

**Minutes of the MARINet Board of Directors Retreat
Friday, February 10, 2006
Robson-Harrington House
San Anselmo**

Board Members Present: Sara Loyster, Chair
Mary Richardson
Anji Brenner
Frances Gordon
Carol Starr
David Dodd
Deborah Mazzolini

Also Present: Deb Moehrke, MARINet System Administrator

- I. Public Comment Period. No public present.
- II. Introduction of any guests. No guest attending.
- III. Additions to the agenda. No additions.

IV. Retreat Business

A. Review of Board Goals for 2005-2006.

The goals set for the 2005/2006 fiscal year for the Board were reviewed. A decision was made earlier in the year that goal 1, Identify and prioritize core MARINet Services, and goal 2, Develop a method whereby individual libraries can add services beyond core services, were conditional and that any issues that arose would be decided on a case-by-case basis. Substantial work has been done on Goal 3, Implement the Spanish interface to the Web catalog, and further developments are forthcoming. Goal 4, Explore Metafind, Webbridge, and/or any other software that will improve service and seek grant funding as appropriate, has been eliminated as a goal for this fiscal year. Goal 5, Investigate impact on cataloging procedures to enable MARINet to participate in Open WorldCat in FY06/07, is the most important goal of the year. The Board has voted to move forward to participate in the California Catalog using single OCLC symbols for libraries. The Bibliographic Standards Committee has drafted a preliminary report on what impacts this change will have on cataloging workflow. Goal 6, Explore how to promote MARINet services to our customers, will be included in discussion on the Board's goals for FY2006/2007.

B. OCLC and the California Catalog

Unlimited cataloging is the option available for participation in the California Catalog. A discussion on whether group pricing, which ensures multiple contract pricing and low annual increases, would be MARINet's choice, or individual library pricing, which could be lower for the first year than the group price, but annual increases would be unknown. Libraries received a letter from OCLC that offered a price for cataloging services that may be lower than the group pricing library-by-library. The individual pricing price must

be accepted by March 1, 2006. The Board made the decisions to go as a group to ensure qualified percentage increases and to adjust for individual pricing rather than formula pricing using numbers we're paying now. The final cost break-out will be determined.

The Bibliographic Standards Committee's report on Cataloging Workflow dated 1/2006 cited a procedure for deleting items once the OCLC service is set up. The Committee should develop a new workflow for this process as the methodology cited in the report is not functional given current information. Mary Richardson will notify Bibliographic Standards of this request. It is important to decide on a date to implement the new procedures; it is dependent on when we are ready to load holdings to OCLC.

It was determined that the Public Services Committee should be given a goal next fiscal to look into the mechanics and policy issues for dealing with last network copies. Small libraries may not have the space to hold on to a last copy. Perhaps if a title is available within the California Catalog, it may not be MARINet's need to hold the copy within the network.

C. Inconsistent Circulation Work Policies and Practices

The Board reviewed the report submitted from the Inconsistent Practices subcommittee and the grid of services and policies for each library relative to loan periods, return of materials to owning library, ILL fees, Loan restrictions, renewals, and fines. Several areas where changes could possibly be made in order to increase functional consistency were discussed. Each Board member will review for future discussions and agreements.

Loan periods: It was agreed that loan periods for periodicals and compact discs will be looked into to adjust to a consistent circulation period of three weeks.

Renewals: It was agreed that libraries would consider having two renewals for older materials and one renewal for new materials in order to decrease the period of time new materials are out and to increase browsability of these titles.

Return of materials to owning library: As San Rafael's DVDs are rental items, it is important to return them to San Rafael.

Action item: Send location codes to Deb for materials that are not holdable. The system can set up to suppress the records. This will keep patrons from getting false hold listings.

Afternoon Session

V. C. Inconsistent Circulation Work Policies

Fines and Fees

The Board agreed not to change the following fines and fees:

- Audio, periodicals and books fines and maximum fines

The following changes have been proposed (but not yet approved) in order to make fines and fees more consistent.

- Videos-MCFL (for J & Adult), MVY, LRK will consider \$1 per day fines and MVY, SAU, SRF will consider \$14 maximum video fine

- DVDs-MCFL(Adult & J), B-T, LRK, MVY(Adult & J) considering \$1 per day fines and SA, SAU, SRF,MVY, B-T, and LRK (Adult) considering a maximum of \$14 with no changes to J maximum fines.

Holdings

- The Board agreed to leave the various ‘unwritten’ holds policies in place such as those for small branches, children, homebound.
- MVY, SCFL, SAU will consider asking \$1 for SuperSearch requests.
- Deb suggested we wait to see the impact of new OCLC software before deciding upon making any changes to the ‘outside North Bay’ interlibrary loan charges.

Outreach staff meeting

The Board agreed with the Circulation Committee suggestion that there should be a one-time outreach staff meeting held. ***This will become a Public Services Committee Goal for next year.***

Replacement Card Fee

Board wasn’t sure whether or not all libraries already charge the same amount-\$1. They were asked to check this.

Loan limits to be set that will come up automatically

Deb explained there are four ‘buckets’ we can use. The limits we set will be system-wide. In other words if the limit is 5 then no matter where a patron tries to borrow an item in that category, the system will not allow another item to be borrowed unless some are returned. The following limits were suggested:

DVDs-limit to 5

Music CDs-limit to 10

Books on CD-limit to 5

Books on tape-limit to 5

The Board was asked to discuss this with their staff members and be prepared to discuss this at our next Board meeting on February 16.

D. Pressure on libraries to provide more services with less security on public access computers.

The Board decided to ***make this a potential goal next year for the Public Services Committee to find out what patrons want opened up on the public access computers and what we can actually add without compromising the security on the computers.***

E. MARINet office and handling public complaints

Right now MARINet receives question through email/suggestion box. Deb feels comfortable answering what she can and forwarding what she thinks appropriate to individual libraries. ***The Board decided that patrons should not be given the MARINet phone number. Instead, staff should mediate the questions and either call Deb or give the question to the library director to call Deb.***

F. Potential goals for the future

- a. San Jose-style hold shelf wrapper. Deb explained that in order for this to

be implemented that all libraries must agree to use it and that it may involve purchasing a receipt printer. The wrapper saves time and is useful for those libraries with self-hold pickups. However it does not include the patron's email or phone number and some libraries have had printer issues.

- b. Patron self-registration. Deb described how it would work. Patrons could Register online to a certain point that would allow them access to services such as databases but that they would have to get a library card in person in order to check out library materials.

G. Budget Review 2006/07

Deb reviewed updates to the budget (salaries and contract services). The Board discussed possible ways to bring down the bottom line total.

H. Guidelines for staff checking out materials to themselves (MCFL Policy). The Board reviewed MCFL's Staff Library Loan Policy and decided to use it as a guideline in their own libraries. No decision was made to implement this as a MARINet system-wide policy.

The meeting was adjourned at 2:45pm

Morning Minutes taken by Debbie Mazzolini

Afternoon Minutes taken by Mary Richardson