

**Minutes of the MARINet Board of Directors Meeting**  
**Thursday, October 20, 2005**  
**Marin County Civic Center, Room 410 B**

**Board Members Present:** Sara Loyster, San Anselmo, Chair  
Frances Gordon, Larkspur  
David Dodd, San Rafael  
Anji Brenner, Mill Valley  
Carol Starr, Marin County  
Deborah Mazzolini, Belvedere-Tiburon  
Mary Richardson, Sausalito

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

- I. **Public Comment Period:** No public present
- II. **Introduction of guests:** No guests were present.
- III. **Approval of Minutes:** Minutes of the September 29, 2005 meeting were approved.
- IV. **Additions to the Agenda:** V.C. One Book/ One Marin  
V.D. J Web designer

**V. Old Business**

**A. Standing items for agenda**

**1. Reports from Committee liaisons**

Circulation Standards Committee met 10/6/05: Deborah Mazzolini reported on discussion around creation of text for bookmarks, and whether bookmark creation is a MARINet staff responsibility. Beth Thoms is creating a template for bookmarks, so she can just drop relevant text in, and then send them to be duplicated. Deb Moehrke says let's try having Beth do it. **Action: Michele from Mill Valley will send sample template to Beth.**

Also, feedback on forms for returns of incorrect material; committee went over the Mismatch Return Form, for damaged materials as well. Moehrke explained title-level paging, and that we should stop now placing item-level holds. After Nov. 1, the paging order will be incorrect if the hold is placed in eTerm. Standardizing placement of the library card barcode was discussed, as it would facilitate the usage of self-check from library to library for our patrons. (Here, the Board engaged in a side conversation on self-check machines.) **Action: Each library will inventory its supply of library cards/barcodes/materials for creating cards, and send the info to Deb Moehrke.** The committee discussed the use of offline MilCirc, and requested refresher training from Phil Youngholm. It was reinforced that we do not forgive billed items on other libraries' materials. Libraries need to actively manage their holds, as there are many old holds on items that are missing, lost and paid, etc. Moehrke showed the committee how to look at these, using View Outstanding Holds. When we receive

cancellation notices for items on order, we need, as part of our process, to check and see if any of those items have holds. **Action: Develop a calendar of regularly-scheduled tasks: Deborah Mazzolini will craft a goal for the circ committee around this.**

2. **System Administrator's Report:** Moehrke reported on problems with the speed of the Gale products, and that she is working on several options to correct or ameliorate the problem.

Patron entry through offline MilCirc: this would be an item requiring Board action: is it a priority for us to be able to register patrons while using offline MilCirc. Consensus from the Board was that this should be placed at the bottom of the to-do list for MARINet staff.

The Spanish language interface should be ready sometime in November.

A software patch is needed in order to upgrade our release of Millennium. Staff would have to download a new java—will have them do this within a week or so.

The system is now automatically freeing busy records as appropriate, as a feature of our current release. This occurs during overnight processes.

A question was raised as to what category of material the self-checks will check out. For instance, "h" status would block the use of self-check, directing the patron to the circulation desk. As of last week, self-checks will only stop the important statuses that *should* prevent checkout.

**Action: The holiday closed hours report is due back by Nov. 1.**

3. E-Rate and Teleconnect.

Scott McKown has been saying we might go to fiber-optic by December. No other news on this front.

- B. Set additional goal for circulation:

Done. Deborah Mazzolini will draft (see notes under her report from Circ Standards Committee meeting, above) and **(Action) this will be on the next agenda.** There will also be a goal relating to title-level holds.

- C. One Book / One Marin:

We'll need to put a committee together in January or so. Possibility that we would need to hire someone to be a project manager for this—NOT A MARINet PROJECT.

- D. Web Designer for Children's Catalog Interface:

Anji Brenner sent out an RFP to about 25 companies with a November 19 deadline for response. She could send out more, if Board members

have further recommendations of companies. Carol Starr would like a copy of the RFP. Anji will send out to each of us.

## VI. New Business

- A. Value of the items you checked out today.  
To be considered as a possible enhancement request.
- B. NBCLS/ North State director retreat:
  - i. How to prepare for the upcoming Statewide meeting around the future of Systems. The MARINet Board raised three major concerns for those attending the retreat to bring forward: 1) Joe Cochrane's ability to negotiate contracts—value of negotiating database purchases at the smaller level; 2) Supersearch; 3) Affordable delivery.
  - ii. Carol Starr encouraged Board members to attend this retreat, and also to register for a Statewide focus group on these issues.
- C. Feedback on project to send library card applications through Office of Education: **Action: *Get numbers to Carol Starr of results from this project. How many cards came in from the sign-up month project?***
- D. Review status of Board Goals for 05/06  
Discussion of how to add a contingency / Admin. Overhead fee onto the purchase price as a line for potential needs of additional work. This kind of a fee could pay for occasional extra help, as in consulting, project management, etc. **Action: *Place on next meeting's agenda.***

## VIII. Announcements

- Anji Brenner is now officially the Mill Valley Deputy City Librarian. Mill Valley is seeking a part-time librarian for the History Room.
- Deborah Mazzolini has been working with a vendor to help with books in the event of a disaster, part of overall disaster planning for Bel-Tib. Bel-Tib is promoting the use of their databases to the public through a weekly question posted on their website that can be answered using a database.
- Carol Starr passed out a newly-produced extra-hire training manual. She announced that Corte Madera will be closing for re-carpeting in January (exact dates to come).
- Frances Gordon asked if anyone was developing any new ideas on how to download audio files.
- Deb Moehrke asked if each library could be prepared, at the study session scheduled for Monday afternoon, October 24, to give a brief presentation of its cataloging and ILL procedures.

**The meeting was adjourned at 1:00pm**

***Next meeting- November 17, 2005 at 9:00 am***

**Respectfully submitted  
David Dodd**