

**Minutes of the MARINet Board of Directors' Meeting**  
**Thursday, July 15, 2004**  
**Marin Civic Center, Room 410B**  
**9:30 AM – 12:30 PM**

**Board Members Present:** Sara Loyster, San Anselmo  
Vaughn Stratford, San Rafael  
Mary Richardson, Sausalito  
Deborah Mazzolini, Belvedere-Tiburon  
Frances Gordon, Larkspur  
Carol Starr, Marin County Free Library  
Cathy Blumberg, Mill Valley  
**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 June 17, 2004 MARINet Board meeting. Draft minutes approved with corrections (Starr/Richardson).
- IV. Announcements
  - Vaughn Stratford's last day before retirement is August 3<sup>rd</sup>. The going away party to be held at San Rafael will be Thursday evening, August 5<sup>th</sup> from 5:30 to 8:30 PM. Congratulations to Vaughn on his retirement.
  - Ira Bray at the State Library has distributed a questionnaire regarding Mary Richardson's question to him about California libraries that had been combined with Parks and Recreation Departments into one department entitled "Leisure Services". She wondered, when this had occurred, was it a success or a failure? Ira says the results are coming in and he will summarize them in a report. This topic may be a CLA conference program next fall.
- V. Additions to the agenda  
Carol Starr requested that the topic of stable funding be made item G under New Business.
- VI. Old Business
  - A. Standing items for agenda
    1. Report from the Committee Liaisons.
      - a. Public Services Committee Liaison (Gordon). The committee met July 2nd.

- The new chair is Alicia Bell from Belvedere-Tiburon and the new Vice Chair is Sarah Houghton from Marin County Free Library.
- There was a discussion on whether an AskNow Icon can be placed on the MARINet home page for patrons – perhaps with a “Not finding what you want?” message. Committee members are gathering input from staff and will continue discussion.
- A web page will also be created that links to canned searches from each member’s web pages. Deb may need to create the canned searches for libraries that have not already done so. They are starting an action plan to meet the new goals. The next meeting will be at the Belvedere-Tiburon Library on Friday, October 1<sup>st</sup>.

b. Report from Circulation Committee Liaison (Blumberg). The committee met Thursday, July 8<sup>th</sup>.

- The committee decided not to submit a request to change the fine accrual method.
- Some sites are responding regarding the question about email messages – that is, whether or not it is OK to delay the mailing one day.
- The Marin County Spanish Language services committee asked that all notices be in English and Spanish. There is not enough room on the mailer to have two languages. However, in Ill Silver there is a new field for language preference. We can have each of our notices translated into Spanish and staff can then insert a language preference in the new field. Those patrons who elect Spanish will have their notices sent in Spanish.
- The committee is modifying the “grid” to include renewal policies for each jurisdiction.
- Sharepoint Server: There is now a place to post committee documents, make comments on them and work on the documents in a shared environment. This is known as Waldo. Phil has set up a site for each committee and for Library Online. The Board requested that Phil set up one for the Board.
- Frances Gordon will head up a subcommittee to develop the text for two bookmarks.

## 2. System Administrator’s Report

- San Rafael Closing: San Rafael will be closed August 16 – 21, 2004. It is important for staff members to get the information about the closure so that they do not page San Rafael items. Pages will be working at the library during the closed week so that materials will be checked in, including the delivery.
- Net Library access: NetLibrary remote requests will be run through WAM. This remote process works less well than it did

before. Once there is a new link in place any NetLibrary links from our own web pages should be altered to also go through WAM. This change is required by NetLibrary to protect their access.

- ALA report. Deb attended a two day training on FRBR (Functional Requirements of Bibliographic Records). One of the things the FRBR model does is to group disparate editions of one title. This model is not a fully developed standard and vendors are just now beginning to work on how to implement. Debbie Mazzolini saw new attractive kiosk workstations; Libramation has beautiful self check designs. Audible.com is creating a lot of interest with MP3 technology as a possible resource sharing opportunity.
- Millennium Silver: This latest update allows the email address in the patron's record to become a live link. If you are using Millennium Silver with an email client running you can click through to email directly. There is also a new feature called "My History" which will keep track of a patron's reading history. The Board must decide if we want to turn this on, in light of patron security issues.

3. Member Budget issues. Board members discussed budget news for their jurisdictions.

- Marin County staff (MAPE) signed a one-year contract with a 1.5% cola and Belvedere Tiburon received a 1.8% cola.
- Mill Valley's hours will remain the same (61 hours/week).
- Larkspur will be open 10-7 on Wednesdays rather than until 9 PM. They will begin to charge 50 cents for reserves in the fall.
- San Anselmo will be closing at 8 PM on Mondays & Wednesdays. The City is increasing some fees to postpone furloughs and layoffs 'til the mid year budget review.

