

Minutes of the MARINet Board of Directors Meeting
February 16, 2006
Mill Valley Public Library, 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 January 19, 2006 were approved with corrections.
- IV. Additions to agenda:** None.
- V. Old Business:**
 - A. Standing Items for Agenda**
 - 1. Reports from Committee Liaisons: Dodd reported that the MOD Squad has begun to compile all of its findings into a single document, which the group will examine at their February meeting to prioritize.
 - 2. System Administrator's Report: Moehrke answered questions about the requirements for PCs running Millennium, with a basic guideline that we should prioritize replacing our slowest machines as needed in order to run Release 2006. The requirements for machines are specific to the uses of each machine. The timing of the new release will be variable, but is likely to be sometime in late summer or early fall. We can wait to load the new release, but it is slated to fix a couple of things we would like to see fixed.
 - 3. E-rate and Teleconnect Fund: MCFL, Bel-Tib, San Rafael and Sausalito have all filled out their forms 471. This item will now be removed from the "Standing Items" list.
 - 4. Correspondence: Moehrke discussed an email from a patron on the topic of the 20 hold limit, which quickly expanded to include a larger discussion of the designation of "under consideration" in the OPAC, as well as the appearance, in the online catalog, of other items which cannot be held. A workflow issue was discussed, having to do with the addition of a date in the cdate filed of order records on receipt of items, which in turn results in the disappearance from the catalog of the on order record, and

the ability to place a hold until such time as an actual item is added to the bib record. One suggested solution was that items should be added right away upon receipt, and designated “in process,” so that the request button will appear. Moehrke is exploring other issues and workarounds. (A side discussion took place on whether the mere lack of a request button is sufficient indication of the fact that an item is not holdable.)

- B. **Update on designer for children’s web Opac project:** Kim Leedy has been engaged as our designer for the Children’s OPAC. She will be meeting with the Children’s subcommittee on the OPAC, comprising DeeAnn Tabuchi, Sandy Duzak, Marilyn Wronsky, and Anji Brenner.
- C. **Early Feedback on Fine Amnesty Week:** No radical drop thus far in the overall number of items overdue or billed. Moehrke will compile a report of the results, library-by-library, at the conclusion of the week, and distribute it to the directors.
- D. **February Retreat Follow-Up:**
 - 1. Draft minutes were handed out. These will be approved at the next meeting in March.
 - 2. We will make our work on inconsistent practices into a standing item on the board agenda for the next several meetings.
 - 3. Committee goals arising from the retreat will be on our next agenda.
 - 4. OCLC and the California Catalog: After a discussion of OCLC’s rates and requirements for participation, we asked MARINet to confirm the rates for our libraries under the proposed group agreement for unlimited cataloging as a consortium. We would like to know how much, if any, of what individual libraries already subscribing to the fixed-rate cataloging paid for this year will be calculated in a pro-rated manner for the new contract, depending on when it begins.

We discussed how best to provide access to our existing FirstSearch capabilities, and asked Moehrke to put up a link on the MARINet page to the Calcat.org login page for FirstSearch, which will require a login and password. Libraries will need to give out these passwords, and are free to print them up on a bookmark, but may not post them on the web. We will try this method, and revisit later as needed.

- 5. **Print wrappers for holds:** A discussion of the potential issues with using the feature of printing wrappers for the spines of books being held for patrons led to an agreement that we will take several steps: a) *we will let Moehrke know, by Friday the 24th of February, what printers we are currently using to print our paging slips*, so that she can ask on the Innovative listserv if anyone has successfully made these printers work with the wrapper printing function; b) *the directors will each discuss with their library staff, evaluate what they would need to purchase in*

order to make the feature work for their libraries, and return in March ready to make a decision on implementation; c) Moehrke will find out if we can turn this feature on briefly for testing purposes and then turn it back off. This would allow us to do a test of the feature and its usability prior to our next meeting on March 30.

- E. **FY 06/07 Draft Budget Review:** After brief discussion, Mazzolini moved to approve the preliminary budget for fiscal year 2006-2007 as submitted. Starr seconded. Motion passed unanimously.

VI. New Business

- A. **Transfer of Sinking Funds for FY 05/06:** Tabled to March 30.
- B. **Web Catalog Holds and Impact on Patrons:** This item was discussed under V.A.4. (Correspondence) above. In addition to our assignment as indicated under that item, Moehrke will also bring information on the issues around last copies and suppression of empty bib records to our next meeting.
- C. **Limits On Items Checked Out:** After a discussion on the reasoning behind implementing limits on numbers of items that can be checked out at any given time on a single library card, the group agreed, by motion of Deborah Mazzolini, second of Carol Starr, and unanimous vote, to begin on March 1 to limit patrons to 10 (ten) DVDs or videos; 10 (ten) music CDs; 5 (five) books on tape or CD; and 50 books. It was clarified that the rule may be over-ridden on a case-by-case basis as needed in an individual library. It was also reiterated that the system recalculates the numbers of items checked out at next checkout, rather than at check-in of those materials.
- D. **MARINet System-Wide Goals for FY 06/07:** The following goals were adopted on motion of Carol Starr, second of Frances Gordon, and unanimous vote:
1. Complete implementation of the Spanish interface to the Web Catalog.
 2. Complete the implementation of the California Catalog.
 3. Review and update, as needed, the MARINet Basic Services Agreement.
 4. Explore patron self-service options, including implementing patrons self-registration.

VIII. Announcements: Mazzolini spoke about her library's success with the B-Logistics used book sale program. She will forward info on the program to the directors. Anji Brenner said that Mill Valley is using a different program, and she will also send out the information.

DIRECTORS TO DO LIST

1. Each director will email Deb Moehrke a list of the location codes for items in their libraries that are not holdable.
2. Each director will remind staff not to give out the MARINet direct phone line for patrons with complaints and or questions, but rather to refer to their respective directors, who will contact MARINet as needed to answer questions or resolve issues.
3. Each director will email Deb Moehrke by Friday, February 24, with the make and model of the printer(s) we use to print paging slips and hold slips. Additionally, each director will discuss the print wrapper issue/initiative with staff, evaluate what we would need to purchase in order to implement, and come to the March 30 meeting ready to come to a decision.

**Respectfully submitted,
David Dodd**

Next Meeting: March 30, 2006 at MARINet Offices. Minutes rotation:

March: Anji Brenner

April: Frances Gordon

May: Carol Starr

June: Deborah Mazzolini

July: Sara Loyster

August: Mary Richardson

September: David Dodd