

**Minutes from the MARINet Board of Director's Meeting
Thursday, May 15, 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 Statford, San Rafael
Cathy Blumberg, Mill Valley
Carol Starr, Marin County Free Library

Also Present: Deb Moehrke, MARINet System Administrator

Minutes prepared by Carol Starr.

- I. **Public Comment Period: No public present**
- II. **Introduction of Guests: No guests present**
- III. **Approval of Minutes:** Minutes of April 17, 2003 were approved (Richardson/Mazzolini), with several corrections.
- IV. **Announcements:**
 - Starr Announced the Marin County Office of Education would be joining NBCLS.
 - Starr announced that the recruitment for the Civic Center Branch Manager opened on May 19 and will close on June 30.
 - Blumberg announced the new Mill Valley Public Library Account Clerk is Christine Clark.
 - Stratford announced that San Rafael is looking at the possibility of closing on Fridays all day and Thursday evenings (5-9). They are also cutting on call hours.
 - Starr clarified the status of the Sonoma Juvenile pack, and verified that only Sausalito is interested in joining the group.
- V. **Additions to the agenda:** Item VI. H was added: Increasing Fines and Fees
- VI. **Old Business:**
 - A. **Reports from Committee Liaisons.** There were no committee meetings since the last meeting.
 - B. **Library Online Issues.** None.
 - C. **System Administrator's Report.** Distributed in writing. Board briefly discussed the idea of a Summer Technical Intern and felt like the system would not benefit from such an intern. The issue of SB 1386 is still be researched by County Counsel.
 - D. **Discuss and finalize 2003/2004 Committee Goals.** There was extensive discussion on each committee, including the

Bibliographic Standards Committee, the Circulation Committee and the Public Standards Committee, working off the draft suggestions submitted by Carol Starr and the previous session minutes. Carol agreed to finalize wording and send out the corrected version to all Board members. Deb will coordinate email approval, to allow final version to be communicated to our Committee Chairs in a timely fashion.

- E. Encyclopedia database selection.** Deb reported that she had worked with the World Book salesman to get a gold level service for a silver level price. The price now for World Book online is essentially the same as the price for the Britannica online. In addition, World Book gives \$85 off orders of the print version of the encyclopedia ordered within 30 days of ordering the online version. Deb could coordinate this order in July, so that any of us ordering the print World Book can take advantage of this discount (order in July, ship in December). Moved and approved (Loyster/Starr) to purchase World Book online. Cathy brought up the idea of looking at our print copies of Current Biography and instead pooling our resources and buying this online. Members will inquire as to staff interest in this idea.
- F. MARINet Privacy Policy.** Deb reviewed the minor changes suggested by Board members and reported that she has given this to County Counsel for review.
- G. 1/8 Penny Sales Tax Proposal.** Carol reviewed a handout about the purpose and agenda to cover with the Marin Managers on our visit to them on June 25 at 9:30.
- H. Maximum Fines and Fees.** Sara reported that she was considering increasing her fines by \$.05 to be consistent with the County Library's recent increase. Cathy reported that MVPL was thinking about a possible increase, but not until the Fall. Vaughn from San Rafael and Frances from Larkspur also reported possible interest in raising fines.

VII. **New Business**

- A. Resolution to appropriate reserve funds for second Millennium upgrade payment.** Moved and approved (Mazzolini/Loyster) to appropriate reserve funds to pay for the second Millennium upgrade.
- B. Discuss time to retain LPATRON data.** A discussion was held on the value of this information on last patron who had the material; circulation staff finds this helpful in talking to previous customer, especially around AV materials. Deb clarified that she could create a program and run it on a regular basis to delete such information. The question is, how long should we keep it? Right now, we keep it until material is next checked out, which could be indefinitely, if the item never circulates again. The city libraries, except for San

Rafael, thought that one month would be acceptable (some wanted only a week, but would live with a month). The county thought it should be kept for 3 months. It was decided to ask our Circulation Committee to tell us how frequently this information is used, how successfully it is used (to resolve a problem, find a missing piece of the item like a cassette tape), and how far back they would go (chronologically in time) to contact a former customer for "redress." We need to remember, that from a customer privacy viewpoint, whatever we decide on how long to keep things, Deb then has an additional 4 weeks of back-up tape that could be searched by authorities,.

C. Report from the IUG Conference. Deb handed out a 3 page handout on Notes of Interest from the IUG Meeting. She mentioned that the best thing is going to be her ability, with Release 2002 Phase 3, to modify the size and number of request files. Rather than be restricted to a set number of review files, we will now be restricted to a total number of records. This means we will be able to take, for example, one of our 10,000 record files and make it into twenty 500 record files, if that is what we want to do. It will give us more flexibility.

D. Next Meeting: Thursday, June 26 at 9:00 AM at the Civic Center Room 410B.