Minutes of the MARINet Board of Directors Meeting
Thursday, September 29, 2005
Marin County Civic Center, Room 410 B

Board Members Present: Sara Loyster, Chair
Frances Gordon
David Dodd
Anji Brenner
Carol Starr
Deborah Mazzolini
Mary Richardson
Also Present: **Deb Moehrke, MARINet System Administrator**
Phyllis Brickman, Circ Standards Comm. Chair
Lidia Rajeff, Bib Standards Comm. Chair
Pam Klein, Public Services Comm. Vice-Chair

I. **Public Comment Period:** No public present
II. **Introduction of guests:** Phyllis Brickman, Lidia Rajeff and Pam Klein
        were introduced.
III. **Approval of Minutes:** Minutes of the August 18, 2005 meeting were
        Approved with corrections (Gordon/Brenner)
IV. **Additions to the Agenda:** Task Force for RFP for Children's web design
                        (VII-C)
 V. **New Business**
    A. Meeting with the Chairs of the MARINet Committees
    The Board Chair and Board reviewed with the Committee Chairs the
    MARINet calendar and the responsibilities of the Committee Chairs
    including Brown Act, officers, Minutes, request for action forms.
    The Chairs of each of the Committees (Circulation Standards,
    Bibliographic Standards, and Public Services) each reported (both orally
    and in writing) on how their committees plan to accomplish their goals
    for Fiscal Year 2005-06.
    The Circulation Standards Committee reported it had no non-policy related
    issues left to resolve so they will be working with the board to clarify and
    resolve the policy-related issues. The Board may also consider adding
    another goal of implementing title priority paging (including training staff)
    as another Circ Standards goal.
    The Board listened to and clarified the other two committee's goals. The
    Board was pleased with the reports and thanked the Chairs. *Each Board*
    liaison will send the latest version of her committee's goals to
    Deb who will send the corrected page with all the goals back to
    the Board.
 VI. **Old Business**
     A. Standing items for agenda

1. Reports from Committee liaisons
The MOD Squad Task Force. David Dodd distributed meeting notes from The 8/25 and 9/22 meetings. He noted that there is nothing in their charge that mentions public input so they suggest adding this. The Board agreed to this change. The task force also wondered about rotating their membership but since it is a task force and not a committee the Board chose to reconsider this later when it considers whether or not the task force will become a committee. There was some discussion about differentiating between web page designer and the Mod Squad when it comes to web page design. Dodd said the Mod Squad reacts to what needs fixing/tweaking, the designer has the whole view, and, that any major changes will always come before the Board before they are made. *A MUD message will go out soliciting staff input for the Mod Squad.* Things the Mod Squad task force is currently working on: a) repositioning buttons/text b) each member will do a usability test with 2-3 patrons for one hour c) Sara Houghton is working on tweaks to the database page d) coding HTML e)creating a spreadsheet of exemplary III catalogs
The Children's Web Interface task force met and looked at designs. They would like to be involved with the decision as to who is hired as web designer.

2. System Administrator's Report-
Equipment Replacement-After some discussion *the Board asked Deb to bring to the October meeting a resolution that authorizes Deb to make emergency equipment replacement (in consultation with the Board Chair).*
Title Priority Paging-Changes the way staff place and manage holds. *We should remind staff to place title level holds/next copy available at all times (except when a specific copy is needed such as a particular volume).* The County will be trained on this and in October Phil might come around to individual libraries and provide training to one staff person from each library.   Multiple editions of a title may become an issue and the Bibliographic Standards Committee may need to know about this.
Spanish Interface- Deb recommends we borrow directly from SFPL (it's okay with them). She is considering asking a volunteer who offered to help for 5 hours a week with web-work to help with the Spanish Interface.
Courtesy notices-have to be run daily no matter what. However one of the system elements that needs to be turned on to make this happen caused the system to crash recently. If we don't turn it on the reports would have to be run manually. It was decided we wouldn't run them manually but wait until everything is fixed.There was some discussion about the recent downtime and how III handled it. *David Dodd said he may write a letter to Innovative Interfaces about the bad customer service, fiscal impact and inconvenience it caused.*

2. **E-Rate and Teleconnect Fund-** There has been no determination yet about whether or not receiving discounts from the teleconnect fund will be dependent filing for E-Rate. 470s are due in January (at the latest)

and are due 28 days before the 471s are due. Therefore, it is probably better to file sooner than later. Scott McGovern (MIDAS) says once MIDAS upgrades to fiber optic the teleconnect fund will be a moot point since the discount won't apply to fiber optic. Pat Harper at MCFL (499-3777) is completing their 470 and is willing to have folks call her with questions.

3. **Stable Funding Group**- Next meeting December 1, 2005 from 6:00-7:30.

   B. **OCLC State Library Project update**- *Study Session date set for Monday, October 24 from 1:30 – 4:00 at the Belvedere-Tiburon Library. Libraries should bring interlibrary loan and cataloging staff with them.* The task force has recommended a single symbol to be used for MARINet in the OCLC database. This and other items will be discussed at the study session.

   C. **Establishing Core Services- Report from task force (Anji, Debbie and Deb)**- After some discussion it was concluded that we don't have a problem that needs fixing, that the services we add benefit us all and that it 'all comes out in the wash'. If there are any problems we can handle them on a case by case basis (example-Library on Line). Therefore *the Board decided that we don't need to address Fiscal Year 2005-06 MARINet Goals #1 and #2 at this time.*

V. **New Business (continued)**

   B. **Resolution to establish new Library on Line reserve fund.** A Resolution was passed (Starr/Mazzolini : "*Whereas* some but not all of the MARINet members are currently sharing a server for handling PC reservations and print management software; *And Whereas* this or other subsets of the MARINet membership may decide in the future to collectively purchase equipment for supporting future shared services; *And Whereas*: Funds will be needed to replace this server or other related equipment when the useful life of the existing equipment has been reached; *And Whereas*: The MARINet Board has determined that funds held in reserve for this equipment, shared by some but not all of the members, needs to be collected and held separately from the funds the Board as a whole have set aside for system improvements; *Now therefore be it resolved*: That on September 29, 2005, the MARINet Board asks that the County of Marin Auditor's office create an interest bearing reserve fund for MARINet for the purpose of receiving and disbursing these funds."

   C. **Task Force for RFP for Web Design**- *The interview/selection Committee will be composed of Anji Brenner (Children's) Deb Moehrke (MARINet), Abbott Chambers (MOD squad). Staff should direct their input from MARINet committees to the these people. The RFP will be sent to a list of Marin County web designers.*

   D. **One Book, One Marin-** Carol Starr suggested we participate in

Fiscal Year2006-07. The program involves everyone reading the same book with a subject/ author of local interest. Everyone agreed this was a good idea and should consider applying for a grant to fund it. It was also noted this would not be a MARINet project but that *we'd put it on next month's agenda to discuss.*

    E. **Bibs with Holds report**- Better than a purchase alert report. *MARINet office will create this report and send it monthly to each library.*

    F*. November 17,2005 meeting time changed to 9:00 am – 11:30am*

    G. **DVD repair services-** MCFL is offering to repair any library's Scratched DVDs. Cost: $1.25/disc to clean and polish, $3.65/ disc to resurface. Call Libby Flynn to set this up with your library.

    H. **Value of items you checked out today**-*add to next meeting's agenda*

  VIII.   **Announcements**

- **Cathy Blumberg retirement party-October 14.**

The meeting was adjourned at 12:30pm

Next meeting- October 20, 2005 at 9:00 am

                                   Respectfully submitted,

                                   Mary Richardson