

**Minutes from the MARINet Board of Director's Meeting**  
**Thursday, September 18, 2003**  
**Marin County Civic Center, Room 410B**

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

**Also Present:** Deb Moehrke, MARINet System Administrator  
Beverlee Burke – Chair of the Circulation Committee  
Marisa Bowen – Chair of the Bibliographic Standards Committee  
Alicia Bell – Assistant Chair of Public Services Committee

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

**II. Introduction of Guests:** The Chairs of each MARINet committee introduced themselves.

**III. Approval of Minutes**

Minutes of August 21, 2003 MARINet Board Meeting approved.

**IV. Announcements:** A) Frances: the City of Larkspur is investigating a work furlough program during the holidays, nothing is set as of yet. B) Vaughn: San Rafael is considering possible closure on Thursday evenings, in addition to more staff and book budget cuts to address the budget crisis. Sara asked to have budget issues added as a standing item on the agenda. C) Carol: Announced that Damon Hill had been promoted to Branch Manager of the Civic Center branch.

**V. Additions to the Agenda:** Under “New Business”, add item C. One-time only Super Search meeting of MARINet staff.; and under “Old Business” add 3 items to “B. System Administrator’s Report” – Library Online; Internet Only Cards; and Monthly Revenues.

**VI. New Business**

**A. Meeting with the Chairs of the MARINet Committees:**

1. Mary Richardson discussed the following:  
MARINet Goals for 2003/2004; she provided an overview of the committee’s/chairs responsibilities and an overview of the MARINet Board’s Calendar (July 03-June-03/July-04). Mary emphasized the Brown Act procedures and discussed officers, drafting and posting of committee minutes, and “request for action forms.” Deb added that agendas must be

posted 72 hours before the meeting and Beverlee commented that agendas are to be emailed to her at Mill Valley for posting.

**2. Presentation by Committee Chairs of Plans for Achieving 2003-2004 Goals:**

Each committee chair discussed their goals and described their action plan to meet the stated goals.

**3. Any Other Questions, Ideas, and Concerns:** The committee chairs and the Board discussed specific questions about the goals and the Board provided clarification on some aspects.

**B. Discussion of Holding Selected Future Meetings at Member Libraries:**

Debbie suggested that future meetings be held at a specific library and offered Belvedere-Tiburon Library for the Oct. 2003 Meeting. The Board agreed to meet at a local library at least twice a year.

**C. One-Time Only MARINet Super Search Meeting:** Carol would like a special meeting to be held to discuss issues and suggest standards for Super Search procedures.

**VII. Old Business**

**A. Reports from Committee Liaisons** – no committee meetings since August meeting.

**B. System Administrator's Report (Library Online; Internet Only Cards; Monthly Revenues):** Deb Moehrke presented her report as follows:

1.) Editing the LPATRON Information – Deb discussed Innovative's response to our request to be able to eliminate LPATRON data after 3 months. Innovative said MARINet won't have this capability. The III Rep. said that perhaps there could be quarterly access by the System Administrator only; but only for a short pre-designated time. The Board agreed to conduct a one-time cleanup of this data and then recommended that Deb push for quarterly access.

**2). Installation Priorities** - The Board discussed the priority for the installation of the next Innovative software release and the new Library Online release. It was decided to load Innovative first as that had more direct benefit to all staff. Carol emphasized that Library online was important to the County and wanted it to be a priority after Innovative was done.

**3). Internet Only Cards:** Sara asked what the parameters were for issuing the Internet Only cards and Deb explained the criteria, as setup by the Circulation Committee. Internet only cards were for patrons who couldn't qualify for a regular library card (no valid address). There was discussion about whether or not area visitors should be given an Internet only card. Since San Anselmo checks out mice for Internet usage, it is their policy to not honor an Internet only card. Deb mentioned that another

problem with these cards is that often Internet only patron records lack appropriate coding to prevent checkouts. The Board asked Deb to analyze where these problems were occurring.

**4). BIP subscription:** The Board discussed how important the BIP subscription was and that a replacement for the existing subscription needed to be in place when the current subscription was up at the end of January. Deb said she was working with the Database task force of the Public Services committee to get a new chair in place and a meeting scheduled so they could investigate the replacement options.

- C. **Update on move to Hamilton** – To date, nothing new to report – no changes since our last meeting, but Deb and Carol are hoping to move in April or May.
- D. **Any Questions or Comments on the Auditor’s Report:** Deb reported that the auditor had asked for workspace to avoid excessive photocopying. Carol offered to allow the auditor to sit at the table in the reception area. Deb commented that Beth is doing lots of prep work on the inventory to prepare for the auditor. She is working on past inventory reports to try and carefully match items with posted figures. Deb reported that the Board will need to develop criteria for depreciation of equipment/fixtures due to changing regulations.
- E. **Goal #1 Web redesign – discussion of project scope and design constraints:** Deb discussed aspects of redesigning MARINet’s webpac, showing samples of other library catalogs and asked the Board for clarification on the parameters of this redesign project and what they expected to accomplish this first year. The unanimous response from the Board was to start slow, and focus on having all the pages be consistent. Work on the web pages for the children’s scope could be completed later. In addition, they agreed that we were not designing for the “lowest common denominator” that is, user’s with outdated equipment and browsers. Features that would not work on these could be included in the web plans.

**Adjournment:**

The meeting was adjourned at 12:30 PM.

Respectfully submitted,  
Frances Gordon