

Minutes of the MARINet Board of Directors Retreat
Thursday, January 15, 2004
Conference Room, Mill Valley Library
375 Throckmorton Avenue, Mill Valley, CA 94941

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

Also Present: Deb Moehrke, MARINet System Administrator;
Phil Youngholm, System Analyst

- 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 December 18, 2003 were approved with the following correction. Frances Gordon reported that the Database taskforce would report to the Public Services committee on recommendations for database purchase. The PSC will send recommendations to the Board.
- IV. **Additions to the agenda:** Added an announcement section before Old Business. Added resolutions to formally appoint Marin County the fiscal agent for MARINet for FY 03/04 and to adjust the salary lines.
- V. **Announcements:**
Carol Starr announced that Gail Wiemann will be working half-time as an Administrative librarian with responsibilities as a committee liaison and oversight of the Policy and procedure manual.
Cathy Blumberg announced that Lois Anderson who used to work at Sausalito and other MARINet member libraries passed away.
- VI. **Old Business:**
 - A. Reports from Committee Liaisons:
There were no reports as none of the committees had met since the December meeting.
 - B. System Administrators Report:
 - a. After a discussion around the costs of phone lines, it was decided to drop the little used public dial-in lines and decrease the staff lines to two.
 - b. The Board discussed with trainer, Phil Youngholm, ideas for alternatives to face-to-face training classes. Suggestions included online tutorials, taped video presentation, step by step written handouts and increased use of MUD (MARINet Users Discussion listserv) for exchanging training tips. The Board agreed to encourage staff to use MUD to exchange information and solicit help and to remind them that responses to queries should adhere to a 'no fault' 'no stupid questions' netiquette.
 - C. Move to Hamilton - Carol Starr is taking the lease for space at Hamilton to the Board of Supervisors for approval on January 27, 2004. The space may be ready for occupancy on May 1, 2004. Since the MARINet server will remain in

room 104 of the Civic Center, arrangements will need to be made for exchanging the tape daily.

- D. Joint Library Trustees and Commissioners meeting in 2004 - Carol is still trying to get a small committee of representatives from County and City boards to plan the meeting.

VII. New Business

A. Budget concerns of Member libraries - Each Board member discussed the expected effect of the State budget decisions on their library.

B. ILL using Links+ versus Supersearch - Links+, an Innovative INN-Reach share system, would provide easy access to several academic libraries for ILL. However, Deb Moehrke reported that the costs for participating in Link+ would be about \$60,000 per year in addition to delivery costs. Given the current budget situation, the Board decided not to pursue participation this year. They then discussed extending the use of the partners software feature to let patrons know about titles held in neighboring Innovative libraries. The Board asked Deb to change the wording for the MALC libraries to include the College and University's name, to add Alameda County, Berkeley Public, and Hayward Public, and to investigate whether SFPL and or Sonoma State offer access via the partner software.

C. Discussion of new service ideas and products - After a discussion of various new products the Board asked Deb to get prices for MetaFind, WebBridge, the Ecommerce module and Mobile collections. They agreed to budget for purchase of Edifact in FY 04/05 as the existing electronic ordering product cannot handle order information currently needed by staff.

The meeting then adjourned for lunch and the Board resumed the meeting at 1:00 PM

- D. Board Goals for 2004/05:

The Board developed the following Goals:

1. Continue to improve the web page and move toward a consistent design
2. Continue to develop and make substantial improvement in MARINet's standardized policy and procedures manual.
3. Investigate E-commerce
4. Explore MetaFind and WebBridge as well as any Innovative Interfaces software that will improve service, and seek grants when appropriate.
5. Implement the Spanish language interface to the Web Catalog.
6. Explore alternative ways to provide staff training.

There was a discussion regarding how additional shared databases might be funded with MARINet during these tight budget years.

- E. Preliminary Budget:

1. It was moved and seconded (C.Starr/V.Stratford) to approve the cost sharing formula for 2004/05. The vote was unanimous.

2. The Board reviewed the preliminary budget. The Administrator explained the estimate for each category and if it is up or down from this year's budget. There was a discussion about the duties of the monthly accountant. The executive committee will review the original recommendation to hire an accountant and check with the County Auditor to see if a consulting accountant is still needed. The preliminary budget total is up from the current year but nothing is firm. The numbers will be more definite at the February meeting.

F. Committee Structure.

The Board is concerned about being able to send staff to frequent committee meetings. The Board discussed a way to consolidate the committees or change their structure. The ideas included

- More virtual meetings using conference calls
- Establish working groups to concentrate on special projects and then disband.
- MARINet staff will establish draft documents and post them and have each jurisdiction give feedback.
- Schedule fewer meetings - perhaps quarterly - with task forces doing the work between the meetings. The task forces can meet using email, conference calls with deadlines for accomplishments between the meetings.
- Be sure the committee members represent the entire library and get feedback.
- Involve the committees in this re-organization.

Next month the Board will begin to discuss Committee goals for 2004/05.

G. Collection Development among MARINet Libraries.

The idea of member libraries alternating the updating of their print reference sources was discussed. This would mean that each library might not have the latest edition of an "expensive" print source but that it would be available at a library nearby. The county system already does this among their branches. Another idea, but more difficult to implement, would be to have different libraries collect different foreign language titles so that a greater variety might be owned. Both of these ideas have merit but a plan to implement them will take more study. It was suggested that the Public Services committee have a goal to identify Reference sources for alternative acquisition.

H. Additional funding source:

1. Library Sales Tax: The Board of Supervisors may be re considering a countywide sales tax to be voted on after the transportation tax.
2. Grants: perhaps for software that will allow for improved customer service. The Board discussed the concept of developing and promoting the Virtual Library.

Adjournment: The meeting was adjourned at 4:00 PM.

Next meeting: Thursday, February 19, 2004 at the Civic Center, Room 410B 9:30 AM.

Minutes taken by Vaughn Stratford and Cathy Blumberg