B. Update on E-Commerce Project Deb attended a presentation on E-Commerce at ALA.

- She discovered that getting set up outside of the vendor is in itself a lot of work. She heard that the two vendors that best understand the behind the scenes infrastructure are Dynex and Carl
- Financial communication is very important between all the players.
- It costs money to collect money online.
- Implementation is best done in phases.
- It is important to obtain reputable consulting advice.
- In a conversation with Dinah Sanders it sounds as though we'll need "multi account accounting within a single account" which is slightly different from the development direction that Ill is taking. Deb has been working on getting the merchant account setup. Bank of America's estore paperwork seems more geared toward private

business than the E-Commerce vendor suggested by III. However, as the County of Marin is our fiscal agent we probably have to work with B of A.

C. Update on Web OPAC redesign: Deb showed the new “clean” design to the Public Services committee and they liked it. Committee members are going to gather general design input from staff and send it in to Deb. There will be more discussion on the Sharepoint server site. Deb is emailing III for the Spanish Language pages.

D. Discussion on not printing Hold notices. Marin County says No to this idea. There will be no further discussion of the topic. MARINet staff will stop driving down with the hold notices and they will come in the delivery one day later.

## VII. New Business

*Because of the time growing short, agenda items are being taken out of order for the remainder of the meeting.*

### A. Annual budget business

1. Resolution to appoint MCFL as fiscal agent. It was moved/seconded (Starr/Loyster) that the MARINet Board designates the County of Marin as the fiscal agent. All members were in favor.
2. Signature cards for the coming year were passed around and signed.
3. Resolution for the Hamilton move. The Board authorized \$40,000 from the sinking fund for the move to Hamilton and used \$18,900 of that amount. It was moved and seconded (Loyster/Richardson) to accept the budget changes as authorized under their directions for moving the MARTINet office to 6 Hamilton Landing, Novato. All were in favor, none against.

### B. Review of committee reports on last year's accomplishments

1. The Circulation committee provided an excellent and thorough report. The board requests that they clarify their final report to say that there is no MARINet Board policy stating that a patron needs to have their library card or photo ID to check out materials.
2. The Bib Standards committee also provided an excellent and thorough report.
3. The Public Services committee also provided an excellent report. The Board also noted that Teresa McGovern created much of the written results for the committee's work and we thank her for her efforts.

**Action item: Current Committee Liaisons will email the current chair and cc the previous chair, thanking them for the reports of last year's goals.**

C. OCLC World Cat project and setting holdings report. Deb attended an ALA presentation about this project.

- Two million of the most held titles were loaded as links in different sources including Google, Yahoo, Alibris, etc. When a search was made on words that matched the title and it was found in any of these search engines a connection was made to a list of the libraries holding the title. Any library that held the title was included as a "participant" at no cost.
- This project was aimed at students and others who go directly and often exclusively to the Internet rather than use a library. A secondary goal was to raise the presence of libraries on the web.
- In the future (the pilot project ends this summer) the project could be continued and expanded. More records would be linked to google but participants probably would need to have a subscription to FirstSearch. Also for the link to the catalog to work, libraries would need to have attached their holdings information in World Cat. MARINet libraries have not contributed on a regular basis for many years.
- NOTE: When using OCLC, if you search for an OCLC record you can add your library's holding record for free. The cost is in the search.

There was discussion about creating a file of all of our records and adding them to OCLC. There are costs associated with this, but it might be a MARINet project for the future. Deb will analyze our holdings to try to get a better picture of what our true costs will be and get the price of a first search subscription.

D. Stable Funding

Carol Starr set some tentative dates for a stable funding group meeting as was discussed at the Boards and Commissions meeting in May. The possible dates are Monday September 27; Wednesday October 27; and Tuesday November 30. The questions are

- Would all Board members be attending
- Carol will send the information to everyone, could we ask someone from each library to attend
- Please submit a copy of each of our budgets so members of the committee can see where we get our funding
- There was a suggestion from John Leonard that one way to pass a sales tax measure might be to have 10% go to the public school libraries and 90% go to the public libraries. The county counsel does not feel this can be done. The Board agreed it was an interesting idea, but probably not something we would do.
- Sara Loyster will meet with Carol Starr to discuss stable funding and the next steps further.

E. Schedule and place of FY 04/05 meetings

It was decided that we will meet quarterly at various libraries.

**Next meeting: Thursday, August 12, 2004 at Civic Center, Room 410B,  
9:30 – 12:30**

Minutes submitted by Cathy Blumberg