

Minutes of the MARINet Board of Directors' Meeting

Thursday, July 21, 2005

6 Hamilton Landing, Suite 140C, Staff Room

Board Members Present: Sara Loyster, San Anselmo
Mary Richardson, Sausalito
Frances Gordon, Larkspur
Kay Noguchi, San Rafael
Anji Brenner, Mill Valley
Carol Starr, Marin County Free Library

Also Present: Deb Moehrke, MARINet System Administrator

- I. **Public Comment Period:** no public present
- II. **Introduction of any guests:** no guests were present
- III. **Approval of minutes:** Minutes of the June 16, 2005 MARINet Board meeting were approved with corrections.
- IV. **Additions to the agenda:** Two items were added under "New Business" (Equity Study for System Administrator and Marin County Office of Education/First Packets).
- V. **Old Business:**

A. Standing Items for Agenda

- 1. **Reports from Committee Liaisons: Circulation:** Deb reported for Debbie, who is unable to attend the meeting today. Deb reported that the committee has been reviewing changes to standard patron application forms and has a question about why we ask if our users live on state or federal property. Carol mentioned that she had had that question recently from her circulation staff, but after looking into it, MCFL decided to keep the question, as it was needed. She could not remember why; it was decided that we needed to research out why we ask this. Mary thought it was related to the State Report requirements.

The circulation committee is working on a *yellow* standardized form for mismatched items. The committee was reminded that circulation staff cannot waive other library jurisdiction's fines.

- 2. **Public Service:** Frances reported that Pam Klein is the vice-chair of the committee. They set their meeting schedule. Unfortunately, Frances can't attend the August 5 meeting, which will be when the committee discusses their recommendation on the database trial. The Board felt it was important for a Board member to be present. Anji will

look at her schedule and see if she can attend. If not, Frances will see if either David or Debbie could attend.

Sarah Houghton, the new PSC chair, requested the Request for Action form and suggested it be put up on the MARINet staff webpage.

3. **System Administrator's Report:** the written report was distributed earlier; there were no questions. Deb reported that the Califa renewal notice never came to MARINet. When she inquired at Califa, she discovered that if all our MARINet members were members, then MARINet would have a complimentary membership. All of us belong except Larkspur. Frances agreed to join. Deb did attend the most recent Califa meeting and reported on their current activities to the Board.
- B. **Erate and teleconnect Fund follow-up discussion:** The Board discussed this. Some members are planning on applying, others are unsure. It was decided to keep this issue on the agenda as a standing item for the next several months and let each other know how it is going.
- C. **Discussion of possibility of revising JPA:** Sara called Joan Frye Williams, who would charge \$1,600 a day plus mileage. Joan did think we might find other ways to reach common decisions without a need to change the JPA. It was decided that we would wait to see how we can resolve the database choice decision and discuss this again in September.

VI. New Business:

- A. **Appoint County as fiscal agent:** Mary Richardson moved, and Carol Starr seconded that we appoint Marin County as the fiscal agent. This motion passed. It was agreed that we should make this decision in January in the future, so that if we really did want to change fiscal agents, there would be time to make a transition.
- B. **Review End of FY reports from Committees:**
 1. **Public Services Committee:** Frances reviewed their written report from the committee, which indicated that they were working on all goals, some of which were delayed due to circumstances beyond their control (Children's interface, Spanish interface, metasearching). They have completed the work with Bib Standards on the 856 tags and they shared ideas on training and promoting databases by sharing the promotional materials previously prepared by Sarah Houghton for MCFL.

2. **Bibliographic Standards:** They completed their goal on clarifying cataloging standards and have listed the inconsistent cataloging practices, although they have not yet solved these issues. The Board recognized this was an area of difficulty. After discussion, it was agreed that Mary, the Board liaison, would tell the chair to follow through on identifying the pros and cons of the cataloging inconsistencies and report back to the Board at the September meeting. They also completed their goals on attending catalog training and the 856 tags.
3. **Circulation Committee:** They accomplished all work goals and the Board was very pleased!

