cost for EBSCO, means that almost \$2400 of the funds budgeted for an additional database will need to be expended to pay for those databases we already own.

4). Databases: Netlibrary – all 3105 Netlibrary titles were added to the database by July 7, 2002.

5). ParcelQuest: The two shared subscriptions to ParcelQuest have been setup. Deb is gathering information from the Circulation Supervisors about the number of patrons they register each month and the time they need access to the database in preparation for establishing a scheduling for sharing.

6). Miscellaneous: Cathy asked Deb about the response letter to the College of Marin's interest in membership costs to join MARINet. Deb discussed the contents of her letter which includes a variety of issues the Board had previously identified that would have to be discussed and resolved prior to anyone from MALC joining MARINet: legal issues; licenses for Innovative software modules which might be needed. (For example, College of Marin would most likely be using "reserves" and the public libraries don't use reserves); issues around loan rules, fines, payment for lost items, etc. The Board didn't feel anything else needed to be added to the letter.

D. Changing date of the August meeting: due to scheduling difficulties the August meeting will be held, as usual, on Thursday, August 15th. Sara also discussed Annette Milliron's email regarding Library representation at the upcoming LOC meeting in Sacramento. It was agreed that Sara would draft a letter, on behalf of the MARINet Library Consortium, to comment on the State's cuts to TBR revenue – Cathy would sign the letter.

VII. New Business

A. Review proposed training plan:

Phil Youngholm presented a proposed MARINet standard training sequence, which the Board endorsed. During the discussion, Libby Flynn remarked that some new hires would have to wait four months for a new training cycle to begin, and that was a long time to wait. Youngholm agreed to produce (by September 27, 2002) a training script for supervisors to use with new staff, so that they can cover the most important material in-house.

A. Update on installation of new server: Deb's report on the installation of the new server was covered in her administrator's report.

B. Review of committee reports on accomplishments for FY 2001-2002: Deb mentioned that committee chairs weren't sure who they should send their reports to and the Board agreed that year-end reports should be submitted to the Board Liaison, with a copy sent to Deb. Each Committee's FY 01/02 Report of Accomplishments were compared against the FY 01/02 goals:

The Board discussed that it would be most useful to have future reports from the committees be more closely tied to the goals given them by the Board. The Board would like to see each goal listed along with an explanation of what was done to achieve it or what obstacles were encountered which prevented the committee from achieving the goal. This will be discussed with the Committee chairs at their meeting with the Board in September.

Sara mentioned some concern that the Public Services Committee needs stronger representation from Children's Librarians. It was reported that this committee has appointed a Database Task Force that is developing a process for selecting future MARINet-wide databases as the Board requested. The draft plan will be presented to the Public Services Committee at their next meeting.

- C. **Set meeting dates for FY 2002/03:** Cathy provided a list of this year's meeting dates: **2002 dates:** July 18; August 15; Sept. 19; Oct. 17; Nov. 21; Dec. 19. **2003 dates:** Jan. 16; Feb. 20; March 20; April 17; May 15; and June 19. The September meeting will also include all Committee Chairs to discuss their goals for FY 2002/03.

D. Budget issues-

1. **Signature cards:** The signature cards were signed for FY 2002/03.
2. **Revise process for invoice review:** Deb wanted clarification on the Board's policy for reviewing MARINet invoices for authorization to pay. She asked if the Vice Chair was the only person who could sign off on MARINet invoices or if other Board members could review them? Mary moved that the procedures be modified to allow any Board member to sign off on MARINet invoices.

- E. Plan Director's retreat for September 2002:** The goal of the retreat is to have the opportunity to discuss issues and it was decided to postpone setting a date till the August 15, 2002 meeting.

Adjournment:

The meeting was adjourned at 3:28 PM.