

Minutes of the MARINet Board of Directors Meeting
April 20, 2006
San Rafael City Hall, Third Floor Conference Room
9:30-12:30 pm

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

Deborah Moehrke, MARINet System Administrator

- I. Public Comment Period:** Carol, a member of the public, promoted Proposition 81 and passed out information that can help individuals promote the proposition at their libraries. This information included resolutions, FAQs, and sample letters to the editor.
- II. Introduction of any guests.** No guests were present.
- III. Approval of Minutes:** minutes from March 30, 2006 Board meeting were approved.
- IV. Additions:** Added under new business was Patron downloading of audiobooks; changing the indexing of a patron record; reviewing use of the Partners feature and distributing payments received via Ecommerce for lost SuperSearch items.
- V. Old Business:**
 - A. Standing Items for Agenda**
 - 1. Reports from Committee Liaisons-**No committees have met since the last Board meeting.
 - 2. System Administrator's Report.** No discussion
 - 3. Items of interest from the minutes.** None
 - 4. Correspondence:** An email from a patron who thought it was unfair that the service was only available to those with computers and the ability to download audio from home. A discussion followed of why this was not offered at the library. It was decided that Phil Youngholm will talk to Anthony at Califa to investigate if there are limitations that prevent us from offering downloadable audio to the public and report back to the Board.
 - B. Progress on Implementing Consistent Work Practice Agreements**
 - Proposed changes?
 - DVDs, Videos \$1/day with \$14.00 maximum fine
 - Supersearch .50
 - Outside NBC (ILL) \$5.00

ACTION: When the change has been approved by your governing authority, send Deb Moehrke an email so she can change your library's loan rules.

MCFL going with above
Sausalito going with maximum fine, .50 for supersearch, staying with .50 for ILL.
BEL-TIB has not yet voted on maximum fine. Is at .50 for ILL, will reconsider.
San Anselmo going with above
San Rafael has to take to City Council in November
Mill Valley going with above

- C. **Reports from Committee Liaisons on Progress on FY 05/06 Goals.**
- Circ Standards.** Debbie Moehrke reported that the committee has drafted the calendar of circulation duties, procedures and reports. They included only those tasks on which there was MARINet wide agreement for how often they should be performed. Deb has longer list of tasks done by Innovative. At the Board's request, Deb and Phil will review the list and suggest additional tasks that should be on the MARINet list. There was discussion that Bib Standards should consider a similar list, especially with the upcoming changes in loading records into OCLC.
- Bib Standards.** Deb Moehrke reported that the committee gathered a lot of details on how they do things. Nolo books were not addressed. The Board wants the committee to give more specific goals on number 2.
- Public Services Committee:** The Board reviewed their report on progress on their goals.. They are in a holding pattern on creating publicity for the Spanish language OPAC interface because it is not yet ready. Deb Moehrke hopes to have something available in the next couple of months. The Committee can do more once we have a more definitive timeline. For the goal on the Children's webpac interface, it was reported that Leedy showed a preliminary design to Deb Moehrke to assess feasibility under the constraints of the Innovative software. The revised designs are now ready to show to the children's committee. There was a discussion of the "other library partners" being not scope-able. Deb will make putting out the PowerSearch interface to Onefile a priority as San Rafael needs the access to the Spanish interface.
- D. Discussion of Committee Goals for FY 06/07 **Move to table item D because Mary Richardson and Frances Gordon are absent. Ask liaisons to come to May meeting with proposed goals for the next fiscal year. Review our own goals next time.**
- E. **OCLC Project Update** Deb Moehrke reported that training is not part of the package and is offered at \$450/day plus expenses. Deb proposed spending the training budget on this. It can be customized but the question is what do need to we train on. It was proposed that Phil meet with each library's staff to assess needs. A tentative schedule of one day for

cataloguing and one day for ILL was suggested. A discussion followed on how member libraries would do cataloging. OCLC has higher standards than currently used by MARINet for original cataloging. Original cataloging should be created on OCLC rather than Innovative. The County is willing to do cataloging for a price. There was some discussion of the feasibility of cooperative cataloging. Bel-Tib and Sausalito outsource original cataloging to Brodart. Carol will consult with Libby to come up with a pricing.

- F. **Discuss Changing Limit on Books on tape/CD to 10.** Board agreed to make this change effective this afternoon.

VI. **New Business**

A. **Develop Policy for Address Verification with Change of Address.**

After some discussion, it was agreed that it be recommended practice for staff to ask for verification with a change of address. The Board asked that this be added to the policy manual. It was also recommended that we put on the agenda to rethink barriers we create for patrons. How we look at things and how the public perceives it may be different. It would be interesting to have someone come and lead a discussion.

- B. **Progress on Policy and Procedure Manual.** Deb Moehrke gave an update on the Policy and Procedure Manual. Phil generally writes new procedures for anything that currently changes. The online version should be the most accurate. A lot of information still needs to be revised. It is a work in progress.

- C. **Califa Membership** It is cheaper to join as a group. Each member is given a 10% discount and the MARINet office will get a free membership. Deb will contact Califa and renew for all members. The only condition is that as a group you agree to renew. MARINet will bill each member for their discounted price.

- D. **Finalize Date of Next Meeting.** May 25th at Hamilton

- E. **Last Copies.** The Board discussed an email sent from the state about whether or not there was interest in exploring the issue of a depository for the last copies.

- F. **Collect Money for Lost SuperSearch Items.** The money should go to the library whose ILL person generated the search.

- G. **Partner Software.** Deb has discovered that because of the limited flexibility in the Partners feature we cannot offer it in the adult catalog without it also displaying in the new children's interface. Our web designer, Kim Leedy suggested removing it in favor of a button in the top of the page area that would take us to any other library resource we wanted to offer. Deb pointed out that while patrons would have to re-do the search to our partner libraries, we could also offer SuperSearch and FirstSearch from this page. Deb reported that both the PSC and the MOD squad have asked in the past to remove the partners feature but that it was there at the direction of the Board so she did not feel she could remove it without their OK. The Board agreed to drop the use of partners in favor of the new "other library resources" search page.

H. **Indexing of Patron Record.** Deb Moehrke explained that there are 2 indexes in the patron record currently not being used. It was suggested that the driver's license and telephone numbers be used for one and email for another. The cost is \$1500 for one index, and \$1,000 each for additional indexes done at the same time, or \$4,500 to re-index the whole system. This would allow us the opportunity to fix an error she made when the AVS index was last done. Deb explained that it would be possible to avoid the expense if the MARINet staff handled the re-indexing by suppressing and un-suppressing data in the patron record to force the indexing of the new patron indexes. It was suggested that we should take this to the Circ Standards Committee for input as to which fields would be the most valuable to index.

VII. **Announcements** Mary Richardson is organizing a reception for the evening of May 23rd for the State Librarian. More details to follow. Carol Starr announced the E-Services Librarian position and flyers were available. David Dodd announced that San Rafael will only have to close for 3-4 weeks for retrofitting. He also said that the cost for retrofitting was over \$800,000. There was \$315,000 available in the budget. In a study session it was recommended that the City make up the rest. The windows will be new, modern, and double-paned. They are going to get heat and air. Sara reported the results from a recent poll were the exact results as from 2004. The consultants have recommended not putting the measure on the November ballot.