

**Minutes of the MARINet Board of Directors Meeting
January 19, 2006
6 Hamilton Landing, Suite 140B, Conference Room
9:30 am – 12:30 pm**

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

Also Present: Deborah Moehrke, MARINet System Administrator

- I. Public Comment Period:** None
- II. Introduction of any guests:** no guests were present
- III. Approval of minutes:** minutes from Dec. 15, 2005 were approved with corrections.
- IV. Additions to agenda:** under VI New Business, added E adopting Cataloging Standards, and F Webpac Report.
- V. Old Business:**
 - A. Standing Items for Agenda**
 - 1. Reports from Committee Liaisons: no committees met since our last meeting.
 - 2. System Administrator's Report: Deb discussed the rolling out of Courtesy Notices. Due to the Innovative problems on Jan. 12, no courtesy notices were generated on Jan. 13. There is a glitch in the system, discovered when a patron contacted MARINet offices and asked not to have such notices sent. The system is supposed to be able to stop such notices for patrons with email addresses upon request, but for some reason does not. This problem has been reported to Innovative.

Deb discussed the idea of having two courtesy notices, one for things that we know cannot be renewed and one for everything that can be renewed. The Board approved two notices, if it would not take significant time to set up.

Deb discussed the request from Belvedere-Tiburon and Mill Valley to use 2 of the unused 4 fields in the patron record that keeps track of how many types of items (books, DVD's, CD's, etc.) a patron has checked out. Bel-Tib and Mill Valley would like to begin using this previously un-used feature to allow their self-check machines to stop their patrons from checking out more than the allowed number of DVDs. Although both libraries have a current limit on how many DVDs a patron can check out, the patrons are able to by-pass this limit by using the self-check machines. Deb outlined how the process would

work, and stressed that the patron record would only be updated when the patron tried to check out more items than allowed. Patron records of item types checked out would not be updated upon return of said items, only at the next check out attempt

Anji and Debbie agreed to discuss this further with their staffs and see if they could agree on the same DVD limits. Other MARINet directors will think about whether or not they want to impose similar restrictions.

3. E-rate and Teleconnect Fund: Everyone but Larkspur and San Anselmo has filled out the 470 form for e-rate.
4. Correspondence: Deb passed around the Correspondence folder and discussed the issue of many emails and phone calls from one patron who had been inadvertently given MARINet phone number by a staff member. A discussion on how to deal with public input and the impact on Deb's time ensued. It was decided to place this item on the Retreat agenda for further discussion.

- B. Establish One Book, One Marin committee:** *Carol asked each jurisdiction to give her the name of a staff member who would like to participate in a committee to plan how to implement the One Book One Marin concept in 2006/2007. It was suggested that we look into the plans from the California Council for the Book for next year to see if we could work with those plans in some way.*
- C. Discussion of Fine Amnesty:** Sara reported that she had decided it would be a good idea to have a Fine Amnesty week in February and had forwarded that concept to her Council for approval. Everyone else present was also in favor of the idea and had made plans for obtaining the needed approvals. It was agreed that *Debbie would prepare a flier* for all of our use and that *David would write a press release* and send it to the *Independent Journal*. Both *David and Debbie will send around a draft* for version to the directors input first.
- D. Retreat Planning Agenda:** We developed these ideas for the Retreat agenda:
1. OCLC and the California Catalog
 2. Inconsistent Circulation work policies and practices (with grid)
 3. Pressure on libraries to provide more services and less security on public access computers
 4. MARINet Office and handling public complaints
 5. Goals for the future
 6. Budget review
 7. Guidelines for staff in checking things out to themselves. Carol will bring the MCFL staff guidelines as a basis for this discussion.

Everyone agreed to review the circulation grid and send any changes to Beth, especially the information on maximum fines. Sara will send out menus and everyone needs to respond with their menu choices. Sara will

also send out directions for how to get to the Robeson House, in San Anselmo. The retreat will be on Feb. 10 from 9:30 – 4.

