

**Minutes of the MARINet Board of Directors' Meeting**  
**Thursday, June 17, 2004**  
**6 Hamilton Landing, Novato Suite 140B Conference Room**

**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  
Beth Thoms, MARINet Library Technical Assistant II

**I. Public Comment Period: No public present**

**II. Introduction of Guests: No guests present**

**III. Approval of Minutes**  
Minutes of May 20, 2004 MARINet Board Meeting  
Approved (Sara/Cathy) with two typo corrections.

**IV. Announcements**

- Debbie announced that she finished with salary survey and passed out a copy to everyone. She still needs some information from Larkspur. Let her know if you have any changes.
- Deb announced that she will be out of the office for ALA and vacation from June 21<sup>st</sup> until July 2<sup>nd</sup>.
- Mary announced that Sausalito Library will be offering test proctoring.  
Open book test - \$15, Closed book for resident - \$20, Closed book for non-resident - \$30  
They will probably be offering passport services in the future once they have the training.

**V. Additions to the Agenda: No additions to the agenda**

**VI. Old Business**

**A. Standing items for the agenda**

**1. Reports from Committee Liaisons:**

**Public Services Committee met on 5/21/04:**

Cathy reported that they sent out their accomplishments and the Board will look at them next month. Alicia Bell is the next chair and they will elect their vice-chair at their next meeting on 7/2, 9-12 at Corte Madera Library. They discussed the page to display bookmarks. Sarah Houghton reported on a recent Califa meeting she attended. The Netlibrary collection now has more than 4000 titles. They are negotiating a problem with the billing. Califa's website will soon be up. Anthony Costa was hired as the operations manager for Califa. They bought 2 new collections, a legal collection from Baker & Taylor and a technology collection from Safari. As soon as MARINet receives the MARC records they will be loaded in the MARINet system and then will be displayed

in the catalog. They are studying Overdrive to consider purchasing it. They discussed NBC having an online form for subject and reference request. At the next NBC reference meeting they are going to receive a demonstration.

**Bib Standards met on 5/27/04:**

Carol reported that they discussed The Full Cupboard of Life and decided that there needs to be two records, one each for the Scottish and American editions. Elected new chair for next year is Jamie Gold and Lidia Rajeff is the vice-chair. They reviewed their goals and started to organize themselves to work on the action goals for 04/05 by creating subcommittees. They were encouraged to go to the IUG conference in May 1<sup>st</sup> to the 4<sup>th</sup> next year since it's in San Francisco.

**2. System Administrator's Report**

- Discussed the new item type for adult fiction that was created for Mill Valley and how that can be used to breakout the circulation of the non-fiction and fiction in the system for statistical purposes.
- The Board authorized Deb and Phil to go to the Public Library Consortia Symposium in Grand Rapids, MI.
- Deb offered to gather any pamphlets or information for anyone on the Board while at ALA.
- The trainer from BIP would be open to coming back to do another training. The Board can talk to their staff and determine whether there is an interest. E-mail or call Phil to let him know whether you have staff who would like to attend.

**3. Budget Issues of member libraries.**

**County Library** there weren't any changes.

**Sausalito Library** there weren't any changes.

**Belvedere-Tiburon Library** if they do close one night it will be Wednesday night. They are discussing opening at 9 instead of 10 am.

**San Anselmo Library** will be closing at 8 pm on Mondays and Wednesdays.

**San Rafael Library** there weren't any changes.

**Mill Valley Library** may close Thursday night at 6 pm. They are going ask their board to do some lobbying of the council to see if they can change their mind. They also cut their book budget 20-25%.

