

**Minutes of the
MARINet Board of Directors Retreat
January 16, 2003 9am – 4pm
Robson-Harrington House and Garden, San Anselmo**

- I. Public Comment Period
No public present.
- II. Introduction of any guests
No guests in attendance.
- III. Approval of Minutes from December 19, 2002 Meeting was tabled until the February meeting.
- IV. Additions to the Agenda.
Add announcements as item number five
A general budget discussion was added as the first item under New Business.
- V. Announcements
Carol Starr: David Dodd, Administrative Librarian, is currently working half-time as the Civic Center Branch Manager and half-time in Library Administration. There will be an open recruitment for the Civic Center Library Coordinator in the spring.
Mary Richardson: Sausalito now has wireless Internet access for up to ten users.
- VI. New Business
 - A. Budget Discussion
All MARINet member libraries will be impacted by the State's budget crisis and the cuts to libraries, including the Public Library Fund support and transaction based reimbursements for interlibrary loans and direct loans. The Board discussed how each library would respond to the loss of funding, over \$100,000 for both Marin County Library and the Mill Valley Public Library, \$45,000 for Belvedere-Tiburon, and \$25,000 for Sausalito. The cuts could effectively decrease open hours, materials acquisitions, and staff. It was the consensus of the Board that maintaining the services and cost savings provided by the consortium was a high priority and that every library would maintain their fair share of the resources available. It was also the consensus of the Board that maintaining core services and funding the technology that enables the virtual library was crucial. The services that the library provides equalize access to resources, cross the digital divide, and provide for the common good.
 - B. Service ideas presented at the III Director's retreat
 1. Links Plus
The Board of Directors was interested in the Links Plus system provided through III. Due to budget cuts and the costs involved in implementing the system, \$2,000 per month plus delivery costs, the Board decided not to consider Links Plus at this time.
 2. WebBridge
WebBridge is an III product that makes it easier to link from the library catalog to other resources, such as online databases. The cost would be \$17,500 and maintenance would be 1% per month. There was interest in this product because it would improve the use of the databases we have already purchased by making context sensitive search suggestions. However due to the budget situation the board did not recommend adding funding to the FY 03/04 budget.

3. Syndetic Solutions

Syndetic Solutions software, which is under consideration for recommended purchase by the Public Services Committee, would give access in the MARINet database to book reviews, tables of contents, book jacket images, etc. The Board is interested in the software and is awaiting further information and a formal recommendation from the Public Services Committee. The cost would be approximately \$9,310. The Board asked to have funding added to the 03/04 budget.

C. 2003/2004 Board Goals

The Board of Directors reviewed this year's goals. All goals have been met or are in process and will be completed by the end of this fiscal year. Deb Moehrke was congratulated on a job well done.

The Board discussed their goals for Fiscal 2003/2004, and agreed on the following:

1. Web page development, consistent design, and general improvements.
2. Continue to develop and make substantial improvements in MARINet's standardized processes and procedures manual.
3. Increase to 20% of the patron database the number of patron records with email addresses.
4. Be proactive in maintaining services provided by MARINET at the current level.
5. Continue to maximize use of Millennium as products are developed and implemented.

D. Preliminary MARINet budget and setting of priorities

1. Carol Starr moved to accept the cost sharing formula for FY2003/2004 as presented by MARINet Systems Administrator Deb Moehrke, noting that the Larkspur Library's percentage fee was changed from 5.23% to 5.24% to fix the computer rounding and make the total 100%. The motion, seconded by Sara Loyster, was approved by unanimous vote.

2. Budget Review

Deb Moehrke presented the preliminary budget for next fiscal year. It is Deb's analysis at this time that the budget will not need to be increased for operations. She noted that there is a need for new order records, recommended the Board consider purchasing an acquisitions fund accounting module, and consider other costs, such as Syndetic Solutions software. The Board recommended purchasing the new order records from this year's budget as funds are available. The Board also agreed to purchase one additional Fund Accounting unit and to move all City libraries to that one. Further discussion on the preliminary budget will be conducted at the Board of Directors' February meeting.

E. How do we make decisions and set policy

MARINet Board Chair Cathy Blumberg reminded members that MARINet is a consortium and that each of us should consider the impact that member library decisions have on the consortium and inform each other of new developments and internal changes that could effect the group.

F. MARINet web page – staffing to maintain

Deb stated that she realizes that Board members have ideas for what they want the MARINet web page to be. Each library has its' own home page and informational web site, each offering services in a different way. The design by committee approach to the web page isn't working and guidelines for what the MARINet approach to development should be needs to be discussed and formalized. Deb will think about it and make recommendations to the Board.

G. What's the scope of MARINet

Over the years the scope of MARINet has changed as access to services online has evolved. For example, the Library Online software is overseen by MARINet staff though it is used by four of the seven library jurisdictions. The general scope has been focused on MARINet's services related to the patron and bibliographic databases. Since we share common concerns and resources, the scope could include items and services of common interest.

H. MARINet 3-5 years from now: where do we want to be

A general discussion of the future of MARINet focused on two basic areas. There was consensus on the Board that further development of the virtual library is a goal. Deb also stated her concerns about office space. If the vision of MARINet services is a larger scope and increased centralized services, then the need for staffing and space will become crucial. The office is already undersized. Carol Starr informed the Board that the South Novato Library will be moving to a new location and that it is possible that space for MARINet could be found in conjunction with that space.

I. Communications and email

The discussion centered on methods of communications between each other to ensure a reliable forum for passing on information. Email should not be used for certain types of communications. It was agreed that MARINet staff would post a list of email addresses for member library staff. Each Director will send a list of staff address including name, title, phone, and email address into the MARINet office. They will then compile and post it on the staff only web page.