

**Minutes of the MARINet Board of Directors' Meeting**  
**Thursday, April 17, 2003**  
**Marin County Civic Center, Room 410B**

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

**Also Present:** Deb Moehrke, Acting MARINet System Administrator

**Minutes prepared by Loyster**

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

**II. Introduction of Guests: No guests present**

**III. Approval of Minutes**

Minutes of February 20, 2003 MARINet Board Meeting (no meeting in March.)  
Approved (Mazzolini/ Blumberg) with the deletion of the words "Board thinks this merits further discussion" under the Bib Standards report.

**IV. Announcements**

Starr announced that the History Room website is up and running and that a grocery bag for National Library Week was distributed. Mazzolini remarked that the County's teen website is excellent.

Loyster spoke to the San Anselmo Town Council on April 8 about the possible TBR cuts.  
Richardson attended a Sausalito forum on opposition to the Patriot Act.

**V. Additions to the Agenda**

Database Selection was added to New Business, item C.

**VI. Old Business**

**A. Reports from Committee Liaisons**

1. Bib Standards met 2/27/03 and 3/27/03. They discussed linking issues, reviewed and approved several draft procedures and set up a subcommittee to investigate 856 tags.

2. Public Services met 3/21/03 and discussed database selection. The committee recommended Novelist be purchased. The staff is split over World Book and Britannica. After a long discussion the decision was made to recommend to the Board that they purchase World Book and to negotiate a more competitive price. They also discussed Advanced Keyword Searching. They would like it to be implemented as soon as possible, but Deb and Phil would like to do some training before that happens. The

main difference between Advanced Keyword Searching and simple word searching is a pre-limiting screen and phrase searching capability. It will require some downtime in order to do the re-indexing. The committee is also working on an ebook/ NetLibrary handout.

3. The Circulation Committee met 4/10/03 and discussed and approved the patron registration procedure. Deb gave an update on the success of e-mail notification since it was implemented on 3/3/03. The subcommittee on assigning issuing library will report at the next meeting.

#### **B. Library On-Line issues**

Deb asked all libraries to let her know if we will be increasing the number of computers connected to Library On-line. She said it's currently possible to book a computer at any library that uses Library On-line software from the MARINet homepage. Print Management is on hold until budget issues are clarified.

#### **C. System Administrator's Report (append printed version)**

#### **D. Discussion of lowering fine block**

1. No city libraries were in favor of lowering the fine block from \$10 to \$5.
2. Its possible to send an overdue reminder to patrons who owe over a certain amount (i.e. over \$25). These notices would include both fines and replacement fees.

#### **E. E-mail Notices – Update and report on savings**

MARINet saved \$1500 on postage since 3/3/03. 36% of notices sent were sent by e-mail. Quite a few e-mails bounced, but Deb is hopeful the number will go down as patrons realize it's to their advantage to give us accurate addresses.

#### **F. Update on moving MARINet office to Hamilton**

The move would result in doubling the space of the MARINet office for double the rent. It was pointed out we are saving \$1500 a month by doing e-mail notices, so we can afford the increase. Someone from Civic Center staff would have to change the tape on the server every day, since the server cannot move with the office. The Board voted (Loyster/Starr) to approve up to \$40,000 in moving expenses and authorized Starr and Moehrke to negotiate a favorable lease agreement.

#### **G. Update on 1/8 penny sales tax proposal**

Starr reported that the Board of Supervisors is again considering the sales tax for libraries and asked each director to arrange a meeting with their city manager to discuss this issue.

### **VII. New Business**

#### **A. Board Liaisons report on progress on Committee Goals for 02/03**

The Bibliographic Standards Committee has reduced poor quality records to .06%, evaluated Automatic Authority processing and worked on indexing for Advanced

Keyword Searching. Some libraries are implementing Millennium cataloging. They are still working on 856 tags, so this will be continued in next year's goals.

The Circulation Committee has worked on several circulation procedures with Phil that will be included in the Circulation Procedures Manual, collected e-mail addresses and helped implement e-mail notification, and worked on standardizing patron coding. They expect to be finished with all goals by the end of the year.

