

**Minutes of the MARINet Board of Director's Meeting**  
**Thursday, April 22, 2004**  
**Marin Civic Center, Room 410B**

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

**(Joined after Executive Session):** Gail Lockman, San Rafael  
Deb Moehrke, MARINet System Administrator

- I. Executive Session:**  
Closed session to discuss writing performance review for System Administrator.  
Nothing to report out.
- II. Public Comment Period:**  
No public present.
- III. Introduction of Guests:**  
No guests present.
- IV. Approval of Minutes:**  
Debbie moved, Cathy seconded, approval of the Minutes for March 18, 2004.
- V. Announcements:**
  - Carol announced that the South Novato Library would open at Hamilton on Saturday, June 5, 2004. She passed out fliers with the library hours on it and asked for changes from any of the other libraries, so that the new hours flier would be accurate for all libraries.
  - Debbie agreed to send around the email from the listserv discussing the concept of new charges for services that some libraries are doing. There was a brief discussion on passport registration and proctoring tests.
  - Sara announced that her children's librarian, Deanne Tabuchi, is chair of the NBC Children's Committee and encouraged our children's staff to attend the next meeting, which will be in Marin.
  - Mary announced that two staff members, Doris Seashore and Penny Greene, will be retiring in July and she will be allowed to fill the positions. Both are full time positions.
  - Debbie agreed to send out an email collecting salary information from each of us and update the salary chart that she had prepared in past years.

VI. **Additions to the Agenda:** Two items were added to the agenda:

- i. Circulation Core Competencies
- ii. Policy on Checkout

VII. **Old Business**

**A. Reports from Committee Liaisons:**

- **Public Services Committee** met on March 19, forwarded a recommendation on BIP to the System Administrator, along with a recommendation to purchase Novelist K-8. They suggest keeping advanced keyword searching functioning as it is now. They are working on a FAQ for OAL online users. They will decide their meeting times for 2004/05 at their next meeting.
- **Bibliographic Standards Committee** met on March 25, outlined their meeting schedule for next year and discussed the open entry issue. Elaine will discuss this further with her reference staff. All at the committee members wanted to use the open entry form, but the concern around this deals with Nolo Press books, which some feel should be discarded with a new edition. They also discussed the 856 field tags and current staff questions about it. A subcommittee (Elaine, Libby, Marissa) was formed to deal with this concern.
- **Circulation Committee** met on April 8 and talked about inconsistent work practices. There were two that tied for “first place” – requiring a photo ID or library card for check out and placement of bar codes on new materials. The first issue may not be such an easy fix. Several libraries agreed to place new bar codes on the front cover of new books (San Anselmo, Sausalito, maybe San Rafael). Next meeting is July 8.

**B. System Administrator’s Report:**

- Deb reported on the issues with dial in access, and the Board agreed to follow the new procedure, and use the same lines for dial in for both staff and public. Staff will need some re-training to know how to access staff pages
- Deb talked about a III site in Massachusetts that has developed a pearl script for creating a title list with the most holds. Phil could perhaps do something similar for us, but it might take a lot of time. The Board expressed interest in how much time it would take Phil to create the ability for us to have such a title hold list.

**C. Update on Move to Hamilton:**

The plan is to move on May 5, if all goes well and the doors are in. There may be one day with no notices, during the move. While Deb knows the new phone numbers, they are not assigned to which function yet. The overdue notices will be printed and delivered to the Civic Center, which does now mean a one-day delay, as the delivery from Technical Services only occurs in the morning at 6 AM. While this is probably not a concern for overdue notices, it may be for hold notices, so Deb is exploring what other options may exist for hold notices. One idea is to stop printing hold notices and only send email notices or call. However, some places do not call, so this could be a further workload issue.

**D. Joint Library Trustees and Commissioners Meeting May 5:**

Each jurisdiction mentioned how many may come from their jurisdiction; it appears there will be 30-35 in attendance. Carol gathered feedback on what the library directors wanted from the meeting. They suggested that Joan Frye Williams should talk about the California library environment, focusing on technology and funding (how technology might save money). No breakout part. Possible next steps for future meetings.

**E. Budget Issues of Member Libraries:**

Not much new to report, although several libraries (Mill Valley, Sausalito, Larkspur) mentioned they are only buying best sellers and have slashed their periodicals list.

**F. Library Online update:**

Deb has a draft contract for Print Management, only with the County Library, as Belvedere-Tiburon decided to wait before moving forward with this. The contract is for \$16,000 for 75 licenses for the County.

**G. Review Revised Budget Calendar:**

postponed to next time.

**H. Innovative Ecommerce proposal:**

Deb discussed the details included in the handout to Library Directors on the Ecommerce proposal. It was clarified that for the first year, we would have only one account, and MARINet would have to do background work on lists to be able to break out the charges and know which charges are applied to which library. In this first year, we would work as a development partner with III to develop a product that would have multiple accounts. The module cost \$14,500 and carries a \$1,450 maintenance costs after the first year. The credit card company will charge us \$.35 per transaction plus a 2-3% of the amount. Debbie moved, and Sara seconded that we purchase the III Ecommerce software for \$14,500 plus the cost of associated equipment to implement it. This motion passed.

**I. Update on Possible Sales Tax Measure:**

Carol talked about the Board of Supervisor's interest in a tax measure for the library, potentially in 2005. The City Library Directors agreed to talk individually with their city manager about where their city stood on this issue and let Carol know the results of that conversation.

**J. Policy on Checkout:**

postponed until the next meeting.

**VIII. New Business**

**A. Report from Board Liaison's on Committee Progress on FY 2003/2004 Goals:**

- **Public Services Committee.** Cathy reported they have met their goals, including a list of Reference Core Competencies, a beginning on feedback to Deb on a new look for the children's catalog, involvement in IUG and creation of new bookmarks from FAQ's.

- **Bibliographic Standards Committee.** Carol reported they have met their goals, including a solution on the 856 field use, and sharing tips on Millennium Cataloging. They have not been successful in finding a cataloging training for all. They have pointed to the Library of Congress standards for the minimum cataloging standards goal, but the Board thinks there needs to be more local summary sheets for this.
  
- **Circulation Committee.** Sara reported they have also met most of their goals. They have a list of inconsistent practices, which now needs to have further work done on it to see what could become consistent. The email addresses have been increased and surpassed the 20% goal. The minimum circulation tasks may need more work on it. They are working on creating two bookmarks

**Committee Goals for 2004/2005:**

Board liaisons are reminded and requested to report back to their committees on discussion and decisions at the Board meeting. It was decided that each Board Liaison would prepare a draft list of goals for their committee for FY 2004/2005 and email it to the other Library Directors prior to the next MARINet Board meeting.

**B. Report on Innovative User's Group Conference:**

postponed to next meeting.

**C. Circulation Core Competencies:**

postponed to next meeting.

**Next meeting: May 20, 2004.** Carol announced that she may be out with jury duty; if so, Gail Haar will attend in her place.

**Minutes taken by Carol Starr**