

**Minutes from the MARINet Board of Director's Meeting**  
**Thursday, August 12, 2004**  
**Marin County Civic Center, Room 410B**  
**9:30 a.m. – 12:30 p.m.**

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

**Also Present:** Deb Moehrke, MARINet System Administrator

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

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

**III. Approval of Minutes**

Minutes of July 15, 2004 MARINet Board Meeting approved (Richardson/Starr)

**IV. Announcements:**

- Kay Noguchi thanked the Board on Vaughn Stratford's behalf for the farewell luncheon.
- Carol Starr passed out the County's Standing Order List; she also announced that the County has purchased a machine to clean discs & DVDs; the County Libraries have been battling a serious worm related to pop-ups resulting in the cleaning of all computer stations.
- Sara Loyster announced the publication of a new travel book on Point Reyes and asked if all the libraries have been experiencing computer freezing problems; she asked Kay Noguchi about the dates for the Pickleweed Center closure and Kay responded that the dates are still being decided.

**V. Additions to the Agenda:**

Deb Moehrke requested that "*resolution to create e-commerce trust fund*" be added to item C. under "*Old Business*"

## **VI. Old Business**

### **A. Standing items for Agenda:**

- 1. Report from Committee Liaisons** – no committees have met since the last meeting
  
- 2. System Administrator's Report** –  
Deb Moehrke reported:  
Millennium Silver problems include:
  - setup for MCFL receipt printers no longer works;
  - Larkspur can no longer sort the “outstanding holds” list;Also:
  - Phil Youngholm is conducting a refresher training on cataloging features;
  - The “Collection Development” report has never worked for MARINet.  
Staff tested adding the Agency code to some item records to see whether that fixed the problem; it did not. MCFL is interested in getting better collection development statistics from Innovative so Deb will ask Innovative for an enhancement to make this report work in a multi-library, multi-building environment.
  
- 3. Member Budget Issues**
  - San Rafael has eliminated the Library Manager position, leaving only the Library Director management position; remaining staff will absorb the workload; they will also engage in strong fundraising efforts to backfill the materials budget. Kay Noguchi has created a detailed plan of library operations to manage the upcoming closures.
  - San Anselmo – Sara Loyster asked Board members to share their materials budget and any recent adjustments for FY 2004-05.

### **B. Stable Funding Group Plans**

Carol Starr presented a brief outline of her plan and dates for the meetings. She asked each Board member to attend all three upcoming 2004 meetings with their Library Trustees and Commissioners. The time for the meetings will be in the evenings from 7:00-9:00 pm on the following dates: Mon., Sept. 27th, Wed., Oct. 27th, Tues., Nov. 30<sup>th</sup>; Carol asked the Directors to:

- forward a copy of their budget and to be prepared to discuss it;
- think about what kinds of financial structures we can create;
- think about a time-frame for implementing a fundraising tax plan.

### **C. E-Commerce Project Update & Resolution**

Deb Moehrke presented an update:

- The Auditor's Office needs a Board letter to create a separate trust fund to manage collection of fees (transaction/service fees) and ultimately the distribution of these fees to each owning library;
- She has been trying to figure out the parameters of a merchant account and to address the many issues involved (i.e. all the types of fees; complying with specific requirements of a merchant account and which account offers the best pricing; how often should distribution of collected fees occur, etc.);
- Raw data will be assessed and account costs divided accordingly, incorporating service, transaction and authorization fees;
- Joan Frye Williams has been emailed to get her input;
- Another component of the project is to acquire a "secured socket certificate" to confirm that our site is secure. Phil Youngholm recommended a site that had a significantly lower price than Verisign.
- She asked the Board for approval to move ahead with Bank of America as the vendor for the merchant account;
- The Board passed a resolution to request creation of a separate trust fund to support the E-Commerce program that will allow MARINet to accept online payments from patrons via an online web site.

### **D. Web OPAC Quick Search boxes on City and County Home Pages:**

Deb Moehrke presented her concerns on this project. Mary Richardson suggested that this agenda item be carried over to the next meeting. A motion was made to allow the Libraries that wanted quick search boxes on their homepages to go ahead and do so (Starr/Blumberg). The Board suggested that the quick search box be labeled to include the word 'MARINet' to mitigate patron confusion about whose catalog they are searching. This motion passed.

### **E. Update on OCLC Worldcat Project:**

Deb Moehrke explained how the project worked and how MARINet could participate:

- She also spoke with Mark Stackpole to get a price quote;
- She presented statistics, assessing our database and holdings (non-OCLC vs. OCLC multi-items); the analysis was done to get a better estimate of the cost of the project.

The Board discussed the pros and cons of adding the MARINet database to OCLC and recommended the following:

- Evaluate both the expense and staff workload issues;
- Get feedback from the Bibliographic Standards Committee (Starr)
- Be very specific on what kind of feedback we want from Bib. Standards and asked Deb to clarify (Richardson).

## **VII. New Business**

### **A. Library Hold priority table and distribution of paged items:**

- Carol Starr raised the question of whether the holds priority table was distributing the holds evenly among the libraries.
- The Board shared their library's statistics on the monthly volume of paged items;
- Deb Moehrke suggested that each library compile statistics from Oct. 2003-2004.

### **B. Planning for September Meeting with Committee Chairs:**

Mary Richardson discussed the agenda and key topics to emphasize with the committee chairs. The Board provided input:

- Highlight the new web site "Waldo" (D. Mazzolini)
- Utilize the new communication tools – very important now that meetings are only quarterly (S. Loyster);
- The chairs should be proactive in guiding the committees toward meeting their goals (C. Starr).

### **C. Millennium Silver Issues:**

**1. My Reading History** – the Board discussed the issues around this feature:

- Workload and privacy issues (D. Mazzolini)
- Deb Moehrke explained the parameters and suggested that an FAQ be drafted to explain the feature -- what it collects and how it works;
- Analyze current MARINet privacy policy (M. Richardson). Executive committee will draft revised wording to incorporate this feature into our policy.
- A motion was made to begin using this feature and to present this to the Public Services Committee and have them create the FAQ that will explain this feature to patrons (Gordon/Richardson). This motion passed.

**2. Courtesy Notices** – the Board discussed the issues around using this feature:

- What are the workload issues for MARINet staff;  
Some Board members were concerned that patrons might not want to get the additional email reminders. Deb explained that there was no way for patrons to 'opt out' if they wanted to get other notices via email.
- It was recommended that this agenda item get tabled for a future discussion.

### **3. General Update on New Millennium Silver Features**

Deb then quickly reviewed the new features available in this release. Kay asked whether the Board would consider sending recall notices for overdue materials for which there were waiting requests.

#### **D. Review of the Last Patron deletion policy:**

The Board discussed the privacy issues:

- Sara Loyster stated that on several occasions her staff has needed the LPATRON information, but it had been deleted; she asked if the data could be held for at least 6 months; other Board members were concerned about the patron privacy aspect of keeping the date too long.
- Deb Moehrke explained that clearing the LPATRON data began by using create list to identify items for clearing. She suggested that creating separate review files for A/V materials and books with differing cutoff dates could address the concerns of both groups;
- Carol Starr recommended that LPATRON data be held for 6 months for A/V materials only and suggested this issue go back to the Circulation Committee for feedback.

#### **Adjournment:**

The meeting was adjourned at 12:30 PM.

**Next meeting: Thursday, September, 23, 2004 at Civic Center, Room 410 B, at 9:30 am - 12:30 pm.**

Minutes submitted by Frances Gordon