The Public Services Committee has completed most of their goals. They have updated the handout on PINs and are working on one for ebooks, and have also updated help screens in the Web Pac. They have set up task forces to move work along, including a Database Taskforce and an Advanced Keyword Searching Taskforce. They have decided to add an adult-only scope to the system and selected databases for purchase (Novelist and an encyclopedia). They have met once with Bibliographic Standards to work on joint projects. They need to do more work in area of exploring the Web Pac from a youth oriented point of view. The joint City and County group of Children's Librarians will meet again April 25.

#### **B. Preliminary discussion of 03/04 Committee Goals**

There was only time to discuss possible Circulation Committee goals. They were:

1. Increase number of e-mail addresses in the patron database from 12% to 20% .
2. Standardize circulation policies and procedures as much as possible. Identify "oddball" policies that cause headaches for other libraries and explore ways to minimize negative impacts of these policies.
3. Develop 2-3 bookmarks to use at the circulation desk that would educate the public, advertise new services or expedite checkout. One idea would be a bookmark that read "Why pay fines? Renew on-line (or by phone)."
4. Create a standing item on the agenda that allows time for sharing tips (or asking questions) on the use of Millennium, especially shortcuts or ways to make the job easier using Millennium.
5. Develop a list of core competencies for circulation staff that could be used when training substitute staff. Encourage all permanent circulation staff to attend circulation training on a regular basis and help identify practical ways circulation training could better address staff training needs.

#### **C. Database Selection**

The Public Services Committee was instructed to select databases costing no more than \$25,000 for this fiscal year. They chose Novelist for \$8750 and were split over World Book and Britannica, with one vote more in favor of World Book. Since Britannica costs half of what World Book costs, the Board instructed Moehrke to either negotiate a better price with World Book or contract with Britannica. With the savings realized, another database could be purchased.

#### **D. Update on TBR**

The Senate Budget Subcommittee on Education Finance considers the issue of cuts to the Transaction Based Reimbursement program on April 28. Everyone is encouraged to write letters protesting the cuts. Depending on what happens with the Senate Budget Subcommittee, the Board may wish to do a news article on the situation in order to raise

the awareness of the public about the consequences to libraries of the proposed TBR cuts.

**E. Possible Joint City/ County Library Board and Library Commissioners meeting**

Starr proposed the idea of a joint meeting in September or early October to consider issues of mutual concern such as “the future of Marin Libraries.” One possible format would be to have each of the library directors speak about their library’s goals and then have general discussion or break up into groups. We might want to have a speaker as well, or a demonstration of new technologies. Questions that need to be resolved would be what time to hold the meeting and whether or not to provide a meal. Library Directors will ask their Boards/Commissions to consider these questions.

**F. Discussion of draft MARINet privacy statement.**

Because time was short, the Board elected to review the privacy statement prepared by Moehrke and send her comments/changes by May 6. A final version will be considered at the next meeting. A privacy issue was raised concerning the need to delete last patron from the item record within a reasonable amount of time, perhaps four weeks. This question will be given to the Circulation Committee to consider.

**G. Discussion of the possibility of raising fees**

In the interests of standardization and because of potential budget cuts, Loyster proposed the idea of raising maximum fines on all library materials. If all the libraries had the same maximum fines it would be less confusing for the public and staff. No decision was made.

**H. Sharing Sonoma J pack**

Starr reported that Sonoma County Library agreed to share their J Pack with Marin librarians who wish to travel to Santa Rosa to look at it. The cost to the County would be \$1000 for the year. Other libraries were asked if they were interested in looking at it as well. Mill Valley was not interested, Sausalito and San Rafael were interested, the rest were undecided. A question came up about whether reviews would be attached to the books. The program would start July 1.

**VIII. Adjournment.**

The meeting was adjourned at 12:05pm.

**The next meeting will be Thursday, May 15 at 9:00 am in Room 410B.**