

Minutes of MARINet Board of Director's Meeting
Thursday, Sept. 23, 2004
Marin County Civic Center, Room 410B
9:30 AM - 12:30 PM

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

Also Present: Deb Moehrke, MARINet System Administrator
Alicia Bell, Chair, Public Service Committee
Bonny White, Chair, Circulation Committee
Jamie Gold, Chair, Bibliographic Standards

- I. **Public Comment Period:** No public present.
- II. **Introduction of Guests:** Everyone present introduced themselves.
- III. **Approval of Minutes:** Minutes of August 12, 2004 were approved as corrected.
- IV. **Announcements:**

Frances Gordon announced her upcoming Humanity: Bridging Time and Borders, a series of programs with Beth Ashley interviewing local authors, a fund-raiser for the Children's Room.

Carol Starr announced that Bernie Alie was hired as the part time Librarian I at Novato; Carol Uhrmacher was hired as the part time digital archivist at the Civic Center; Terry Jones was hired as a full time Library Assistant I at the Civic Center, Lynn Fabian was hired as a part time Library Assistant I at Corte Madera, and Dawn Scott will transfer from Marin City to South Novato, filling their .75 Library Assistant position.

Debbie Mazzolini announced that she has a 30-hour a week position open as Library Assistant II.

Cathy Blumberg announced that Ethel Medvic retired; her position has been filled with Ursula Floden.

Debbie Mazzolini announced that Anne Lipow had passed away on Sept. 16. The Board signed a card of sympathy to send to Steve Silberstein.

- V. Additions to the Agenda:** There were not additions to the agenda.
VI. New Business

A. Meeting with the Chairs of MARINet Committees

- i. **MARINet 2004-05 Goals overview:** Deb passed out thank you mugs to the Committee Chairs. Debbie reviewed the Board goals for 2004-05.
- ii. Mary reviewed the MARINet calendar with the Board and Committee Chairs. Debbie reviewed the Brown Act compliance requirements, including need for an agenda, posting agenda 72 hours ahead, that it is officially posted at Mill Valley and MCFL, but others may also want to post it, and the need for minutes. She talked about the importance of the committee binder and maintaining the binder, a record of the work of the committee. *MARINet will email committee chairs a list of what should be in the binder.* It is the chair's responsibility to set the agenda, in consultation with Deb and the Board liaison, make sure minutes are taken, maintain an awareness of the calendar, follow through on action items and use deadlines to help motivate and track progress. The importance of using Waldo was stressed. Training from Phil on the use of Waldo is an option, if the committee would like this training. The Bib Standards new practice of scheduling subcommittee meetings the hour before their regular quarterly meeting was shared with others. Mary also mentioned the "edit yourself" suggestion from Bib Standards, to move the meeting along.
- iii. **Presentation by committee chairs of plans for achieving 2004-05 goals.** Alicia went through the Public Services goals. Goal 1 is on development of the children's interface for the MARINet web page; there is an ad hoc group working on this. Angie is to send suggested changes to Deb from the mock up Deb had done for the J scope. Goal 2 has to do with developing a Spanish interface to Web Catalog, and appropriate Spanish translations. A subcommittee has been established and they are waiting for Spanish language re-design. Goal 3 has to do with adding patron friendly wording for the 856 tags in cooperation with Bib Standards. Public Services had thought they were done with this and had created a standard phrase to use (for more information on this resource, [click here](#)) but in conversation with Deb it was clarified that both committees need to work together and with

Deb on exactly how this will work. Goal 4 has to do with providing input on new Innovative software like Metafind. This topic is on their October agenda. Goal 5 has to do with sharing ideas to promote the use of shared MARINet databases. The county is sharing what they have done. It was clarified that the Board expects more than just a pass on of what the county is doing.

Jamie Gold passed out a report on the Bibliographic Standards work plan. Goal 1 has to do with developing cataloging standards. A subcommittee has been formed to work on this goal; Beverlee Burke is the chair. Goal 2 has to do with compiling a list of inconsistent cataloging practices. A subcommittee has been formed to work on this goal; Libby Flynn is the chair. Goal 3 encourages staff who catalog to attend 2 cataloging training sessions per year. A few staff will attend the CLA and various ACTSS workshops. All staff will be apprised of ACTSS, OCLC, and MARINet trainings. Goal 4 tells the committee to work with Public Services on 856 tags (see above).

Bonny White reviewed the Circulation Committee goals. Goal 1 continues their work on inconsistent work practices. A copy of the entire list was passed out to Board members, at their request. Bonny reported that this is a standing agenda item and they are working on the top two. Goal 2 is about creating circulation bookmarks. There is a subcommittee in place for the 2003/2004 bookmarks; the 04/05 bookmarks will be on the January 2005 agenda. Goal 3 is to work with other staff on implementing Ecommerce, which they will do once it is ready for implementation discussions.

