

**Minutes of the MARINet Board of Directors Meeting**  
**Thursday, April 19, 2007**  
**6 Hamilton Landing, Suite 140C, Staff Room**  
**9:30am – 12:30pm**

**Board Members Present:** Carol Starr, Chair  
Frances Gordon  
David Dodd  
Anji Brenner  
Sara Loyster  
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:** Minutes of the March 15, 2007 meeting were approved as corrected (Richardson/Loyster)
- IV. **Additions to the Agenda:** Additions to the agenda as discussed:  
Under New Business:
  - D2: Patron issue on over-extended renewals – Sara Loyster
  - G. Library of California Board Meeting Report – David Dodd
  - H. Database statistical reports
  - I. Loaning new DVD's and new books on CD – Mary Richardson
- V. **Old Business**
  - A. **Standing Items on the Agenda**
    1. **Reports from committee liaisons :** No committee meetings held.
    2. **System Administrator's report**

In addition to the written report submitted, the following items were discussed:

Online registration/ecards: The Board hopes to promote the ecard. Mill Valley has a laptop at the Circulation Desk for patron's to use to apply for a regular library card through the ecard system. David Dodd will do an online card article for the Marin IJ. Deb informed the Board that some patrons with ecards have been able to check out materials on the ecard. It seems that the process for obtaining a full-service card was not completed correctly by library staff. The general problem has been in making the necessary coding changes to the ptype. She advised the Board that each library's Circulation staff read the documentation.

WebPacPro: Deb asked the Board if there had been any response to the \*\*\*\* rating system within the libraries and Directors responded in the affirmative.

Spell check: The III problem with spell checking is close to being resolved. The Board advised Deb to wait to put it out to the public until she's heard back from III on the fix.

Telnet hold issue: There is a random and occasional problem that arises when patrons place holds in Telnet that III will not fix. The Board recommended that staff be informed of the issue and instructed to place a hold for the patron if the problem arises. The problem should be tracked over the next few months.
    3. **Items of interest from the minutes.** Sara reiterated that the draft survey on committee structure should be sent to staff by the middle of April.

**4. Correspondence.** No correspondence at this time.

**B. Update on access to Assessor's database**

No update at this time.

**C. Report on Dominican/MALC membership query**

David Dodd spoke with Cal Kurzman from the Dominican College Library. Cal asked for financial data on MARINet membership, both the upfront fees and annual costs. The Board discussed how new member fees and costs were determined for both Larkspur and San Anselmo. Buy in includes a calculation based on original purchase with depreciation, system enhancements, and a percentage of the sinking fund. Deb did a rough calculation for Dominican's financial consideration. It is hoped that grant support will be available to MALC Libraries for joining MARINet. The MARINet Board agreed that having MALC in MARINet would be a major step for the network and enhance patron services. Mary Richardson pointed out that the Joint Powers Agreement would need to be reviewed. Anji Brenner asked about lending of materials, delivery, and public service. It was agreed that joining NBC would be necessary.

**D. Online patron registration report:** Completed under the System Administrator's report.

**VI. New Business**

**A. Discussion of draft Board goals for FY07/08**

Two goals were added to the draft Board Goals document as submitted to the Board by the System Administrator.

1.d. Solicit ongoing ideas from our staff on emerging services.

5. Explore adding colleges and additional partners into MARINet.

A motion was made (Loyster/Dodd) and passed to approve the MARINet Board of Directors' goals for FY2007/2008 as amended.

**B. Reports from Board liaisons on committee progress on goals**

Public Services Committee – Sara Loyster

The PSC had five goals, two of which have been completed and three in process or on hold.

1. Develop training materials on the use of the new Supersearch interface. On hold. The new interface is not yet ready to be activated.

2. Design a campaign to promote the Spanish language catalog. In process. Since the catalog just went up, this goal will be worked on this year but carried over to next year for completion.

3. Children's Scope interface to the Web Opac. In process. Carried over to next year for completion.

4. Last network copy procedures: Done.

5. Outreach taskforce programs: Done.

Bibliographic Standards Committee: Mary Richardson

The BSC had three goals. All have been completed.

1. Complete implementation of California Catalog. Done.

2. Codes for audio books on cassette and CD. Done.

3. Develop a mechanism for mutual cataloging support. Done

The focus on training at each meeting has worked very well. The Board of Directors congratulated the BSC on their work.

Circulation Standards Committee: Frances Gordon

1. Continue to work on a calendar of circulation desk duties. In process. Needs clarification. Should be done by the end of June.
2. Patron online registration procedures and documentation. Done.
3. Review language used on circulation materials for jargon and inconsistencies. Carry over to next year. Needs to be fine-tuned. Collaboration suggested with PSC.

**C. Begin discussion of draft committee goals for FY07/08**

The Board of Directors discussed goals for committees and encourages and welcomes input from the committees in this process. One of the goals for the Board of Directors in the upcoming year is to review and consider changing our MARINet committee structure.

Public Services Committee

1. Carry over promotional work on the Spanish Language Catalog.
2. Carry over work on the Children's interface to the Web Opac.
3. Ensure natural language is used in bookmarks, FAQs, handouts, etc.
4. Work with the Board of Directors in testing and reviewing possible new service enhancements and products.
5. Participate in the email campaign

Bibliographic Standards Committee

1. Create a schedule for database maintenance.

After discussion, the Board asked Mary Richardson to discuss goals with the BSC. Is there a goal the BSC sees in looking to the future, discussing current trends, what should be worked on next?

Circulation Standards Committee

1. Carry over reviewing language on circulation materials.
2. Actively participate in campaign to increase patron email addresses

**D. 1. Innovative Graphical Self-check module.**

The first III self-check station would cost \$9,000 and additional stations would run \$3,200. There is general interest in the self-check. Carol announced that the County will be purchasing additional 3M stations and to let her know if any other library is interested.

**2. Patron issue on over-extended renewals**

Sara Loyster informed the Board that one patron has been allowed to renew a language set 53 times and has had it checked out since 2004. Board members were asked to clarify policy on renewals and overrides with their staff.

**E. Adding Playaways to 10 item audio limit**

The Board agreed that Playaways should be added to the 10 item audio limit.

**F. Using patron email for library communication**

It has been the MARINet Board's understanding that patron circulation information, including emails, cannot be used for fundraising and marketing purposes. Anji Brenner said that this may no longer be necessary as she was informed that email is transactional and can be used without direct permission. Anji will get an opinion from Mill Valley Counsel. Carol suggested that Anji ask that the opinion be shareable with other MARINet libraries.

**G. Library of California Board meeting on Reference services**

David Dodd attended the meeting at which a Statewide Reference model was discussed. The current system will be maintained but changes may be made to make the model more distributable via WEB, including virtual reference and second level reference.

**H. Database statistics reports**

Moved to next month's agenda for discussion.

**I. Borrowing new DVDs and new books on CD**

Moved to next month's agenda for discussion.

**VII. Announcements**

**David Dodd, San Rafael.** Construction has begun on library renovations which should be completed by early September.

**Mary Richardson, Sausalito.** Mary has hired a Librarian II.

**Deborah Mazzolini, Belvedere-Tiburon.** The Library will be celebrating its' 10<sup>th</sup> birthday on April 21.

**Deb Moehrke, System Administrator** reported that Beth Thoms has resigned, effective at the end of July. The Board expressed appreciation for all she's done and realize she will be hard to replace.

The meeting was adjourned at 12:35. The next meeting is the scheduled for Thursday, May 31, 9:30am, San Rafael City Hall.

Respectively submitted,  
Deborah Mazzolini