

**Minutes of the MARINet Board of Directors' Meeting**  
**Thursday, January 20, 2005**  
**Conference Room, MARINet Office, Hamilton Field**

**Board Members Present:**

Sara Loyster, San Anselmo Public Library  
Carol Starr, Marin County Free Library  
David Dodd, San Rafael Public Library  
Cathy Blumberg, Mill Valley Public Library  
Mary Richardson, Sausalito Public Library  
Deborah Mazzolini, Belvedere-Tiburon Library  
Frances Gordon, Larkspur Library

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

- I. **Public Comment Period:** there was no public present
- II. **Introduction of Guests:** no guests present
- III. **Approval of Minutes:** the Minutes of the December 16, 2004 MARINet Board meeting approved as corrected.
- IV. **Additions to the agenda:** the Board has decided to move Announcements to the end of the meeting.
- V. **Old Business**
  - A. **Standing items for the agenda**
    1. **Reports from Committee Liaisons:**
      - a. **Public Services Committee met 1/7/05:** They will be evaluating two periodical databases – Infotrac Onefile vs. Ebsco Masterfile Premiere to see how they compare. The decision will be made by May (the renewal date for Ebsco). They will also be evaluating two methods of searching across a catalog, called meta-searching. Meta-Searching is one-stop searching that allows the user to retrieve results back from the catalog and databases, all in one step. It's also known as cross-database searching, federated searching or consolidated searching. The two products are MetaFind (an III product) and WebFeat, a competitor. The members of the committee are also providing feedback to Deb on changes to the OPAC, and developing a FAQ on "My reading history".
      - b. **Circulation Committee met 1/13/05:** Phil did a hands-on training of Waldo and Deb showed eCommerce. Phil will post at Waldo the old MARINet procedure about how to indicate mail was returned. Everyone will follow this procedure. The committee is to review and comment on the draft for "*Pay online not in line*" bookmark under the general discussion at Waldo. The goal is to have an approved bookmark by the next Committee meeting in April. Jason is gathering information about current procedures and rules for issuing refunds at each library and this is also under General Discussion at Waldo. Frances will post a last draft of the holds management document developed by the subcommittee and fine tuned at the meeting. Next step is to send it onto MARINet for posting. The ecommerce taskforce is beginning work on an ecommerce FAQ.

**2. System Administrator's report:** see written report. There have been power problems at Civic Center. III has a new patch to the software that will make the receipt printers work correctly. They hope to load the software Tuesday the 25<sup>th</sup> of January. Deb estimates that the Spanish Language interface will be up during the summer. There has been no audit as yet on 2003/04.

**3. Member Budget issues:** Two communities are looking at future tax measures.

**B. Stable Funding Group:** The next group meeting will be Thursday, February 10, 2005.

**C. eCommerce update:** The Board discussed the different options for handing the costs of each transaction and decided that transaction fees will be totaled and divided among the library jurisdictions based on patron affiliation. The Board also decided that the jurisdictions would like to be paid every other month, or 6 times a year. *Deb will devise some wording for the eCommerce receipt, put it up on Waldo, and the Board will wordsmith the result. The Board will need to discuss with their individual staffs changing the guidelines to keep fines for 12 months OR change the length of time a patron can get a refund for lost material to 6 months. This should be discussed on Waldo.* When MARINet presents reports on lost materials, the Board would like the list to include the replacement category, lost & paid notation, and the titles of the materials.

**D. Retreat Agenda Development:** 1) Discuss the Consultant's report from 6/2001 to check on how well we are following their recommendations. Please read the report prior to the meeting. 2) Marketing ideas – any way to present how the library adds value. 3) Shared databases 4) Relationship with III.

**E. Downloadable Audio Books: Overdrive.** Sara Loyster/Frances Gordon moved/2nded the motion to approve the purchase of Overdrive. All were in favor, none opposed.

**F. Links to Sales sites:** The idea to link to local stores (bricks & mortar) from the catalog to purchase a title is too complex. It would require that the bookstores set up a separate book keeping system for only a few people.

## **VI. New Business:**

- A. **Approve 05/06 Cost sharing formula.** It was moved and seconded (Carol Starr/Cathy Blumberg) to approve the 05/06 Cost sharing formula. All were in favor, none opposed.
- B. **Review preliminary 05/06 draft budget:** Deb discussed each line item of the draft budget for 05/06 and the reasoning behind each estimate. The budget will be higher than in the past three years since we have held costs to no gain but can not continue to do so. The budget will be discussed further next meeting.
- C. **Edifact electronic ordering interface:** Edifact is a different electronic ordering interface that accepts at least 13 characters. The current ordering interface is BISAC which can only handle 10 characters. Since ISBN numbers are increasing in size, the new Edifact product is required. Training will be supplied when Edifact is installed. The two can exist side by side. Let staff know that information will be sent to them when it is installed.
- D. **March meeting:** The meeting will be March 10, 2005 at Hamilton.
- E. **Review new web site and services:** Deb presented the new website. 1.) There was a lot of discussion about the "*Partners*" buttons. The group decided to keep three of the buttons, requesting that they be made as muted as possible and that

the Supersearch button be made more prominent. 2.) *Cataloging options*. Deb will investigate which sub system of cataloging notations can be eliminated or should be included to make the initial catalog listing as clear as possible. Deb has done a great deal of work on the project and the Board appreciates her great effort. 3.) *eCommerce*: The email copy of the receipt is supposed to be the same as the one presented at the time of paying the fine but it differs in that it shows a line for a service charge with \$0 and the bottom line wording is not included. We can go online with the product before this is fixed but it would be good to make them match. Also the refresh button must be used after paying charges to see the payment reflected in the patron's record. 4) *Release date*: It was decided to set Valentines Day, February 14<sup>th</sup> as the release date with the possible theme of "You'll love it!"

**VII. Announcements:**

- A. **Poster:** Francis Gordon showed the poster developed by the circulation committee showing pictures of the cards from each library jurisdiction, saying "These cards accepted here" Everyone was interested so the poster will be made up for each library to display.
- B. **MPAA rating:** Bel-Tib added a line about parental consent on the library card application.
- C. **San Rafael:** David Dodd announced that the San Rafael Library foundation is holding a foundation roundtable at the San Rafael City Hall on Saturday, January 29<sup>th</sup> from 10 – 1 PM.
- D. **MARIN County is offering instant messaging.** This service has begun and is available in the weekday afternoons between 3:00 – 5:00.

The meeting was adjourned at 12:30.  
Minutes by Cathy Blumberg  
February minutes by Sara Loyster