

**Minutes of the MARINet Board of Directors Meeting**  
**Thursday, December 15, 2005**  
**Marin County Civic Center, Rm. 410B**  
**9:30 a.m - 12:30 p.m.**

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

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

I. **Public Comment Period:** None

II. **Introduction of any guests:** No guests were present

**III. Approval of Minutes**

Minutes from November 17, 2005 Board meeting and September 24, 2005 study session were approved with corrections.

**IV. Additions to the agenda**

Under "Old Business, add "F" Resource Sharing ; "G" System Administrator's Job Description Update; Under "New Business, "D" add Califa Update.

**V. Old Business**

**A. Standing items for agenda**

**1. Reports from Committee Liaisons –**

Bib Standards met 12/8: Mary reported that the committee is compiling workflow information (adding catalog records) from all the libraries. The workflow for deleting records will be a separate survey. The Board had asked for the committee's feedback by March 2006 and Carol expressed her concern that March was perhaps too late and asked that the results be presented earlier. Deb Moehrke discussed with the committee the need to handle the new 13-digit isbn numbers consistently until they become the standard in early 2007. Bib standards needs to work with the 020 and 024 fields. Mary also commented that the committee is discussing the subject heading standard for foreign-language videos.

Circ Standards met 12/08: Debbie reported that the remaining inconsistent work practices identified by the Circ. committee are policy issues for the Board to discuss. Carol recommended that each Director read over the list and identify questions to bring up at the February retreat. The committee also discussed extending the paging period for Title Priority Paging from 24 hours to 36 hours. The committee also recommended

that total holds be limited to 20 (to stop patrons when they have reached their \$10.00 block point) or to 25 to allow patrons a little leeway for outstanding holds.

Public Services met 12/2: Frances reported: that the various PSC taskforce groups have created bookmark drafts to promote eBooks & the new Supersearch interface (Goal#1); the taskforce has also updated other bookmarks and instructional material for the WebPac; the Spanish Language taskforce has identified promotional ideas to market the Spanish catalog; the Children's Services WebPac Design Committee identified a list of design issues to evaluate; the MARINet Opac Design Squad will use a test audience to identify problem areas and then prioritize them; the PSC was in favor of the OCLC Open WorldCat Project and although no one on the committee was an ILL person, they took a vote on 7 symbols versus 1 – All city libraries wanted their own library symbol and the County branches wanted 1 symbol.

**2. System Administrator's Report:** Deb reported on:

- ◆ *Out of County Patron types:* the Board discussed this issue in detail and addressed the question of whether it violates vendor contracts. Board members will be reviewing their vendor contracts. Deb wanted to know which libraries plan to use the new ptypes as this will effect the changes that need to be made to the WAM configuration.
- ◆ *Title Priority Paging:* the Circulation Committee agreed with Deb's recommendation that the paging period be extended to 36 hours to address the problem of holds being cancelled on Monday mornings for items paged from closed libraries – the Board agreed.
- ◆ *Courtesy Notices:* The Circulation Committee recommended that these notices go out two days before the due date and the Board agreed. Deb commented that out of about 57,000 patrons with email addresses, 294 patrons have selected to get print notices. These patrons will not get courtesy notices.
- ◆ *VeriSign renewal:* Beth has been working directly with VeriSign staff to get them to send a renewal invoice. Deb does not anticipate any problem with the smooth functioning of Ecommerce.
- ◆ *Limit on total holds:* Deb asked the Board to decide on a temporary solution to a problem with the Innovative's book cart feature that only charges for the first 20 holds it places when patrons have many items in their book cart. The Board discussed the issue and agreed to put a hold limit of 20 items.
- ◆ *Fines Paid File:* Deb handed out a list of 5 Bay Area libraries that showed how long information is kept in the fines paid file.

**3. Erate and Teleconnect Fund:** The Board discussed the new changes that include: new legislation that was implemented on Nov. 10<sup>th</sup> that changes how the California Teleconnect Fund is calculated. CTF will now be tied to the E-rate and If you are eligible for E-Rate discounts then your CTF discount will be tied to the amount of the E-Rate discount. If you aren't eligible for E-Rate or don't apply for it, your CTF discount will no longer be 50% of what you pay that's discountable. It will be figured on only 28% of what's discountable and so will be half of that (or 14%).

**4. Correspondence:** The Board discussed a recent letter addressed to the Governing Board Members of MARINet that expressed concern over MARINet's policy on keeping "paid fines" information.

**B. Discussion of fine amnesty:**

The Board discussed the idea of holding a "fine amnesty" campaign (Feb. 13-19, 2006) to encourage patrons to return items that are in "billed" status and to not charge fines for overdue materials turned in that period. The board discussed whether it should be one day versus one week long. It was agreed that each library would need to discuss this proposal with their governing body.

- C. California Catalog and loading holdings for OCLC:** Deb reported that she has been in contact with other systems (Black Gold and with Illinois) to see how they manage the workload for centralized cataloging and why they went from one symbol back to individual symbols. Deb also asked the County staff how they envisioned Interlibrary loan working through OCLC if the member libraries shared a single symbol. Deb also commented on the fee structure for various components of this project.  
**Action item:** The Board agreed to take a look at the First Search interface and evaluate how patrons would use it and be ready to discuss at the February retreat, the 7 symbols versus 1.

- D. February Retreat planning -** the Board discussed possible agenda items:

- ◆ OCLC project
- ◆ Circulation policy issues that can't be standardized
- ◆ Pressure on libraries to provide more services and reduced security to allow increased patron access

- E. Title Priority Paging:** already discussed in Deb's System Administrator's Report.

- F. Resource Sharing:** Carol commented that the attendees at the Nov. 28<sup>th</sup> meeting identified two important needs: 1) State-wide databases and 2). Increased TBR funding.

- F. **System Administrator's Job Description Update:** Carol provided an update on Deb's job description and salary scale evaluation. The County's H.R. Department recommended that Carol identify an in-house position that closely matched the System Administrator's duties and responsibilities to use as a salary recommendation. The "Deputy County Librarian" position was identified and the full salary scale (with benefits) that was recommended was \$98,324 (step 1) to \$116,744 (step 5). If this salary scale is approved for this fiscal year, it would mean an increase of \$11,000 to finish out this year's budget.

## **VI. New business**

- A. **Admin fee for special services:** Debbie suggested that there should be a surcharge (a special fee) when a member library adds a special service, specific to that library, that impacts the workload of the MARINet staff. The fees would accrue in a contingency fund. The Board discussed this suggestion and it was agreed to evaluation this on a case-by-case basis.
- B. Reaction to Bibs with Holds report: The Board agreed that this was a good report to have and thanked Deb for her staff's effort.
- C. Safari Ebook collection and changes in cost: Deb commented that the Califa eBooks Committee's recommended subscribing to an expanded group of Safari eBooks and that this was likely to increase the cost for the collection although she did not yet have the specifics. In response to a Board question about usage she reported that this was difficult to tell with this collection as the committee feels that what they count as a hit is different from the criteria that other vendors use.
- C. Califa: Debbie reported Califa will be marketing the California Catalog as a service to libraries, not a network of networks. This project is promoting a deep search strategy that connects patrons by their zip code and eventually their email address. It is also looking at a new fee structure – Academic versus Public Library.

## **VIII. Announcements**

- ◆ Carol announced the County hired a third technical support person, Channing Wong.
- ◆ Anji announced Mill Valley hired a "History Room Librarian", David Grossman.

**Respectfully submitted,  
Frances Gordon**

**Next meeting, January 19, 2006 minutes will be taken by Carol Starr**