

Draft Minutes of the MARINet Board of Directors Meeting
Thursday, August 21, 2003
Marin County Civic Center, Room 410B

Board Members Present: Mary Richardson
Vaughn Stratford
Debbie Mazzolini
Frances Gordon
Sara Loyster
Cathy Blumberg

Board Members Absent: Carol Starr

Also Present: Deb Moehrke, MARINet System Administrator

- I. **Public Comment Period:** There was no public present
- II. **Introduction of Guests:** There were no guests present
- III. **Approval of Minutes:** The minutes of July 17, 2003 were approved as corrected.
- IV. **Announcements:**
 - San Rafael is closed on Mondays but the library will be open on Sundays after Labor Day.
 - **Califa** is a new statewide consortium being formed to take up the gap created by the loss of the Library of California and the GGLN.
- V. **Additions to the agenda:** Sara Loyster added a Board discussion of the Committee goals to the agenda under New Business.
- VI. **Old Business:**
 - A. **Reports from Committee Liaisons:**
 - Public Services Committee, Cathy Blumberg:* The committee elected Alicia Bell as Vice-Chair. The committee recommended buying all the software Syndetic Solutions has to offer and they worked on the wording for the green link button. Some clarification was made to their goals for 2003/04.
 - Bibliographic Standards Committee, Frances Gordon:* Catherine reviewed last year's goals. The 856 tags are still evolving as well as Mil Cat. Goals for 2003/04 were discussed in depth - clarification is needed for the goal of developing minimum cataloging standards.
 - Circulation Committee:* They reviewed the past year's goals and felt that this coming year had more "meaty" goals. Subcommittees have been formed to work on #3 (inconsistent work processes) and #4 (list of minimum tasks to know before someone can work the circulation desk. They also began on a new idea for a bookmark – patron renewals.
 - B. **System Administrators Report:**

The written report was distributed with the Board's packet. *The move to Hamilton:* The move is in the architectural planning stage, with an estimated move in date to be January 2004. The possible layout was discussed as well as options for furnishing the area. Deb will ask the County if they are interested in the modular furniture that is currently in

the MARINet office. If Deb feels there are any undue expenses she will come to the Board for approval. *Sinking Fund*: Deb distributed a sheet giving the full accounting of the MARINet sinking fund, going back to 1997.

VII **New Business:**

- A. **Organize for September meeting with Committee Chairs.** The mugs are ordered. After Board introductions, we will go over the next year's goals for the Board and the Committees. Blumberg will contact Richardson about any notes that might be available from last year's September meeting.
- B. **Board discussion of committee goals for clarification.** Goal #3 for the Bib Standards committee "Develop a list of Minimum Cataloging Standards for our shared database. Come to an agreement on how records can be overlaid without creating a staff intensive process." The Board felt that any searchable field should be filled in and libraries should allow other libraries to overlay a record if it was a more complete and accurate one than the existing record.
- C. **Cataloger's retreat discussion:** The Board will ask the Bibliographic Standards Committee to discover a way to come to consensus on problems without having additional monthly meetings. For example, tackle a portion of a problem for a set amount of time each meeting, coming to a consensus.
- D. **Non-holdable items:** The Board discussed the fact that not all libraries allow holds on their DVDs. The DVDs are not holdable, either for the local library patrons or the MARINet patrons. The libraries in question (MVY and Bel-Tib) will retain the browsing collection of DVDs.
- E. **Maximizing Performance Criteria:** This is a new evaluation form that the County is adopting. Since the System Administrator is evaluated as a County Employee, the new job description that forms the basis of the evaluation was shared with the Board. Everyone agreed it is an interesting method.
- F. **Auditors report 97/98 and 98/99;** Discussion of Future Audits: Deb handed out to each Board member a copy of the completed Audit for 98/99. In the discussion that followed she distributed copies of a letter from the auditor proposing to do a single audit covering the years 2000-2003 for a fee of \$11,250. A motion was made (M/S Loyster/Mazzolini) to accept the proposal as detailed in the letter from Richard Arrow of 8/19/03 to audit the last 4 years (2000-2003) to be completed before June 30, 2004 for the fee of \$11,250, contingent upon Carol Starr's acceptance. All were in favor none opposed.

The meeting was adjourned at 11:30am. The next meeting is scheduled for September 18, 2003 at 9:30 AM, Marin County Civic Center.

Respectively submitted

Cathy Blumberg

This is the assigned schedule for taking minutes for the remainder of FY 2003/04:

Meeting Date	Minutes taken by:
September 18, 2003	Frances Gordon
October 16, 2003	Carol Starr
November 20, 2003	Sara Loyster
December 18, 2003	Debbie Mazzolini
January 15, 2004	Vaughn Stratford
February 19, 2004	Cathy Blumberg
March 18, 2004	Frances Gordon
April 15, 2004	Carol Starr
May 20, 2004	Sara Loyster
June 17, 2004	Debbie Mazzolini