- E. **California Catalog and commitment to participate:** We agreed that we are going to participate in this and we agreed that we are going to have 7 symbols. We need to discuss and decide on how we are going to catalog (batch or unlimited), how we are going to do ongoing maintenance (group, individual, outsourcing), how we are going to handle ILL, how we will distribute the costs and the payment mechanism, and who will do the required training that will be needed.
- F. **Report of Administrator position study:** Carol reported that the Marin County Human Resource's department recommended a 7% increase, tying the position to that of the Library's Administrative Librarian position. The Board was disappointed that the salary increase was not substantially larger and discussed what could be done about it. *Carol agreed to send out the paperwork on the position review and recommendations from HR to the Board.* The Board may decide to write a letter to HR.

VI. New Business

- A. **Discussion of handling of flood damaged materials:** Sausalito is handing this on a case by case basis. San Anselmo is calling the jurisdictions involved. Marin County Free Library is forgiving anything owned. Mill Valley is also forgiving anything owned, but wants the patron to come to Mill Valley to complete the transaction. Belvedere-Tiburon is forgiving anything owned. San Rafael has not been presented with the issue to date.
- B. **Adopting Cost sharing formula for FY 2006/2007:** Debbie moved and David seconded a motion to adopt the Cost Sharing Formula presented by our System Administrator. This motion passed, pending approval by Larkspur, who is absent.
- C. **Discussion of Preliminary draft budget:** Deb reviewed the figures on the preliminary budget that was passed out to library directors. OCLC costs for input into the California Catalog are not included in this first draft budget handout.
- D. **Adopting Cataloging Standards:** Carol moved, and Anji seconded, that we approve the Cataloging Standards as presented in the Bibliographic Standard Committee's Report on Accomplishments 2004/2005, Goal #1. This motion passed.
- E. **Webpac Report:** Anji reported that they had received 3 bids on their RFP (\$4,700; \$5,000 and \$7,250). They are interviewing Kim Leedy on Jan. 27 and will clarify with her what we are looking for and the limitations imposed by working within the III software.

VIII. Announcements:

1. Debbie announced that David Dodd would be presenting a program on his recent book at her library on Jan. 31 at 7:30. She will send around a flier which she hopes we can widely distribute to our staffs.

2. Debbie talked about a patron they have (and we do too, even if we don't know it) who has many cards under many different names; Debbie will send directors an email on this with further details.
3. David announced they are showing the movie Adam's Rib on Feb. 14 as a fund raiser for his library. Tickets are \$25.
4. David announced they are in the process of recruitment for a bilingual librarian for Pickleweed.
5. David announced that work he needs to do significant work on this downtown building, which may mean closure for up to 3 months (possibly August through October).
6. David is working on a white paper for his city council on the concept of a joint city-county library located at the Civic Center lagoon area.
7. Anji announced that they have hired a new children's librarian, Yolanda Fletcher. Ann Montgomery will be Acting City Manager starting in April, 2006, since the current city manager is retiring.
8. Carol said the county will have an old 3M security machine that could be available for a cheap price if anyone was interested.
9. Sara expressed thanks to everyone for all the support sent to her and her staff during the recent flood closure and losses.

DIRECTORS TO DO LIST

1. DVD Limits: **Anji** and **Debbie** will discuss with staff and see if they can agree on the same limits. **Everyone** else with think about whether or not they want similar limits in the system.
2. **Everyone** is to send Carol the name of someone on their staff willing to work on a countywide One Book One Marin committee to organize how we will approach implementing this idea.
3. Fine Amnesty: **everyone** is to take this to their authorizing Board; **Debbie** will create a flier and **David** will create a press release and send it to the *Independent Journal*.
4. **Carol** will bring MCFL staff circulation guidelines to Retreat for discussion.
5. **Everyone** will review their part of circulation grid (especially maximum fines) and send corrections to Beth before retreat.
6. **Sara** will send out menu choices for retreat.
7. **Everyone** will respond to Sara with menu choices by deadline.
8. **Carol** will send out HR paperwork and recommendations in regard to salary adjustment for the System Administrator position.

**Respectfully submitted,
Carol Starr**

Next Meeting: Feb. 16, 2006 at Mill Valley. Minutes will be taken by Debbie Mazzolini. Retreat on Feb. 10 at Robeson House in San Anselmo.