

**Draft of the Minutes of the MARINet Board of Director's Meeting  
Thursday, October 16, 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

**Staff Present:** Deb Moehrke, MARINet System Administrator

- I. Public Comment Period:** No public present.
- II. Introduction of guests:** No guests were present.
- III. Approval of Minutes:** Minutes of the Sept. 18, 2003 MARINet Board were approved as corrected.
- IV. Announcements:**
  - a. Vaughn announced that the City of San Rafael was looking at a one week furlough for all city employees, maybe the week between Christmas and New Years. As proposed, this would be a week of Leave Without Pay. There are concerns about how San Rafael Library would handling routine tasks like delivery, holds lists, etc.
  - b. Frances said that Larkspur is also considering a furlough that week, and she is submitting a plan for partial openings, paid for with Library Foundation funds, for part time staff to enable the library to process routine tasks such as delivery and holds. The proposal is that they would be open in the morning until 2. Staff might be able to take vacation time.
  - c. Cathy reported that Mill Valley is considering dropping some databases due to budget shortfalls. Mill Valley Library needs to make a 7% cut and are looking at a book budget reduction.
  - d. Carol passed out statistics she had gathered for other internal library reasons. This included her September month database usage statistics and end-of-year totals and comparisons for MCFL and the other 6 city libraries.
  - e. Sara asked if MARINet would prepare quarterly statistics on the usage of our databases and Deb agreed to do so.
  - f. Debbie explained the lengthy process that she had gone through with the Town of Tiburon to secure the possibility that the land

behind the library might be developed in the future as a joint use facility by 3 different organizations.

- g. Cathy announced that their Friends group had given them money to purchase 10 wireless laptop computers to enable them to set up a computer lab for classes in the Creekside Room.

**V. Additions to the Agenda:** Sara requested a discussion of where our customers go to place out-of-area interlibrary loans. It was decided to put this item on the November Agenda.

**VI. Old Business:**

- a. Reports from Committees: Carol reported on the Bib Standards Committee meeting of Sept. 25. The committee spent considerable time on their report on the 856 Field, later on this agenda. They discussed the “controversial” 590 Field, a matter that had arisen several months ago around the book Arming America. Phil had a suggestion about putting local information in a 856 Field link in the record. It was decided to create a list of existing 590 field notes and review this at the next meeting. Jamie Gold was elected as Vice Chair of the committee and a schedule of meetings, minute-responsibilities, and refreshment responsibilities was outlined. At the MARINet Board, this last item brought up a concern by Board members that it was expensive to reimburse for refreshments and could the committee do away with refreshments or limit the expense to something like under \$10. In discussion, it turned out that not all libraries reimburse. Board liaison’s were asked to take this back to their committees for discussion (Bib Standards and Circulation; Public Services does not have refreshments). Carol continued the report on the Bib Standards meeting and reported that there would not be a second Cataloging Retreat, rather the committee will include philosophical discussions, if possible, within their meeting times. Finally, the committee discussed the way the text-based catalog displays magazine checkin and item records. It was decided that this was a staff training issue and the records would stay the way they are now.

Sara reported on the Circulation Committee meeting of Oct. 9. The committee reviewed the work of the Minimum Tasks Staff Must Know to be Left Alone at the Circulation Desk Task Force, lead by Bonny White. The list included tasks done at all libraries and tasks done only at some libraries. Bonny was requested to go back and re-format the list so that those tasks done everywhere were first, and then a list of those tasks done only in some libraries was separate. Libraries like Mill Valley, who had not yet had a chance for input, were to send any further tasks to Bonny and the group will

review the revised list at their December meeting, in time to complete this by the January deadline set by the Board.

The Circulation Committee also brainstormed inconsistent processes that create problems. Staff was asked to go back and review this with staff and will prioritize list at their December meeting. Bonny White was elected Vice Chair.

- b. System Administrator's Report: Deb reported that the auditor is becoming active now on the 4 year report and has requested many files for her review. This will be a considerable workload in the next month or more. *She discussed the issue of lowering the maximum fine to the price of the item, something that is now possible with the new release. She will investigate more about how this works and discuss it with the Circulation Committee.*
- c. Update on Move to Hamilton – nothing to report
- d. Joint Library Trustees and Commissioner's Meeting: Carol reported that the Library Commissioner's created a subcommittee to work on pulling together a joint meeting. This subcommittee is thinking of an evening meeting, sometime in April or May or 2004, from 7-8:30, with an agenda that talked about current services and challenges, with a facilitator and refreshments. Carol asked if other city libraries would like to send a representative to the planning subcommittee. Each Library Director will ask their Trustees and see who might be interested in helping to plan such a joint meeting. This will be on the agenda again next month.
- e. Report on Changes to Purchase Alert Sending: Deb reported that the original intention of purchase alerts was designed to alert one to sleepers in the collection, not to tell you when you might need to buy more copies. Hence, the system does not tell you anything about an item until it is cataloged into the system. That is, anything on order is not included in the purchase alert lists (even if there are 300 holds on one lonely order). Staff need to review Outstanding Holds on a regular basis to assess areas where your patrons are asking for things you do not have.

