

Minutes from the MARINet Board of Director's Meeting
Thursday, Feb. 20, 2003
Marin County Civic Center, Room 410B

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

Also Present: Deb Moehrke, MARINet System Administrator

- I. **Public Comment Period:** no public present
- II. **Introduction of Guests:** no guests present
- III. **Approval of Minutes**
December 19, 2002 – January
It was moved and seconded by Carol Starr and Sara Loyster to approve the minutes of the MARINet Board of December and January meetings.
- IV. **Announcements:**
 - a. Deb announced that late last week when the MARINet server was down Phil Youngholm drove to III in Emeryville to get the piece of equipment needed, then drove back and installed it after hours in order to bring all the computers back online.
 - b. Carol announced Novato Library Reopening March 10th
 - c. Carol announced Marin County Friends Supersale will be held on Saturday March 22 and Sunday March 23th
 - d. Deb announced that each library is to submit a copy of the report from the ILL activities for the following quarters so that she can look at possible impact of alphabetizing items.
2001/02 (July – Sept & Oct-Dec)
2002/03 (July – Sept & Oct-Dec)
 - e. Debbie announced that she liked getting the MCFL newsletter, "The Weekly Blast". All agreed to share copies of newsletters with each other.
- V. **Additions to the Agenda:** Discussion of MARINet Budget under New Business
- VI. **Old Business:**
 - a. Reports from Committee Liaisons.

Public Services – Debbie Mazzolini

Debbie reported to Public Services Committee on Board decisions made at last month's Board Retreat and that the Board is interested in Syndetic Solution software. She told them that the Board would like the Public Services Committee to research and evaluate the Syndetic products. She also informed the Committee of a change in the budget calendar. The Committee discussed implementation of Advanced Keyword Searching and their recommendations for setup.

Circ Standards Committee – Sara Loyster

Sara reported on a new procedure development, posting, & review process the committee set up with Phil. Phil Youngholm will write MARINet wide procedures. Staff will have an opportunity to see the procedures as Phil will post a draft of each procedure online. She is concerned about what the charge of the committee will be if Phil is writing all procedures.

E-mail Replies to e-mailed notices – Deb Moehrke will setup an e-mail account which will send a generic reply to patrons for MARINet libraries who do not wish to accept emailed replies from patrons.

Bibliographic Standards – Carol Starr

Carol reported that Bel-Tib was now using Millennium Serials. The committee had met in a joint meeting with the Public Services Committee. The Bib Standards committee recommends that trade paperback editions of a book be attached to our existing Bib record as long as the content is the same.

- b. Library Online Issues. There weren't any issues raised.
- c. System Administrator's Report. There was a lengthy discussion of the Pros and Cons of MARINet offices moving to Hamilton.
- d. Approve MARINet system-wide goals - After improving the wording of some of the goals, the Board approved the system-wide goals for MARINet for 2003/04.
- e. Approval to use Sinking Funds for Fund Accounting Unit. - It was moved and seconded by Richardson/Loyster authorizing System Administrator to use funds from the Sinking Fund account for fund accounting unit and additional order records.
- f. Adoption of MARINet budget. - After much discussion, the Board approved a \$505,760 Operating Budget for Fiscal Year 2003/2004 and a budget for agency 713 of \$50,000. The Board also passed a resolution for the annual transfer of funds from the 2002/03 operating budget to the sinking fund in the amount of \$52,798.

VII. **New Business:**

- a. Discussion of how we make Policy in MARINet. - There was discussion of the need to codify existing Policies and Procedures as well as establish a method for setting new policies and to develop a Policy Manual. The Board asked, as a first step, that the MARINet staff compile a list of existing Board agreements. If a procedure has policy content or if it appears to MARINet staff to have policy implications it needs to be passed by the Board before becoming official.
- b. Changing Patron data to allow access to databases – Issue had been resolved and did not need to be discussed.
- c. Update on possibly moving the MARINet office - Because this subject had already been discussed during the System Administrators Report, there was only a brief discussion of the subject. The Board directed Deb to continue investigating the option until we had sufficient information to decide.
- d. Offer from EBSCO on Masterfile Renewal Price - Deb Moehrke reported that MARINet would get a guaranteed renewal rate at the current year cost if the Board was willing to commit now to renewing for next fiscal year. It was agreed to do so.
- e. Privacy statement - The Board discussed the need to develop a privacy statement for MARINet. A task force consisting of Mary Richardson, Cathy Blumberg, Deb Moehrke, and David Dodd, MCFL Administrative librarian was appointed. The task force will bring a draft statement to the Board to discuss.
- f. Discussion of changing fines - Carol Starr reported that she is working on revising the fees charged for late MCFL materials. She suggested lowering the \$10.00 limit at which patrons are currently blocked. After a brief discussion, the Board members decided to explore the issue with their staff and continue the discussion at the next Board meeting.

Adjournment:

Meeting adjourned at 12:05 pm.

Minutes taken by Vaughn Stratford

Next Meeting: March 20, 2002