

Minutes of the MARINet Board of Directors' Meeting

Thursday, June 16, 2005

Marin Civic Center, Room 410B

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

Also Present: Deb Moehrke, MARINet System Administrator
Anji Brenner, Mill Valley

- I. **Public Comment Period:** No public present
- II. **Introduction of any guests:** No guests were present
- III. **Approval of Minutes:** Minutes of May 26, 2005 MARINet Board Meeting were approved with corrections.
- IV. **Additions to the agenda:** One item was added under "New Business" (I. Election of Chairs).

V. Old Business

A. Standing items for agenda

1. Reports from Committee Liaisons – no committees have met since the last Board meeting

2. System Administrator's Report:

Deb reported:

- On the pros & cons of "Content Café" vs. Syndetics and on the technical issues related OPAC use; she is currently reviewing the costs and content of each; a trial will be available on MARINet's test-site and the PSC will be notified.
- Release 2005 – MARINet's acceptance of III's invitation to become a Beta test site got lost; she will check with Phil & Beth to implement the release on either 6/20 or 6/21.
- Bel-Tib's location code prefix will change from 'mt' to 'b' once Bel-Tib and MARINet staff make all the necessary adjustments to the code tables – all item location codes will be changed after Bel-Tib closes on June 30 and before they open on July 1, 2005;

3. Stable Funding Group: Carol reported:

- the group met on May 26th and reviewed their expenditure plans;
- the scheduled July meeting would be delayed until September because a subcommittee of Supervisors has asked Carol to give a report on the status of Marin County libraries.

B. Periodicals database choice – review and adjust PSC committee FY 05/06 goals:

Debbie commented that the executive committee felt that the database review should be a goal (goal #4) asking the PSC Committee to provide a more detailed analysis of both periodical Databases (Gale One-File & EBSCO Premiere Library Package): the new goal is:

“Conduct a detailed analysis of the latest versions of Gale OneFile and EBSCO Premier Library Package identifying the pros and cons of each database and the impact on users including in-house, remote and staff. Submit a written report to the Board by August 15, 2005.”

VI. New Business

A. End of Fiscal Year budget resolution

- i. **Resolution for transfer of funds to salary line:** The Board passed a resolution for \$26,000 to be transferred to the operating budget from contingency to cover higher than budgeted salary costs. (Starr/Richardson)

B. Erate and Teleconnect Fund: The Board discussed the issue of applying for Erate funds in order to stay eligible to receive the Teleconnect fund discounts. Carol explained the how's and why's of the application process to help clarify the process. She also stated the NBC was supposed to do a workshop to help applicants. Mary Richardson agreed to contact Jackie Siminitus to have her do a workshop for the MARINet libraries. The unanswered question was *“how far does an applicant have to go through the process if they don't qualify?”*

C. Design of children's web interface: Deb discussed the difficulties of getting this goal accomplished because other projects are on her priority list. She suggested that a web designer could work more effectively with the PSC and help guide them through important details that need to be addressed (such as navigation between pages), especially with the constraints of III's interface.

After discussion, the Board agreed to form a subcommittee (Anji, Debbie & Deb) to work on finding a consultant and developing a scope of work. Sara asked about budgetary constraints and Debbie suggested that it was a one-time cost for “system improvement.” The Board discussed using sinking fund money to pay for this one-time cost.

D. Process to make changes to WebOpac: Carol recommended that there be a more formal procedure for filtering feedback and requests for changes to the WebOpac. She suggested forming a taskforce (the “WebOpac Design Task Force”) to compile the feedback; recommend changes and possibly make the code changes. The Board agreed the taskforce members would educate themselves about the capabilities of the Innovative web catalog in order to be aware of what could be done. The Board selected the following staff members: Michelle Hampshire (MVY); Abbot Chambers (BET); Sara Houghton (CTY); Linda Kenton (SRF); and David Dodd (SRF) will be the Chair and liaison to the Board. They also agreed to give this taskforce a one-year trial.

Deb asked the Board to clarify the charge of this committee and the Board discussed in great detail the issues surrounding the charge of this committee and how they could effectively work with MARINet most effectively maintain the web catalog. It was agreed that their charge is to recommend cosmetic or design changes, not major functionality changes.

