

**Minutes of the MARINet Board of Directors Meeting**  
**May 25, 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 Bremer, 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.** Kara Kline and Jimmy Thomas from TLC gave a demonstration of Aquabrowser.
- IV. Approval of minutes:** minutes from April 20, 2006 were approved with corrections.
- V. Additions to agenda:** under VI New Business, added C “eliminating \$.50 reserve charge” and D “Downloading Audiobooks.”
- VI. Old Business:**
  - A. Standing Items for Agenda**
    1. Reports from Committee Liaisons:  
Bibliographic Standards Committee: Deb reported for Mary, who was on vacation. The committee discussed a process for how to add new titles to the list of weekly magazines that currently get a special record in the catalog created for them (ex. Time, Newsweek, etc), which makes check in and access by patrons easier. It was decided to keep the weekly check in records for two years, and then move older copies back to the main entry. The committee will compile a list of possible titles to add to weekly check in. Elaine Crepeau was elected the chair for 2006/2007 and Libby Flynn was elected the vice-chair. The June 8, 9, & 23 OCLC training was reviewed and a follow-up meeting was planned for early July to work out MARINet specific issues. The Public Services request for coding to narrow by type might be a good goal for next year.
    2. System Administrator’s Report: Deb discussed her concern with staff who do not have their email addresses in their patron record and thus we end up sending them a paper notice through the mails (trying by hand to cull them out before mailing). The Directors asked Deb to send each of them a list of their staff and we would get the email addresses put into the record.. Deb discussed the changes she made to solve the Proquest problem;

Deb will check and see if we need to clarify our Privacy Policy to include information that is now saved for this concern.

3. Items of Interest from the Minutes: Mill Valley announced that they are not going to initiate the suggested \$5 ILL charge. Larkspur is working in implementing this change and will let Deb know when it is effective. Deb reminded us all to let her know about changes that will be needed to the loan rules to implement fine or fee changes.
4. Correspondence: there was none.

**B. Report on the Use of Hold Shelf Wrappers.** Everyone reported satisfaction with the use of the new hold shelf wrappers. Debbie reported that she did have one patron concern expressed about privacy with patron self hold pick up. Deb reminded us that with the 2006 release, a patron will be able to select an alias for printing on their hold notices, if they are concerned about privacy.

**C. Discussion of Committee Goals for 2006/2007.**

*Board:* A fifth goal was added to the Board goals, about exploring ways to improve usability of MARINet services.

*Public Services:* The Board reviewed the draft goals prepared by Frances and came up with these final 5 goals:

1. Develop training materials promoting the patrons' use of the new Supersearch interface as soon as it becomes available.
2. Design a campaign to promote the Spanish language catalog interface to the patrons when it is available, including an in-house flyer and a presentation for community groups.
3. Work with web designer/consultant to design the children's scope interface to the Web Opac – provide color scheme, navigation between pages, etc. that work within the parameters of Innovative software.
4. Explore the mechanics and policy issues for dealing with last network copies. Recommend an effective process and criteria to ensure important "last copy" items remain in the collection.
5. Develop an outreach task force to identify and document the various current outreach programs, the scope of their services/programs and their policies.

*Circulation Services:* the Board developed these goals, in concept form: 1. Develop a calendar of Circulation desk duties, procedures, and reports to be done on a daily, weekly, or monthly basis, defining and annotating each item for clarification. 2. Enable patrons to apply for a library card online. 3. Review language used at the circulation desk, in emails, handouts, etc, to make sure it is clear and concise.

*Bibliographic Standards:* The Board developed these goals in concept form: 1. Complete implementation of the California Catalog and work with Phil on documentation procedures. 2. Research and create appropriate codes to implement separating audio books from CD's. 3. Develop a mechanism for mutual cataloging support.

It was agreed that the liaisons would send the final version to Deb for her final editing and then she will send them all out to the Board members.

- D. **OCLC Project Update:** training dates are in the System Administrator's report.
- E. **Status of FirstSearch Button on MARINet Webpage:** after discussion, it was decided that the button for MARINet would only go to the California Catalog.

**VI. New Business**

- A. **CalCat deep link setup** – postponed to next agenda
- B. **Purchase another accounting unit for use by Larkspur:** Carol moved and Debbie seconded that we purchase accounting units for use by Larkspur and San Rafael for a total of \$5,800. Motion passed.
- C. **Eliminating \$.50 charge for reserves** – postponed to next agenda
- D. **Downloading Audiobooks** – postponed to next agenda.

**VIII. Announcements:** Deb reminded the Directors that she would be on vacation from June 19 – July 5, 2006. Debbie asked that we put the Califa meeting recently held in Long Beach on the next agenda.

**Respectfully submitted,  
Carol Starr**

**Next Meeting: Thursday, June 15, 2006 at 9:30 AM at the Belvedere-Tiburon Library conference room.**