

**Minutes of the MARINet Board of Directors' Meeting**  
**Thursday, May 26, 2005**  
**6 Hamilton Landing, Suite 140, Conference Room**  
**1:30 – 4:30 PM**

**Board Members Present:**

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

**Also Present:** Deb Moehrke, MARINet System Administrator; Anji Brenner, Mill Valley Public Library

- I. **Public Comment Period:** There was no public in attendance.
- II. **Introduction of any guests:** Anji Brenner was introduced. Anji will be the acting Deputy City Librarian when Cathy Blumberg is on vacation prior to her retirement in October.
- III. **Approval of Minutes:** The minutes of April 21, 2005 were approved with corrections.
- IV. **Additions to the Agenda.** There were no additions. The Library online group agreed to meet briefly, after this meeting.
- V. **Old Business**
  - A. **Standing items for agenda:**
    1. **Reports from Committee Liaisons:**
      - a. **Circulation Standards met 4/28/05 (Blumberg):** There will be five meetings for fy2005/06: Thursdays at 1:30 on July 14; October 6; December 8; March 9; and June 1. The new chair will be Phyllis Brickman (Sausalito) and the vice chair will be Lashalle Lyons (San Rafael). The group worked on the wording of the County patron registration form, which is used by multiple jurisdictions; a sub-committee was formed (Phyllis, Bonny and Francis) to meet one hour before the next meeting and work on a draft form & procedure for mismatched/incomplete A/V items. The bookmark goal for FY 2004/05 was achieved.
      - b. **Bibliographic Standards met 5/26/05(Richardson):** The committee will clarify the cataloging in the shared database and submit a report to the Board. They will also submit a report covering inconsistent cataloging practices, dividing them into two groups – those that need to be fixed, and the other half that are in dispute. The half that is in dispute will be clarified by the Board.

c. *Duties of the committee liaisons: To send the goals for FY 2005/06 to the Committee Chairs for discussion at the next meeting. The Current Chair of the committee will prepare a report summarizing the accomplishments of the Goals for FY2004/05. The Chair for next year will review both reports with the committee members. The incoming chair will attend the September Board meeting, outlining how the committee will meet the goals for the coming fiscal year. They will also tell the board if there is anything else the committee would like to do. If the Board agrees, the committee can adopt an additional task or goal.*

2. **System Administrator's report:**

- a. **Release 2005:** Deb distributed a list of 10 outstanding problems that are reported to be solved in Release 2005. Innovative has requested that MARINet become a beta test site for Release 2005. This would allow us to immediately have access to the release and implement the "fixes" that have been created. The biggest impact would be that the text based acquisitions and serials would disappear at the implementation of the release. Those libraries that are still tied to the text based product may feel rushed. The Board voted to move forward as soon as possible to the Beta Test for the 2005 Release (M/S Sara Loyster, Cathy Blumberg).
- b. **Checkout in E-term:** The Board discussed why some libraries use e-term for checkout and asked that everyone tell their staffs to not use e-term to check out materials unless the system is down and it is necessary to dial in via telnet. For patrons who want to track their reading history it is important that all checkouts be done using self-check or millennium.
- c. **Bel-Tib location code prefix:** Bel-Tib would like to change its prefix from *mt* to *bt*. The change will impact the display of the codes in circulation report that compare this year to last year. It was agreed that they project to change to *BT* should be completed prior to the new fiscal year.
- d. **Content Café:** This is an alternative vendor to Syndetics, with a subscription price that is half the cost. The Board would like Deb to investigate having a trial of Content Café. It would be kept in the background while testing, so staff can compare the two products. The Syndetics subscription is up for renewal 8/1/05 (current price is \$10,917 while the quoted cost of Content Café is \$5,000). At this point Content Café does not offer first chapters, a service that was accessed 312 times during April, 2005. Deb will create a content sheet contrasting the two products

and ask the Data Base task force from the Public Services Committee to meet to discuss a recommendation.

