

**Minutes of the MARINet Board of Directors meeting
Thursday, August 17, 2006, 9:30 – 11:30 am
Larkspur Public Library, 2nd floor, City Council Chambers**

Board Members Present:

**Sara Loyster, Chair
Frances Gordon
David Dodd
Anji Brenner
Carol Starr
Deborah Mazzolini
Mary Richardson**

Also present: **Deb Moehrke, MARINet System Administrator**

- I. **Public Comment Period:** No public present
- II. **Introduction of Guests:** No guests present
- III. **Approval of Minutes:** Approved as corrected
- IV. **Addition to the agenda:** Several items were added.
- V. **Old Business**
 - A. Standing items for agenda
 1. Reports from Committee Liaisons- There were none since no committees met since the last Board meeting.
 2. System Administrator's Report –
Courtesy notices and emails- When running reports on courtesy notices Deb noticed that folks checking out items on Fridays seemed to have fewer emails on file than those on other days. She suggested that libraries promote supplying email addresses to their Friday patrons.
Budget Report- has changed its format and has combined lines. Deb will clarify the new spreadsheets with the executive committee at its next meeting.
OCLC-By the end of September we're due to hear back from OCLC about the items we sent them. ***Deb asked each director to send her copies of their latest OCLC bills to see if the charges match the figures she has.***
Next week Brodart will be meeting with Belvedere-Tiburon and Sausalito and Phil about cataloging live in the MARINet database and obtaining cataloging from OCLC.
 3. Items of interest from the Minutes- none
 4. Correspondence-none
 5. OCLC Project-Original cataloging turnaround time- Libby Flynn Says MCFL will have a two week turnaround for a few items a month. If the project is larger please make arrangements.
Belvedere-Tiburon says their turnaround time may be less than two weeks. Both libraries will charge \$7 for books and \$9 for a-v materials to do original cataloging.
 - B. Discuss ideas and or subcommittee for PEG access plan
 - PEG stands for Public / Education / Government
 - A lot depends on when we get the high-speed wiring / fiber-optic lines since many projects would require them. Wesley says that they should be installed by December 2006.
 - Dave Hill needs ideas (concepts) for the MTA Board meeting in October.

- Ideas

Purchase for each location:

- a) \$5,000 3 chip camera at each location
- b) DM software (manages digitizing projects)
(\$10,000 to purchase. \$1,500 a year after that)
- c) High speed scanner for each location

With the above equipment we can:

- a) Produce or film existing adult and children's programs.
- b) Produce library tours
- c) Produce programs on how to use MARINet
- d) Film existing classes (computer, etc.)
- e) Digitize historic photographs and other digital assets
- f) Scan and index local newspapers

Funding can be provided to store the above productions and provide access and delivery of them via our webpages (MARINet and individual libraries), television broadcasts, podcasts, and any other available technology.

- David Dodd talked about LOCKSS (Lots of Copies Keeps Stuff Safe) which is used to preserve digital assets (photos, oral histories, books, journals, etc.) To see more information go to their site at www.LOCKSS.org.
- Questions for Dave Hill:
 - a) Is training money available?
 - b) What 'strings' (reports, etc.) come with the funding?
- ***A subcommittee-Debbie Mazzolini, David Dodd (will convene the meeting) and someone (probably Frederic Rauber) from MCFL will meet with Dave Hill before the October MTA meeting.***

C. ILL Services to non-local residents:

Most libraries wanted to stay with their current policies. Mill Valley is not sure but will probably address this on an individual basis. Anji will keep us posted.

D. All-staff day on October 20.- Carol asked each director to send her a list of names of their staff members that will attend (by September 15).

E. Clarify PSC goal #5 (for FY 2006-07) ("Develop an outreach taskforce to Identify and document the various current outreach programs, the scope of their services and their policies."). What the committee has done thus far is link from the MARINet page to the section on each library's webpage that describes their outreach program. What still needs to be done is a grid that details the services and policies for staff to use. We will discuss this in more detail with the committee chair at the September Board meeting with committee chairs. *(At this point Anji said she'll send out a similar grid for ILL policies for us to complete).*

VI. New Business

- A. Organization for September meeting with committee chairs (at Hamilton)
- Welcome and introductions (Carol)
 - Gift mugs (Deb)
 - Review Calendar (Mary)

- Brown Act (Carol)
- Committee Chair responsibilities (Carol)
- Board Goals (Carol)
- Achieving Committee Goals (each committee chair)
(note: the MOD squad will not make a presentation)
- ***Each Board liaison will contact committee chair and remind them to bring their committee binder and written copies of how they plan to accomplish their goals.***

B. Review Sinking Fund Report and planned expenditures

- As of 6/30/06 there is \$535,811.46 in the sinking fund. We have not yet been billed for online patron registration (waiting for answers to questions before we pay), and accounting unit/order recs. After we pay these two bills the balance will be \$515,751.46.

VII. Announcements

- ***Debbie will send around a salary spread sheet. Please make changes and send it back to her.***
- Debbie talked about various ways to market libraries such as signs on buses. Carol mentioned that CLA had a marketing campaign. ***We will add a discussion of marketing to our October agenda.***
- Sara will be doing Book Babies for her library and asked for help from children's librarians in other libraries. She also mentioned fundraising efforts for the San Anselmo library.
- Mary mentioned a partnership between Frank Howard Allen Realtors and the Sausalito Library Foundation where the agents contribute a portion of their commission (for houses sold in Sausalito) to the Sausalito Library Foundation.
- Deb said that Release 2006 is ready to be loaded once all staff pcs are upgraded to the specification she distributed earlier this year. ***She asked each director to let her know when their library's pcs will be upgraded. Deb will re-send the specs just in case folks have misplaced them.*** She also said she's working on getting a CalCard for MARINet. She mentioned that the Califa discount on EZProxy is not open to us, it's only meant for libraries that have no other way to accomplish this. She's looking into a multiple IP version of WAM.
- Mill Valley is issuing library cards to Department heads.
- Larkspur mentioned a free event at the Lark Creek Inn on September 21.
- MCFL and Mill Valley both received the tutor.com grant (live homework help). It's a 3 year grant. We may consider adding this as a MARINet service after the grant is over.

The meeting was adjourned at 11:30 am.

David Dodd will take the Minutes in September.

Respectfully submitted,

Mary Richardson