

Minutes of the MARINet Board of Directors' Meeting
Thursday, May 20, 2004
Marin County Civic Center, Room 410B

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

Also Present: Deb Moehrke, MARINet System Administrator

I. Public Comment Period: No public present

II. Introduction of Guests: Beth Thoms, MARINet Library Technical Assistant II

III. Approval of Minutes

Minutes of April 22, 2004 MARINet Board Meeting

Approved (Sara/Debbie/Vaughn abstained as he wasn't at the last meeting), with two corrections in the Report from Board Liaison's on Committee Progress on FY 2003/2004 Goals: changed booklists to bookmarks where mentioned.

IV. Announcements

- Debbie announced that last night, 5/19/04, Tiburon town council approved the re-zoning of the lands behind the library and change to general plan amendment. Next step is to find out how to acquire the land.
- Carol announced that today, 5/20/04, was South Novato's last open day and they will reopen on Saturday, June 5th at 11 am. Their hours have changed slightly.
- Carol announced that Sarah Houghton will be doing training on MCFL's technologies core competencies for the computer starting June or July. City library staff may attend the session if there is room after the MCFL staff have registered. An e-mail will be sent out a week before the class to let people know how much space is available. The training locations will be Marin City and/or Novato branch libraries.
- Mary announced that next June the Board will be selecting the new vice chair and committee liaisons.

V. Additions to the Agenda: One item was added to the agenda under Old Business:

G. Budget Calendar

VI. Old Business

A. Standing items for the agenda

1. Reports from Committee Liaisons: no committees met last month.

2. System Administrator's Report

- Deb reconfirmed that everyone wants to continue to weed inactive patrons because it hasn't been done for 3 years. The criteria will be to delete inactive patrons with only fines of less than \$10 and no overdue materials. The Board agreed that this should be a regularly scheduled task for MARINet staff.
- Deb discussed whether MARINet needed to join Califa if all the MARINet members were also Califa members. Board directed her to talk to Roberto Esteves and to join Calif if it was necessary in order for MARINet to take advantage of their services.
- Liability insurance – Deb has still not had a reply from County Council on whether or not MARINet needs separate liability insurance. She will get quotes on various coverage amounts and report back to the Board with the details.

3. Update on move to Hamilton

Deb reported that we are in and getting settled.

4. Budget Issues of member libraries.

County Library reported that it seems like special district libraries won't have to make an additional ERAF contribution. Things seem to be going in the right direction.

Sausalito Library will be working with the idea of having a furlough during the time of their remodeling and that could save \$4000.

Belvedere-Tiburon Library had nothing new to report.

San Anselmo reported that City of San Anselmo has a 1 million dollar shortfall, and that the public budget hearing went well. The mayor seemed to be in favor on raising municipal service tax, but now is less supportive. So far they're not closing on Mondays.

San Rafael Library may have to provide an additional \$250,000 in revenue or reduce their budget by that amount.

Mill Valley Library nothing new to report.

Larkspur Library might be closing at 7 p.m. on Wednesdays.

B. Report on Joint Trustee / Commissioners meeting and next steps

Carol reminded the Board that she sent around a list of who came to the meeting and the concerns generated there. She would like confirmation that the list of attendees is correct. She suggested that the Board members on each interest group take the lead to organized further work in the Fall.

After some discussion about the committees the Board suggested concentrating work only on the issue of developing a stable source of funding. Sara mentioned that it might be nice have Joan Frye Williams' input.

Carol will write Notes on the May 5 Joint Trustee/ Commissioners that each MARINet Board member can share with their own Trustees. These notes will include a summary of the discussion held here today and next steps. Carol will take the lead on scheduling a meeting schedule for Sept, Oct & Nov.

C. Discussion of policy on allowing checkout without ID or library card

Sara reported that Deb had researched and couldn't find a policy dealing with this issue. Everyone mentioned how their desk supervisors handle checkout without ID or library cards and there were some similarities, but it was decided by the Board that we can't have a policy across the board as it's too different at each place. It might be good to

have a statement in the MARINet policy manual on the general practice/usual policy on allowing checkout without ID or library card.

D. Committee Goals for FY 04/05

Bib Standards Committee – Goals

Reviewed draft and changed the 4th goal's wording to the following:
“Work together with the Public Services Committee to develop a process for adding patron friendly wording for the 856 tags.”

Public Services Committee – Goals

Reviewed draft and added a 4th and 5th goal:
4. Provide input on new Innovative software as directed by the Board, such as WebBridge.
5. Share ideas on ways to provide training and promote use of MARINet shared databases.

Circulation Committee – Goals

Reviewed them all and there weren't any changes.

Reviewed the goals and made changes as above. The Board member that drafted the goals will make the changes and send them to Deb to distribute to the Board and committees.

E. Circulation Core competencies discussion

Board agreed that they only needed to review the MARINet-specific section; the general/non-technical section with the exception of #2 was section was unrelated to MARINet. Board agree to remove the “training provided by MARINet” note under the MARINet-specific heading since many of the items encompassed local practice and policy which is outside MARINet expertise. Finally, Deb thought the list was too detailed to work well within the MARINet manual. Board authorized MARINet to summarize for the policy manual. Board also agreed that the Circulation Committee completed their goal and extends thanks to them. They thought the detailed list would work well as a training tool.

F. E-Commerce Project

Deb reported that she had contacted Innovative to let them know MARINet is willing to be a beta-test development partner but had no specifics to report at this time.

G. Budget Calendar

Board reviewed the revised budget calendar and approved it as written. Deb will send it out to the committees.

VI. New Business:

A. Resolution to approve sinking fund transfer of \$1250.00.

A resolution (Carol/Sara) to transfer \$1250 collected in upgrade fees from members who purchased Innovative user licenses in FY 03/04 to the Sinking fund (951) passed unanimously.

B. IUG Report

Deb reported that Millennium Silver may be available as soon as next month. This release moves control of some functionality such as creating keyboard macros from the login manager which only MARINet has access to to the settings which staff can

control. She's planning on using the 1 day of Innovative training that we have left to train on the enhancements in Millennium Cataloging and Acquisitions.

Deb reported that Innovative's new development strategy is to think beyond just ecommerce as things are becoming more integrated. For example, people will want to pay for their library fines and print management. They're looking at wireless technology and hand held devices to do inventory.

Marshall Keys was the keynote speaker and a couple of things he said were especially poignant:

“Young people are indifferent to property rights and licenses...,”

“We can't expect them to follow us we have to find out where they're going and be there when they get there.”

She attended a workshop on Web Opac design. Innovative is moving away from hard-coding functionality in the Web Opac and will instead increasingly rely on style sheets for presenting and formatting data. This will make it easier for us to control our catalog as well as make it easier to have a web designer work on our catalog without them having to know the Innovative to specific commands.

Innovative has changed their process for integrating new functionality with software bug fixes. First, the software that they are Beta testing right now has the patches in it already. This should make it more stable when Innovative puts the software in general release. Second, they plan to have one release of staff software every 9 months to a year. There will also be an interim release for Web-based products only.

IUG will be in San Francisco next year in April or May.

C. Libraries and Leisure Services

Debbie raised the issue of the growing trend for jurisdictions to put control of the library under the Leisure Services department head. She is concerned because Libraries are created under the Education code and their needs do not fit well with those of recreation departments. As professional librarians we need to be pro-active in preparing to discuss this issue. The Board asked that Mary contact Diana Pacque at the State Library to see what information they have on jurisdictions that have done this and then reversed their decisions and why.

Next meeting: June 17, 2004 will be at Hangar 6 in Hamilton.

Minutes taken by Beth Thoms