

**Minutes from the MARINet Board of Director's Meeting**  
**Thursday, August 15, 2002**  
**Marin County Civic Center, Room 410B**

**Board Members Present:** Sara Loyster, San Anselmo  
Mary Richardson, Sausalito  
Frances Gordon, Larkspur  
Deborah Mazzolini, Belvedere-Tiburon

**Board Members Absent:** Carol Starr, Marin County Free Library  
Cathy Blumberg, Mill Valley  
Vaughn Stratford, San Rafael

**Also Present:** Deb Moehrke, MARINet System Administrator  
Gail Haar, Marin County Free Library  
Gail Lockman, San Rafael

- I. **Public Comment Period:** No public present
- II. **Introduction of Guests:** Gail Haar and Gail Lockman were acquainted with all present.
- III. **Approval of Minutes**  
Minutes of July 18, 2002 MARINet Board Meeting approved.
- IV. **Announcements:** No announcements.
- V. **Additions to the Agenda:** Under "New Business" drop item A: Review proposed Training Plan. Add new E: Clarification of expenses for databases.
- VI. **Old Business**
  - A. **Reports from Committee Liaisons:**
    1. **The Public Services Committee** met and came up with a list of suggested databases. 5-6 trials will begin soon. The Chair will report on this at the September Board meeting. The Committee also suggested some changes to the Search explanation on the Webpac screens. The Committee feels they need more representation from Children's Librarians and/or a subcommittee of Children's Librarians to work with them. They feel the subcommittee process is working well and they don't need to meet more often.
    2. **The Circulation Committee** met and was trained by Phil on the proper handling of ILLs. Staff was reminded that it's necessary to do a "dummy transaction" (i.e. SAU to SA) if a Sausalito book is dropped off at San Anselmo and, when it's checked in, it comes up on hold for an SA patron.

The committee discussed e-mail notification and decided to begin using it December 1. They plan to collect e-mail addresses as quickly as possible. Some of the details about which notices will be sent by e-mail are still being discussed. They discussed their goals and decided to write at least one circulation procedure for the Procedure Manual per quarter. One member will write the procedure and the others will give input.

3. **The Bibliographic Standards Committee** met and discussed their goal to reduce poor records to 1%. Sausalito and San Rafael continue to work on bad records that require attention. Sausalito plans to withdraw items that account for most of these. Training for MilCataloging and MilAcquisition are planned and Phil will present training snippets at each meeting. They will also write a procedure at each meeting.

#### **B. Library Online Issues:**

The Online Committee will meet quarterly as needed, as things are going well. Some patrons have more than one card and these need to be merged, but there is no written procedure for doing this. *The Circulation Committee needs to write a procedure.* SFPL begins using Library Online this week.

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

Deb Moehrke presented her report and discussed the following items on that report:

1. Home library project: If there is a "home library" and an "issuing library" field in a patron record and a patron tells us they have just moved, staff is authorized to change home library to match the tax code of that patron at their new address. But staff is warned, for the duration of this project, to not insert issuing library if that field does not show up in the record. It will be done later.

Deb added an item to her written report. Innovative has responded to the query about the cost of Links Plus which was being considered as a way for MALC to share the system with MARINet without becoming full members of MARINet. It was decided the cost was too high (\$5300 a month to MARINet and \$2400 a month to MALC.)

Deb also reported that SFPL has chosen Innovative as their vendor.

#### **D. Board Retreat**

The Board decided to schedule their retreat for January 16 at Robson House in San Anselmo if it's available.

### **VII. New Business**

#### **A. Access by Brodart to database maintenance:**

The Board decided to allow Brodart access to the database to update bibliographic records, but asked that they be locked out of the patron database. Brodart would have their own restricted log-in. Millennium allows for tighter password control than was possible previously.

#### **B. Discussion of new load tables needed and Innovative training:**

Libby Flynn needs a new load table in order to create order records for the vendors Ingram and BWI. It will cost \$2500 for a new load table and \$850 to send Deb to training so that she can learn to reconfigure the load tables we already own. The Board voted to send Deb to training as soon as possible. The Board also voted to purchase a new load table if it's not possible to reconfigure one we already have.

**C. Web management for MARINet site:**

No one on the MARINet staff is assigned to do Webpage improvements, such as checking to make sure our site is ADA compliant. III will soon be making it easier to update Web pages, but currently it's very cumbersome. Though Deb enjoys doing the updates, it may be necessary to hire someone to do it in the future. *Mary Richardson will look into ADA compliance for websites.*

**D. Plans for meeting with Committee Chairs in September:**

Cathy will give an introduction. Mary will review the budget calendar and the Request for Action form and remind Chairs that the end of the year Accomplishments Report must be based on the year's goals. Committee Chairs should come prepared to discuss how they plan to accomplish their 2002/03 goals and to bring any questions from their members to the Board.

**E. Clarification of database expenses:**

Trials of several databases will be going on in the next few weeks, including the Premiere version of Ebscohost that includes health and business resources and Primary Search for kids, an on-line encyclopedia, Novelist, Learn a Test and perhaps some others. The decision on which to purchase will be made in January. During the database discussion, a question about EZProxy versus Web Access Management came up. Deb recommends that we use WAM to authenticate patrons for MARINet-wide databases and EZProxy for databases owned by individual libraries.

**Adjournment:**

The meeting was adjourned at 11:55 AM.