

**Approved Minutes from the MARINet Board of Director's Meeting
Thursday, December 19, 2002
Marin County Civic Center, Room 410B**

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

Deb Moehrke, MARINet System Administrator

Board Members Absent: Vaughn Stratford, San Rafael

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

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

III. Approval of Minutes

Minutes of November 21, 2002 MARINet Board Meeting approved with corrections to Section VII, b., #5 Google was misspelled.

IV. Announcements:

- A) Deb announced that email addresses for the County library staff are changing to end in @mcflmail.org. County Library staff will no longer use 'marinet' email addresses.
- B) Carol Starr announced that the Novato closure will be from Jan. 24th-Feb. 23rd. The library will process library holds, but won't be answering phones during construction. South Novato Library will increase their hours of operation to 56 hours a week to help support the impact of Novato's closure.
- C) Carol Starr said the "Friends of the County" group is losing their lease space at the end of February because it doesn't really support new business growth.
- D) Carol Starr talked about future budget cuts for County staff – a 3% cut to FY 2003/2004, and a scenario for a 5% and 10% additional cuts. The County has instituted a hiring review process.
- E) Cathy Blumberg commented that Mill Valley's account clerk, Carol Moller, will not retire until April 2003.
- F) Sara Loyster announced that San Anselmo Library has filled the new Library Assistant I position (20 hours/benefited). A Ms. Terry Jones, a well-known community member, was hired.

V. **Additions to the Agenda:** Under "Old Business" item "E. Finalize agenda for January Retreat" will include **catering selections.**

VI. Old Business

A. Reports from Committee Liaisons:

Bib Standards Committee: Carol reported that Bibliographic Standards Committee's work for authority control, is on schedule and going well. The Bib. Standards Committee asked the Board to authorize the purchasing of 10,000 additional order records for the database to support the cataloger's workload. Deb stated that MARINet staff were having to delete completed records about every 6 weeks and more records would allow us to keep records of paid orders for a little longer. However, this need for records should be considered along with the possible decision of some members to use the financial account portion of acquisitions. The best solution might be to purchase additional fund accounting units and redistribute the records among the members. A decision was postponed until the budget discussions.

Carol stated that a joint Bib Standards and Public Services meeting was scheduled for January 3, 2003. The agenda included Advanced Keyword Searching; issue surrounding holds on multi-volume items; 856 tags and their impact on the catalog. The MCFL cataloger has been appointed to the task force to represent indexing interests.

The Board discussed the various issues involved in cataloging multiple editions of an item (paperback; trade; hardback). There is concern that duplicate records can potentially junk up the catalog and be very confusing to patrons. The Board agreed to wait for the committee recommendations to the Board which are due by the February meeting.

Circulation Standards Committee: Sara reported that the committee discussed email notice implementation and asked the Board for a decision on how to handle patron replies to email. Deb presented options to the Board on how replies could be handled. Each Board member is to send Deb by February 2, 2003 the email address to which replies should be directed as well as whether or not they want the replies forwarded to the library if they have decided not to get them directly.

Sara commented that San Anselmo Library plans to maintain a manual list of patrons who would prefer not to be called for hold pickup and to only get email notices. She expects this to be a small manageable workload.

Finally Sara reported that the committee discussed the practice of giving library cards to patrons who for various reason do not want to disclose their address. Sara asked if allowing this should be a policy decision decided by the Board. Deb mentioned that for purposes of tax coding it would be useful if staff could at least be told the address which would then not be entered. No decision was made.

B. Library Online Issues & Print Management Software Issues: Cathy Blumberg stated that Mill Valley's Board has adopted a "Privacy Statement" to respond to the issue of patron privacy which is subject to the U.S. Patriot Act. Any Board member interested in viewing this statement can find the link on Mill Valley's home page.

Carol stated that she asked her technology team to look at demos of print management software. Carol asked the Board if any other libraries are interested in purchasing print management software – Mill Valley and Belvedere-Tiburon are interested.

C. System Administrator's Report:

Deb commented that she had received a letter from Driver Alliant, MARINet's insurance agents, alerting her that the "US Terrorism Risk Insurance Act of 2002 requires that all carriers offer US insureds terrorism coverage. The letter indicated that agencies would have 30 days to decide once the offer was received. Deb asked if the Board would be interested in purchasing this insurance if it wasn't too costly. The amount of no more than \$500 a year was agreed upon.

D. Sales Tax Initiative Update: Carol stated that a library sales tax might not be put before the voters in 2003 since the needs of transportation have precedence. A possible scenario would be to consider November 2004 or 2005. She stated that they are waiting till January 9, 2003 to review the survey results. She recommended that since our Library Boards no longer needed to meet soon to discuss the possible sales tax issue that a meeting could be scheduled in April or May 2003.

D. Finalize Agenda and Catering for All Day January Retreat:

1. Links Plus
2. Ideas from Innovative Retreat
3. Children's Catalog
4. How we make decisions about cataloging and circulation as a consortium; how we establish policy.
5. MARINet web page - staffing to maintain
6. Reviewing and prioritizing budget requests (including requests from Deb)
7. Discuss 2003/04 goals (to be put early in the agenda)
8. Review budget calendar
9. What's the scope of MARINet?
10. Look at MARINet 3-5 years from now (consider things like centralized cataloging) (will we expand or need to scale down because of the economy?)

VII. New Business

- A. Discussion of using Acquire feature of Innopac:** The “Acquire” feature of the Innovative software, that allows patrons to submit recommended titles for purchase consideration was discussed. After discussion of its usefulness and why the Board had decided in the past not to implement it. The Board unanimously agreed to turn on this feature and authorized Deb to set it up.
- B. Removing fixed Assets from Inventory:** Deb reported that the new office furniture will be installed over the weekend of January 17, 2003. She passed (i.e., old Innovative server; file cabinets, etc.). She passed a resolution around to all the Board members to authorize the removing of unwanted equipment/furniture. She asked if the Board wanted to hire movers to pack up the items?
- C. Schedule of June meeting:** The June Marinnet Board meeting was changed to Thursday, June 26, 2003 since the regular meeting date conflicted with the ALA conference
- D. Northern California Innovative User’s Group Meeting:** The next meeting of the Northern California Innovative User’s group is scheduled for January 10, 2003 at USF. There is no charge to attend although a working lunch is offered for \$12.00. Libraries are encouraged to send staff as this gives them an opportunity to meeting with staff from other Innovative libraries in our area.

Adjournment:

The meeting was adjourned at 12:00 Noon.

Respectfully submitted,

Frances Gordon