**Larkspur Library** will be closing at 7 pm on Wednesday instead of 9 pm.

**B. E-Commerce Project Update**

Deb ordered the software from Innovative with the understanding that we are going to be a beta test site and is waiting for Dinah Sanders to call. We can't test e-commerce until we have Millennium Silver. This project is going to take a little longer than expected because of having to setup the merchant account and make the decisions on how to breakup and process the money. The next steps on the project are to work with Bank of America to get a merchant account and then setup a trust fund where the fines will be deposited. The Board agreed that it would be impossible to allocate interest paid to the trust fund and suggested that MARINet keep it as reimbursement for staff time. There was some discussion on what the service charge would be and everyone agreed that the minimum flat fee service charge would be the way to go to get the public to use

the service; .50 cents was suggested but no decision was made. This will at least cover the 35 cents per transaction bank service charge.

### **C. Libraries and Leisure Services**

Mary talked with Diana Paque and Ira Bray about the Board's concern on this trend. They asked her to write up some questions and then the State would send it to the public library director's in the state. The Board should have received an e-mail with the survey. Ira said he'll take the results, collate it, make it into a report and send it to anyone who's interested in that information. This will be a nice report to show city managers to prevent this trend from continuing.

### **D. Update on Web Opac redesign**

Deb presented the Innovative's, out of the box, catalog to the Board as a way to incorporate changes requested by the Board and staff quickly. The Board discussed the design and liked it. The Board authorized Deb to use Innovative's, out of the box, framework and start working with the Public Services committee on the changes to be made to customize it for MARINet. This would complete goal number one of the Board's goals and pave the way more quickly for working on the Spanish translation.

## **VI. New Business:**

### **A. Select Vice-Chair and Board Liaisons to committees**

Debbie Mazzolini is the Chair

Sara Loyster is the Vice-Chair

Cathy Blumberg is the Board Liaison to the Circulation Committee

Frances Gordon is the Board Liaison to the Public Services Committee

Mary Richardson is the Board Liaison to the Bib Standards Committee

Carol Starr is the Board Liaison to the Funding group

### **B. Review progress on FY 03/04 Board goals**

1. Continue to improve the Web page and move toward a consistent design.

Made a big leap if not completed, to improve the website by starting with the new Innovative, out of the box, catalog. Several changes were made over the year.

2. Continue to develop and make substantial improvements in MARINet's standardized policy manual and procedures manual.

Continuing to develop and make improvements

3. Increase the percentage of the active patron database of patron records with email addresses from 12% to 20%.

Completed

4. Be proactive and maintaining the current level of services provided by MARINet without an increase of expenditures in 03/04.

Completed

5. Continue to maximize the use of Millennium software as the products are developed and implement when doing so contributes to improved efficiency.

Ongoing, Circ is using it a lot more, Larkspur is pure Millennium. Millennium Cataloging has come along, more to do there.

6. All library staff are encouraged to attend the MARINet trainings on new products, new software, upgrades, features, etc. At least one person from each library building

MUST attend and take responsibility for training the rest of the staff in their building, including subs.

Completed

**C. MARINet shared PR**

Deferred discussion until July meeting

**D. Discussion of not printing hold notices**

Deb presented the idea of not printing hold notices and have the libraries call their patrons that have holds ready for pick up. This would be in lieu of having to pay Beth to drive hold notices to the Civic Center everyday to have them processed and mailed. She asked the Board to talk to circ staff on how they feel about doing this. Some statistics were passed around to everyone so they had a feel for how many calls they might have to make. If this were to become reality, it wouldn't be in effect until Silver as that would add the option of showing the telephone & e-mail fields when looking at the patron's record.

**E. Staff limits on holds, checkouts, etc.**

There is an undocumented staff benefit of not having to pay for hold requests. The issue is whether some staff abuse this benefit and whether it would help if we had some limits. It was decided to table the discussion and revisit it when Innovative develop better reporting on holds.

**F. Web Opac Quick Search boxes on City and County Home pages**

Deferred discussion until July meeting

**G. End of Year Budget resolutions if needed**

A resolution (Carol/Mary) to surplus a couple of MARINet Fixed Assets passed unanimously.

**Next meeting: July 15, 2004 will be at Room 410B in the Marin Civic Center**

**Minutes taken by Beth Thoms**