

**Minutes of the MARINet Board of Directors Meeting  
Thursday, March 15th, 2007  
6 Hamilton Landing, Suite 140B, Conference Room**

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

**Also Present:** Mary Richardson, Deb Moehrke, MARINet System Administrator

## I. Executive Session - Closed session

- A. The MARINet Board of Directors met in Closed Session at 9:00 am to discuss the System Administrator's performance evaluation.**

Adjourn closed session 9:30 a.m. (time approximate)

## **II. Return to Open Session**

The Board agreed to ask Deb Moehrke to prepare a list of personal goals that she would like to accomplish for next fiscal year. A subcommittee (David/Sara) was formed to take on the task of revising the performance evaluation form. Carol will present the performance evaluation report to the Board for review before the next Executive Committee meeting in April.

### **III. Public Comment Period – No public present**

#### **IV. Introduction of any guests – No guests**

- V. Approval of Minutes** - Approval of Minutes from February 15, 2007 Board meeting (Sara/Mary)

## VI. Addition

- ## Holds”

**Circ Standards met Mar 8:** Frances reported the following: the new Vice Chair is Mary Brown - nominated because Helen McNutt is retiring before her term ends; the committee discussed issues with damaged DVD's; the committee is working on their goals and had a question about goal #3 "*Review library language on circulation material's*" - they felt that the current instructional handout material looked pretty good, however they felt that library jargon when handling patron interactions could be improved (e.g. circ staff could identify standard terminology that would be less confusing to patrons.). The Committee wanted to know if the Board would accept the inclusion of improving library terminology as part of their goal and **the Board agreed**; The Committee is finalizing the grid of standard duties (goal#1). Phil Youngholm presented a document on e-card procedures and the committee discussed various issues.

**PSC met Mar 9 :** Sara Loyster reported that the PSC had a lengthy discussion on E-Term vs. Millennium (E-Term is preferred searching by some staff). Deb provided some clarity on the issue as well. Sara also commented that the committee discussed ways to make MARINet training more effective. The Outreach Grid is finished and is posted. New members of the Children's Interface taskforce were appointed. They discussed the pros and cons of the new digital format, Playaways.

**2. System Administrator's Report:** The Board made several comments about Deb Moehrke's report. They were very pleased to see the Spanish Language interface up and running. Carol Starr commented on her staff's growing dissatisfaction with Library Online and wondered if the new company who bought the software would improve the product. **The Board agreed to ask their staff to identify current issues with Library Online and then forward comments to MARINet. Deb Moehrke will contact the new company.**

**3. Items of Interest from the agenda:** Debbie Mazzolini asked about Innovative's new Graphical Self-checkout station that was discussed at the Public Library Director's Symposium. The Board discussed specific security issues related to this service. **Sara Loyster asked to have this topic put on the April agenda.**

**4. Correspondence** – there was no correspondence

#### **B. Draft Survey on Committee Structure**

David Dodd passed out an initial draft of survey questions for MARINet committees; the Board provided feedback. Anji recommended a new question be added: #6 If you could reorganize the MARINet committee structure what would you do? **The Board agreed to distribute the questionnaire via MUD and also through a link to the survey as a word document. The David said he would get it revised and distributed by mid- April.**

### **C. Not Charging for Holds**

The Board discussed various issues related to dropping the hold fee. Mary Richardson reported that her staff was in favor of it. David Dodd (SRF) commented that his staff was also in favor of dropping the fee, however, he would like to institute a limit on the number of holds. Debbie Mazzolini agreed with David. Carol Starr reported that her staff unanimously agreed not to have a restocking fee because it came across as too punitive. *Sara Loyster suggested that the 10-day holdshelf timeframe be decreased to 7 open days and the Board agreed with this suggestion.* Anji Brenner (MVY) commented that her staff wanted to have the restocking fee, as did Frances Gordon (LRK) and Sara Loyster (SAN).