- e. **Character based OPAC usage.** When placing holds in the text based catalog, patrons are charged for holds even though an error has occurred that prevents the hold from being placed. The Board would like to continue to offer the text based opac so recommended that Deb continue to pursue a fix with Innovative to the text based catalog.
- f. **Web Bridge, Meta-find and Web Feat:** The Board would like someone from Innovative to come and talk about the two III products, and then have a Web Feat representative discuss that product, for a single ½ day presentation. This presentation would be held for staff members as well as the directors.

- 3. **Stable Funding Group:** The next meeting for the group is this evening, May 26, 2005 at 6:00 PM. Mary Richardson noted that Sausalito is considering a 1/8<sup>th</sup> cent sales tax in the fall.

B. **Selection of periodicals database vendor:** After much discussion and an inability to reach a satisfactory level of consensus, the Board decided to look once again at the databases (a do-over). It was moved and seconded (M/S Dodd/Loyster) to have the Public Services perform a new trial, making sure that the NEW interfaces of each product are systematically compared. This comparison and the recommendation to the Board for selection must be completed by 9/1/05. The vote was 6 in favor and 1 opposed.

C. **Finalization of Committee Goals for FY 2005/06**

1. **Circulation Standards Committee:**

- Review and revise the list of inconsistent work practices, separating out those that are policy issues, and provide the Board with reasons for why each policy creates problems for patrons or staff.
- Select at least one non-policy inconsistent work practice and resolve.

2. **Bibliographic Standards Committee:**

- Develop procedures (e.g. cataloging and adding and deleting holdings) and consider work flow issues for participation in OCLC Open World Cat, for FY 2005/06, under the State Library Grant.
- Work on ways to resolve inconsistent cataloging practices (identified in 2004/05) to provide a consistent catalog for our customers and staff.

3. **Public Services Committee:**

- Develop training materials promoting the patrons' use of e-books as well as the new Supersearch interface.
- Design a campaign to promote the Spanish language catalog interface to the patrons when it becomes

available, including an in-house flyer and a presentation for community groups (e.g. a power point).

- Work with a web designer/consultant to design the children's scope interface to the WebOpac – provide color scheme, navigation between pages, etc that work within the parameters of Innovative's software.

D. **Discussion of ideas from the Public Library Director's symposium:**  
because of the lack of time, this topic is tabled until the Director's Retreat in January.

## **VI New Business:**

### **A. End of Fiscal Year budget resolutions**

1. **Resolution for transfer from the Sinking Fund to the Operating Fund for eCommerce.** Resolution to move (M/S Dodd/Loyster) that \$15,349 be transferred from the MARINet Sinking fund (951 to 995) into the Operating budget revenue line (995 711 9799) and that the appropriation for the software license line in the MARINet operating budget (995 711 4881) be increased by a like amount for payment on the order placed on 6/3/2004 with Innovative Interfaces Inc. All were in favor.
2. **Resolution to transfer User License fees to the Sinking fund.** It was moved (M/S Richardson/Dodd) that the MARINet Board directs that the appropriate budget transactions be made in order that the \$1750 may be transferred from 995 713 9501 into the MARINet Sinking fund (from fund 995 to fund 951). All were in favor.

## **VII Announcements:**

- David Dodd: On Monday, June 7, 2005 he will be asking the City Council to drop rental costs currently being charged for checking out A/V materials.
- Debbie Mazzolini: Bel-Tib won the lawsuit against those persons challenging the expansion of the Library.
- Carol Starr: Passed out a sheet created by Alysanne Taylor listing the numbers of people in the age groups by library location. This sheet is based on the last census and looks very helpful. She also passed out a copy of the results of a Resident Satisfaction Survey conducted for the County of Marin by Godbe Research.
- Cathy Blumberg: She will be retiring on October 14, 2005, but will be on vacation during September and October, returning for her last day, October 14<sup>th</sup>. Anji Brenner will serve as the Acting Deputy City Librarian.

Minutes taken by Cathy Blumberg