

Minutes of the MARINet Board of Directors Meeting
Thursday, December 18, 2003
Marin County Civic Center, Room 410B

Board Members Present: Mary Richardson
Cathy Blumberg
Frances Gordon
Gail Haar
Sara Loyster
Deborah Mazzolini

Board Members Absent: Vaughn Stratford
Carol Starr

Also Present: Deb Moehrke, MARINet System Administrator

- I. **Public Comment Period:** No public present
- II. **Introduction of Guests:** No guests present
- III. **Approval of Minutes:** Minutes of the November 20, 2003 meeting were approved (Mazzolini/Loyster) as submitted.
- IV. **Announcements:** Gail Haar informed the Board that County librarian David Dodd has resigned for a position in San Francisco. His position will not be filled at this time. Frances Gordon said that Larkspur's Thanksgiving furlough was successful. The outlook on the future of the budget situation is not good. Deb Moehrke asked that each MARINet Library let her know about holiday closings for 2004. Since July 4 is on a Sunday, will libraries be closed on Monday, July 5? Sara Loyster pointed out that the 2004 Xmas and New Year's holidays fall on a Saturday.
- V. **Additions to the Agenda:** Frances Gordon asked the OPAC security be added to new business.
- VI. **Old Business**
 - A. **Standing Items for the Agenda**
 1. **Reports from Committee Liaisons**

Public Services, Frances Gordon. The Books in Print trial database was discussed. There is a difference in price between the Bowker (\$9,500) and Ebsco (\$6,000) products. The staff is encouraged to review the trial product. In the III WebPac, the mark boxes to the left of records obtained in a search cannot be dealt with by the system. Public Services members have repeatedly stated that there is patron confusion in the use of the mark boxes. Deb stated that this would need to be dealt with by III in an upgrade. Frances said that the Database Task Force committee is gathering data and should report back to the Public Services committee who will then make a recommendation to the Board.

Bibliographic Standards, Carol Starr. Carol submitted a written report to the Board in advance of the meeting. In addition, Chair Mary Richardson noted that InfoPeople is providing online cataloging training.

Circulation Standards, Sara Loyster. The Circulation Standards Committee was pleased that inputting dummy records will not be required after January 1 and MARINet will do library ILL stats beginning in February.

The Committee discussed the Board's goal of determining inconsistent work processes. Board members received a list of inconsistent processes as identified by Circ staff at member libraries. Sara stated that a review and recommendation process needs to be determined. Those Directors who had reviewed the list noted that some of the items were procedural and others were library policies (fines, fine limits, etc.). It is recommended that Circ Standards begin with the procedural inconsistencies.

Sara said the major point of discussion was the development of a minimum basic competencies document. The Board noted that the document would provide an outline for what training and skills would be required of library staff before they could work a circ desk. After discussion, the Board determined to ask for two levels of, one for entry level position with support and one for a person on the desk with no support.

It was noted that email is up to 20%, already surpassing the goal for this fiscal year.

2. System Administrator's Report

The report was sent as an email and redistributed at the meeting.

3. Update on move to Hamilton

Leases should be received by Monday, December 21, and will be reviewed at the Board of Supervisors' meeting in mid-January. It is anticipated that the Board of Supervisors will approve the lease but not sign until drawings are complete. Deb discussed the complexities of determining what furniture to use in the new addition. Some of the concern is whether to sell the current furniture back to the County. It is part of a design theme in the County Library Administration offices. Deb will discuss this with Carol Starr. Would she then use the older furniture that is currently in storage? The Board asked Deb to discuss this with the architect as part of the design process. The old furniture may not fit in the new space.

4. Joint Library Trustees and Commissioners Meeting

Members from the Boards of Trustees from at least four MARINet Libraries have agreed to meet to plan an agenda and set a date for a joint Library Trustees and Commissioners meeting.

5. Budget Issues

It was noted, in Vaughn Stratford's absence, that the San Rafael Library has a bad budget situation and may need to cut back open hours to 43 hours per week. Mary Richardson said the Sausalito is having very serious budget issues and she may need to cut her current year's budget by 10%. All libraries in Marin are concerned about budget cuts that will impact staffing, hours, and general budgets. A discussion of budget issues will be on the agenda for the retreat.

B. Mid-year review of progress on Board goals

There has been progress toward all goals. The Budget crisis may impact these and future Board goals. Determining and assessing the goals will be put on the retreat agenda.

VII. New Business

A. Planning for the January Retreat

1. **Date a time:** Thursday, January 15, in Mill Valley, 9:30am to 4:30pm

2. Agenda planning

Several items were suggested for the agenda, including: dealing with budgets; committee structure; metasearching; webbridge software; additional funding sources; coordinating reference resource collection development. Deb will email a tentative agenda for Board review.

B. Presentation by Board Liaisons of Committee Requests

No presentations were received for presentation to the Board.

C. Opac Security

When a patron logs out of MyWebPac, if the next patron hits the back button, the former patrons name, barcode, and other information are displayed. Deb said she would review the matter.

The meeting was adjourned at 12 noon. The next meeting is the retreat which is scheduled for January 15, Mill Valley Library, 9:30am to 4:30pm.

Respectively submitted
Deborah Mazzolini