With that understanding, Deb has researched what it would take and is willing to add additional information to the purchase alert data sent out that breaks out the bib level holds by pick-up point and shows who own how many copies. Everyone must understand that this data will be a snapshot of the situation at a given moment in time, and when received at the library the data may have

changed online from when it was produced. Board agreed that this would be a very useful information to have.

Deb reported that she is working with the Circulation Staff about the Old Holds procedures and possibly setting a timeframe for dealing with old holds as some are getting missed and staying on records for many years.

- f. Update on Dummy Records Usage: It was clarified that our goal in this is to stop staff from having to go through the workload of dummy records processing (done now to create TBR statistics) and have the system produce the needed statistics. Deb explained the complex procedures that would be required to produce these statistics by MARINet. It would probably be more accurate, and it might produce different results from how we do things now. It will require a significant workload for MARINet. It was decided that Deb would choose one smaller library to do this for in the next quarter reporting period, on a trial basis, to compare to what we are doing and reporting, using the dummy record process. No one is to stop doing the dummy record process. This trial will be done to ascertain the workload and the results for further discussion to determine if it is worthwhile and desirable to change how we are collecting and reporting TBR statistics to the State Library. We will re-visit this issue again after the trial period.

In this discussion, another issue about uncoded patrons came up. There are too many uncoded patrons and we are not taking responsibility for cleaning this up.

## **VII New Business:**

- a. Basic Services Standards: Mary and Debbie talked about how the idea for developing a Basic Services Standards evolved from discussions about how to support libraries to provide full service and also concerns around having standards of service in light of potential budget cuts. The original document was developed by Mary and Debbie and then discussed and modified by the MARINet Executive Committee. A draft was shared with the State Library, through Diane Paque, and a request for help or feedback was made. So far, we have not heard back from the State Library. The Board discussed the current draft and had several items to add. It was decided that Debbie would work on adding the two concepts from the Board's discussion and see if she could get a response from the State Library. She will send out a new draft, which Library Directors are encouraged to share with their Boards and Commissions.

- b. Discussion of 856 Tag Report from Bib Standards Committee: The Board discussed the report. Debbie moved, and Sara seconded, to accept commercial sites, if they fell within the criteria recommended. The motion passed. The Board discussed the concept of rejecting links due to pop-up ads. Deb pointed out that pop up ads help pay for the Internet. Local newspaper sites, for example, include pop-up ads, but may be a site that we would want to link. Sara moved and Debbie seconded to eliminate the criteria of rejecting links with pop-up ads, and include them. Then each library jurisdiction that wanted could independently and technically stop pop-up ads. The motion passed.

The Board next discussed the issue of maintaining links. Deb expressed a concern about workload. The report indicates that it seems like a quick and easy job, but Deb is concerned that this could be a task that could grow as links are established. It was agreed that MARINet would look at the URL Link checker Report and fix the links where it is clear that it requires one click to change to the correct link. If it is unclear, then the problem will be reported to the originating cataloging library to be dealt with. It was pointed out that the catalogers expect the reference staff to do the research as to what the correct link should be. Each jurisdiction needs to name a contact person for MARINet as to who will accept and work on the link-fix problems for them. It seemed clear that more work needed to happen on how to deal with this and to develop standards on maintenance of links. Maybe the guideline could be something as simple as a time limit for searching, and if a good link is not found, just remove it from the record. It was pointed out that if you want your OPACs to just access the catalog, you need to lock them down so links to the Internet will not work.

- c. Use of Internet Only Cards for Visitors: Sara, who does not participate in Library Online, requested a clarification of the use of Internet Only Cards. These cards were originally a result of the need to allow homeless people, unable to provide addresses for a library card, with a way to access our public access computers. Through a matter of interpretation on how the guidelines were written, some libraries began using them for short time visitors who only wanted to use the Internet. It is a cheaper paper card and seemed to make sense. Mill Valley would like to use them for teachers who live outside the community but want or need access to the Mill Valley databases. It was moved by Debbie and seconded by Cathy to expand the use of Internet Only cards to short-term visitors or local people who work in your community. [NOTE: when discussed the next day at Public Services, it seems like there are several problems with this and the Board should

re-visit the use of Internet Only cards to people who work in the community]

- d. Other: it was mentioned that when replacements are sent to the libraries for insertion into the MARINet Manual, staff is expected to read and follow the new instructions, not just file in binder! Deb mentioned that in researching things for the auditor she had re-read the JPA and discovered that a representative from the Marin County Free Library must be present at a MARINet meeting for it to be a legal quorum. Carol reported that she would make sure someone is appointed to come in her absence. Deb may be out of the office Oct. 27 – Nov. 6, 2003 (and possibly will have jury duty the week of Oct 20).

**Next Meeting will be Nov. 20 at Belvedere-Tiburon Library from 9:30 – 12:30.**

Respectfully submitted,

Carol Starr