It was decided that each Board liaison should report back Board comments to the committee. Anji will do this for the PSC (in Frances' absence) and Deb will do this for Circulation since Debbie is absent today.

- C. **Review Draft charge of the Web Opac Design Task Force:** The draft charge was discussed and revised, adding a sentence about policy and financial decisions need to be brought to the Board for discussion and approval. Also, some of the sentences were re-arranged. Carol moved, and Mary seconded, the revised draft charge, which was then passed. The first meeting of this group is Wednesday, July 27.
- D. **OCLC Open Worldcat State Library Project:** We discussed who was attending the State Library training sessions. Deb would like to go, and since Larkspur is only sending one person, she will attend as the second person from Larkspur. The State Library is not planning any training for cataloging staff. There are, of course, on-going workload issues connected with putting our cataloging records into OCLC, especially for deletions. The First Search subscription paid for by the State Library is just for one year. It is unclear if the State Library will continue to pay for this subscription for California libraries. The Bib Standards Committee needs to look at our on-going workload commitment here and the Board will look at the financial impacts.
- E. **Equity for the MARINet System Administrator:** Carol explained that the County is looking at the Technology Support Analyst series, for equity and possible re-classification. At the same time, they agreed to look at our MARINet System Administrator. Carol had a meeting with the consultant doing the study for the County HR department, and clarified that all System Support series will be included in this study, which means Phil's position will also be studied. Although Carol did not think the MARINet System Administrator's position was in

any way comparable to the others in this study, it is how we are going to be able to focus HR's attention to our desire to look at the equity of the salary for this position. She outlined for the consultant the issues she thinks makes this a very different and more complicated and responsible position. The consultant expects to have her work done by the end of 2005; however, Carol warned that HR might take several more months, or longer, to take the whole issue to the Board of Supervisors, so we may not see action on this until well into the spring.

F. Marin County Office of Education: Carol has recently talked with Mary Butler from the MCOE about her idea to put public library card applications in the packets that go home to the student's parents in August. We had agreed to work with her on this last March. Carol distributed enrollment statistics to the Board members, along with a draft of what MCFL is planning on printing up. Carol will email the Board with the final version of what the County is going to print up; anyone can adapt this for their library, if they want. Carol agreed to take all the blank applications over to the MCOE office on Friday, July 29 and needs to have all the city library applications by that time. Everyone agreed to send their application forms to MCFL Library Administration by that date. Carol will email Debbie about this issue.

VII. Announcements:

Mary Richardson announced that Sausalito has now disposed of their LP phonograph record collection and their Friends are selling them at their materials sale. Mary also updated the Board on the progress on her building improvements; the painting is completed but the carpet will not be installed until the first week in August. Patrons with holds will be called and allowed to come in and pick up their items, but basically they will be closed until the carpet installation is completed.

Sara alerted the Board to the upcoming San Anselmo re-roofing project, tentatively scheduled for August 8-10. She will announce the official closed dates on MUD, when they are confirmed.

Carol reported that she had had a patron complaint about the YA book, *The Rose and the Beast*, by Francesca Lia Block. It is a book of short stories, based on a re-telling of classic fairy tales. A parent objected to one of the stories in the book, that included elements of drug use, pornography and lesbianism. The book is very lyrical, poetic, and not graphic in any way. It received good reviews at publication and was listed on various "best" lists. The parent wanted the book removed from the YA collection and deleted from the Summer Reading Recommended Books list. After reading the short story

and various reviews and research, Carol wrote back that although the county library would retain the title in our collection, we would remove it from our recommended reading list.

Frances referred to a recent newspaper article about the Larkspur Library Board and the possibility of a new library for Larkspur. She clarified that her Board is very interested in a future new library, but this is still at the beginning discussion stages.

Kay reported that San Rafael Public Library is starting to remove music and video VHS rentals from their rental collection. This will become official on August 1.

The meeting was adjourned at 12:30 PM

Minutes respectfully taken by Carol Starr.