*The Board agreed to confer with their governing bodies regarding dropping the hold and Supersearch fees, and also agreed to reducing the time (10 open days down to 7 open days) items stay on the holdshelf. The Board agreed to continue the discussion on the limiting holds at their next meeting.*

## **VI. New business**

### **A. Date of May meeting**

The Board moved their Thursday, May 17<sup>th</sup> meeting to Thursday, May 31<sup>st</sup> and asked David Dodd to schedule a meeting room at San Rafael. *David Dodd will confirm availability.*

### **B. NBC Supersearch and Link+ possibility**

The Board continued their discussion of Innovative's INNReach service, Link+, and expressed concern over potential high costs and the impact MARINet's withdrawal would have on NBCLS's Supersearch project. *The Board agreed to Deb Moehrke's recommendation - MARINet will invite III to give a presentation on Link+ and related costs at the May meeting. At this time the Board would decide whether or not to send a letter to Annette at NBC. The Board recommended that Carol Starr send an email to Annette to explain that MARINet was exploring additional interlibrary loan options.*

### **C. Dominican Collection Access**

The Board discussed the issues related to having Dominican University Library as a MARINet partner. Deb Moehrke read from the minutes of a 2002 Board meeting where this same scenario was discussed by the Board. MARINet had sent a letter to the interim Director of the College of Marin outlining the issues and questions to be addressed. Deb commented that Innovative would not allow the merging of the MALC and MARINet. When she discussed this with them for the earlier study, she was told that MARINet would have to purchase any software modules owned by MALC that MARINet did not already own. David Dodd commented that the Marin Foundation might consider funding a grant proposal to support the startup implementation of a county-wide library consortium (excluding operational costs). *David and Deb agreed to serve on that a task force be developed to address specific issues and questions* (e.g. buy-in formula costs, etc.).

#### **D. Access to Assessor's Database**

David Dodd commented that when he asked about city libraries getting free access to the assessor database that County Library staff used, he was told it was already available on the open web. His staff tested this and found they liked it better than using the current interface provided by ParcelQuest. Deb reported that there did not appear to be a way to pull up nearby records when the exact address was not listed (as happens with apartment buildings). She said there would need to be a way for city libraries to get help for these types of addresses if MARINet dropped their ParcelQuest subscriptions. *The Board agreed to test the direct link and report back at the April meeting on any concerns their staff may have. David will continue to pursue with David Hill getting the same access that County staff now have.*

#### **E. Self-Registration task force report**

Deb Moehrke provided an update on the status of the Self-Registration Taskforce. The group is making progress with policies and procedures for E-Card registration and working on a single standard form and generic language that provides information on the capabilities of the E-form. Deb presented questions that the Board must address:

- Should E-Card patrons be allowed to make online reservations for Library Online?
- What should staff do if they can't verify an address from an online registration?
- Can all libraries agree that they will not mail an actual library card so that all E-Card patrons would be required to come into the library to present ID when they want to convert their E-Card to a real library card?

*The Board agreed to the following:*

- E-Card patrons should NOT have access to making reservations through Library Online.
- All agreed not to mail actual library cards. E-Card patrons are required to come into the library and to present ID before being issued a real library card.
- A message should be sent to the patron if the address cannot be verified (something like - "*we were unable to process your E-library card. Please contact the library to assist you with getting a library card*").

Anji Brenner brought up the issue of unique library policies, such as Mill Valley requires that all children must be able to write their name to get a library card. Deb made the recommendation that all libraries could have a link to their specific policies on getting a library card.

#### **F. BookSwim Information**

Sara Loyster shared information about a new online book rental service, BookSwim. The service is intended to function like NetFlix but for books instead of movies. However, BookSwim is still in development at this time. Deb Moehrke commented that there is another similar service called Booksfree.com that offers rental books and audiobooks.

### **VIII. Announcements**

**Frances Gordon (LRK)** – Larkspur Library will be presenting two author events in March.

**Debbie Mazzolini (BET)** – announced the sad news of Robert L. Kleinert's passing – he was Tiburon's long-time Town Manager.

**Carol Starr (County)** – Helen McNutt is retiring; recruitment for the E-Services Librarian will close at the end of April; Masters Facility Plan is going well.

**David Dodd (SRF)** – organized a Bay Area library tour for important city officials – they toured libraries in Alameda, Santa Clara, Cupertino, and Hercules.

The meeting was adjourned at 12:20 p.m. The next meeting is scheduled for April 19<sup>th</sup> at Hamilton.

Respectfully submitted,  
Frances Gordon