- E. Sending overdue notices – timeframe, courtesy notices etc.:** Deb and the Board discussed the issues of having this service:
- David mentioned a new RSS product, but Deb had not heard about it;
 - Carol mentioned patrons asking why MARINet can't send out more overdue notices and much earlier via email;
 - Deb explained the parameters of how email courtesy notices work and what the workload issues were for MARINet staff.
 - The Board unanimously agreed to implement this service calling it a "Library Courtesy Reminder". They asked Deb to put an alert out on M.U.D.
 - Deb agreed to implement courtesy notices within the next 2-3 months.

F. JPA amendment discussion:

The Board discussed the need to review the JPA in light of additional members and Carol stated that the County would not be interested in a JPA change that allowed minority rule. The Board felt that a detailed discussion needed to take place and asked Deb to add this as a goal for the Board (new goal: to look at the JPA and review it). It was suggested that a facilitator be used for this discussion.

- G. Database statistics:** Carol suggested that database statistics compiled by Sarah Houghton into a report should be sent to the Board members. The statistics are already being sent to each member library as they are reported from the vendors. Deb agreed but warned that the statistics in these reports are compiled from vendor reports that sometimes count things differently. While informative for getting a general idea of the usage, comparisons could be misleading and should factored in when being used to make management decisions.

The executive committee has also asked Deb to bring a file of formal correspondence to patrons to each Board meeting.

- H. Charging for holds practices:** Sara asked the Board how other libraries are handling the request/holds fee (.50 cents):

- Sara expressed her concern over charging this fee to children – she commented that the goal is to encourage children to read, not penalize them; SAN used to allow to free holds;
- Carol stated that the smaller libraries (West Marin; SNO) with a smaller collection do allow 2 free holds per day;
- Kathy stated that MVY charges adults, but not children for holds;
- Debbie stated the BET charges the request fee to all patrons;
- David at SRF wasn't sure of their policy;
- Frances stated the LRK charges the request fee to all patrons, except outreach.

- I. Election of Board officers:** Carol Starr was elected as Vice-Chair/ Chair elect for FY 2005/06. Debbie Mazzolini will be the liaison to circulation, Frances Gordon will continue with Public Services and Mary Richardson will continue with Bib Standards. David Dodd had earlier been appointed chair the Web design task force.

VII. Announcements:

- Sara announced that she will be on vacation the first two weeks in September and the Board decided to move the September meeting to the 29th. Sara also suggested we schedule next FY's minute-taking schedule:

July	Carol	Jan	Carol
Aug.	Debbie	Feb.	Debbie
Sept.	Mary	March	Mary
Oct.	David	May	Anji
Nov.	Anji	June	Frances
Dec.	Frances		

- Mary announced that Sausalito's plan to re-carpet will be postponed to October if things aren't confirmed and the library will be closed. Along with re-carpeting, they are planning a seismic upgrade of their metal shelving.
- Cathy announced that MVY has a new logo on their web site, thanks to a contest. Also, their 2 part-time positions will become full-time positions (Lynne Foster & Michelle Hampshire). MVY also got an LSTA grant for digitizing 200 images in the catalog and needs to create BIB records for the catalog.
- Carol announced that the County received the same local history digital grant. CMA is planning to re-carpet their branch sometime in December and the library will be closed during this project.
- David announced that he had made his proposal for San Rafael Library to offer free circulation of its audio visual materials to the City Council. After examining several statistical circulation report, he came up with approximately \$50,000 in potential TBR revenue from the State. Starting July 1st, there will be no fee to checkout music CD's and VHS tapes. Also, several new library positions have been approved – the promotion of a library assistant to a senior bi-lingual library assistant; and the hiring of a bi-lingual librarian. Also, SRF is spending bequest money to upgrade the library facility.
- Sara announced that San Anselmo's town council discussed the option of a new tax measure for the town of San Anselmo. Also, the library will be closed on July 7th for a staff development day.

Respectfully submitted by,
Frances Gordon