VII. Old Business

A. Standing Items for agenda

- 1. Reports from Committee Liaisons:** Mary reported from Bib Standard. They held a discussion about Syndetic errors and stressed the importance of reporting these errors to the local cataloger. We have to fix any wrong ISBN errors ourselves; errors in the Syndetics database are sent to Jeff Calcagno. The issue of blocking patron holds for multi-volume sets will be placed on an upcoming MUD email. Subcommittee chairs were appointed. There was a discussion of establishing a way to share professional cataloging tools. This mushroomed into a large discussion at the Board and it was suggested that Bib

Standards talk with the Public Services Committee about how a professional collection might work.

2. **System Administrator's Report:** Deb needs to update the list of what Supersearch can place holds on. *She will send each Board member the code print out in the delivery and we are to respond to her to let her know if there are additional codes that can be searched by Supersearch..* She reiterated that Supersearch searches on the meaning of the code, not the code.

Waldo for the Board is ready to go. However, it is not totally intuitive. Deb suggests that the Board might benefit from training from Phil. It was agreed to ask Phil to give us training at the October meeting, which will be held at Hamilton. *The Board agreed to experiment using Waldo to create the agenda for the January Retreat.* Board members will be given passwords to enable them to access all MARINet Waldo pages.

Deb passed out a spreadsheet on the Sinking Fund, which showed the quarter interest earnings.

Deb passed out a questionnaire on 2005 Holidays. *Each Library Director is to complete this questionnaire and return it to Deb.*

- B. **Stable Funding Group:** Carol took a count of everyone who was coming from each jurisdiction. We expect 19 for the first meeting, on Monday, Sept. 27, 2004 at San Rafael Public Library.
- C. **OCLC Worldcat Project Discussion:** Mary Richardson and Deb were unclear on what they were supposed to ask Bib Standards to discuss on the concern of Worldcat, and hence brought this issue back to the Board. The Board is interested in what the impact would be on starting to catalog or input our records into OCLC. How would this change what we are doing now, in terms of both workload and costs? What are the impacts on our individual operations if we had just one symbol for MARINet holdings? What would be the implications for OCLC interlibrary loan? What are the costs for tape loading? Could we have some analysis of whether or not it would be a good idea to pay \$20,000 to put in about 45% of the collection (records with OCLC numbers in them; this from the handout Deb gave us at the August Board meeting)? We agreed this should be a discussion item at our Retreat, but we would like

some additional background information to make our discussion more informed and meaningful. Deb and Mary will talk with Bib Standards about our interests, intent and concerns.

- D. Millennium Silver Issues:** Deb said she had 10 outstanding issues regarding Mill Silver, the biggest were the freezing issue and the receipt printer autocut concern. It was clarified that Mill Valley also has a concern about the receipt printer autocut, in addition to the county. Deb announced that a patch was loaded today for fixing the drop down indexes. A discussion was held on the subject of patrons who cannot place their own holds in the OPAC, although the computer system does charge them for the hold it does not place for them! Deb says no to beta testing for the upgrade. The Board agreed.

VIII. New Business (continued)

- A. Spanish translations of brochures and other patron information:** Carol reported that the County's Spanish Services Task Force is contracting with a translation service to translate about 20 documents into Spanish. This includes 2 MARINet items, which will cost \$60. The Board agreed to pay this cost.
- B. Innovative's Mobile Collections Module:** Deb passed out a sheet of information on the Mobile Collection module, which costs \$11,500 plus 12% annual maintenance. She clarified that this module is an easier and faster method for moving identified collections from one library to another, based on automated features and a printed pick list. The County is potentially interested in purchasing this module. It was decided to add this as a topic for the Retreat.
- C. Input from the Board on Consortium Partner's Meeting Topics:** Carol mentioned the county's interest in better collection development statistics. Sara mentioned ecommerce concerns, and suggested Deb talk informally with other consortium staff in attendance about how they deal with this issue.
- D. Supersearch Holds Update:** A discussion was held on Carol's concerns about whether anyone was beta testing the URSA upgrades, since the County was not. Carol agreed to route Annette Milliron's email reponse to everyone, when she received one. Library Directors will check with their interlibrary loan staff to see who might be testing.

E. Independent Auditor Selection Discussion: After discussion, it was agreed that *Deb would draft a letter with the last audit, budget, and get quotes from 3 of the auditors on the list. She will consult with the Executive Committee to choose the auditor.*

Adjournment: The meeting was adjourned at 12:25 pm.

Next Meeting: Thursday, October 21, 2004 at the Hamilton Landing, MARINet Offices, at 9:30 am – 12:30 pm.

Minutes submitted by Carol Starr