

**Minutes of the MARINet Board of Directors Meeting  
July 19, 2007**

Staff Room, 6 Hamilton Landing, Suite 140C

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

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

**Guests:** Cal Kurzman, Interim Library Director, Dominican Library  
Gary Gorka, Incoming Library Director, Dominican Library  
Amy Gilbert, Incoming Associate Library Director, Dominican

- I. Public Comment Period:** none
- II. Introduction of Guests:** guests listed above introduced themselves.
- III. Approval of Minutes:** Minutes from the June 19, 2007 Board meeting were approved as corrected. (Starr/Loyster)
- IV. Additions to the agenda:** none
- V. Old Business**

**a. Standing Items on the Agenda**

**i. Reports from Committee Liaisons:**

Circulation Committee meet on July 12 and approved the new form for handling damaged items, discussed new ways to deal with receipt printers, discussed Goals and their Action Plan for 2007/2008.

**ii. System Administrator's Report:**

The Board discussed the two additional databases available from Syndetics, including a Spanish database for \$875 and a video and music database for \$1055. It was moved and seconded by Brenner/Mazzolini that we add these two additional databases to our Syndetics subscription and that Deb would bill each of us our "fair share" based on the dues formula. This motion passed.

Deb reported to the Board that SEIU 949 settled their contract with the County and its members are receiving a 4.5% COLA. While Deb only anticipated a 3% COLA, since Beth is leaving and was at step 5 while the new person is at step 3, she thinks there will be enough in the budget to cover these additional costs.

Deb talked about the web slowness, and said she continues to investigate it. She believes it is a network issue and will be in touch with Scott McKown to investigate. She has also reported this to Innovative.

- iii. **Correspondence:** Deb received a letter from our Auditor who reports that the most recent quality review was done in 2004 and the next one is due and will be done in 2007.
- iv. **Items of interest from the minutes:** none.

**b. Discussion with Dominican University Staff re: Partnership**

Cal Kurzman introduced the discussion by giving a brief overview of how Dominican College of years ago has really changed from being a small liberal arts girl's college run by Dominican Sisters into a University with both a graduate and undergraduate program with 2000+ students, 40% student body diversity, no longer run by the Dominican Sisters. Dominican University is an independent university with a Catholic heritage. They are financially well off, have a faculty retention rate of 91%, high morale, and have a vision to become an integral part of the Marin Community. Strengths in their curriculum include an outstanding nursing program, an outstanding Education program, a growing science (biomedical) program with an emphasis on stem cell and breast cancer research, a developing Green MBA program, a master's in clinical psychology, all with a basic liberal arts core foundation. The next growth area is Environmental Studies.

Gary talked about the library, which has 100,000 volumes, and is an extremely current collection. He passed out a WorldCat Collection Analysis that showed there is only 16% overlap in the MARINet and Dominican Library collections, with 83.16% of Dominican titles being unique. Dominican subscribes to 400 current print journals and have access to 3300 journal titles through databases, which are available to our customers through access at the Dominican University (but not, of course, online, due to contract issues). All of their collection circulates, with the exception of reference and rare books. They have plans to start digitizing their rare books. They do not have a very high circulation of their collection (8%). They currently loan for 4 weeks, but would be willing to

switch to a 3 week loan. They do allow faculty longer loans, but this would not extend to MARINet owned materials.

Amy talked about their current reference services, which is not that busy. Their staff would be willing to email journal articles on request to our reference librarians. They have 5 fulltime librarians who work the reference desk and also teach bibliographic instruction and information literacy classes (which are a required 1 unit course).

Gary handed out a one page summary of Advantages to MARINet and Advantages to Dominican for a partnership arranging bringing Dominican University Library into MARINet. It was clarified that the existing JPA has provision for MARINet providing contract services to any public agency or private entity which provides library or information services. Terms of such a contract shall be determined by unanimous vote of the Governing Board. Copies of the relevant pages from the JPA were passed out to Board members.

Gary indicated that he would like to either join MARINet or separate from College of Marin and create an independent Innovative system within the current fiscal year.

The Board members each expressed their concerns and asked questions, which included a discussion of the workload impact on MARINet, the participation in our committee structure on the part of Dominican staff, the differences of joining LINK+ versus MARINet, and the need to have a small group approach Marin Community Foundation soon to see if our idea of a supporting grant for this is feasible. David will follow up and create a small task force to approach MCF about this idea. Mary Richardson, the only remaining original member, agreed to assist in this effort, if time permitted.

- c. **LINK+:** Deb reported that Innovative is working on a cost proposal for us, but unfortunately, this has not arrived in time for our Board meeting. Deb did provide our Supersearch costs to Innovative, upon their request. These costs are just under \$20,000 per year. We will keep this item on the agenda for further discussion once we have a cost quote from Innovative.

**d. Graphic Self-Check:**

Bel-Tib is interested in 3, but not right away; they are discussing, as a staff, the idea of stopping having a security system in place, keeping the gates, and converting to all graphic self-check.

MCFL is interested in 2 this fiscal year, for Bolinas and Point Reyes Station in West Marin, where there is no security in place;

they are further replacing 4 old 3M self check machines this fiscal year (2 at Civic Center and 2 at Fairfax).

Sausalito said they did not have any plans for graphic self check in the next 6 months.

Larkspur was not sure of their plans, they need a free electrical plug first!

San Anselmo said they would like one, but it would be in the next fiscal year (2008/2009) due to finances.

San Rafael said they might be interested in 2 this fiscal year.

It was decided that MARINet will purchase the first license when one of the libraries who want to go this year are ready.

- e. **Eliminate \$.50 request fee:** David got his City Council to approve a fee of \$0 - .50 depending on MARINet policy. Anji would like to have the fee waived, and will have to take this to her City Council for approval. Mill Valley would want a re-stocking fee and a hold limit. Debbie agrees with Anji, might want a re-stocking fee, and would need her Board to approve, which she thinks would not be a problem. Mary would have to take such a fee reduction to her City Council, her Board is in favor of this. Frances reported that her fee schedule had been recently approved, but changes could be made mid-year; her advisory Board is in favor of things that standardize policies. She would want a re-stocking fee, which they currently have for hold items not picked up. Carol reported that the Branch Managers were in favor of the elimination of the hold fee but the circulation staff was not, citing workload and shelve space issues. Carol would have to take her Fee Structure to the Board of Supervisors for approval, which is a lengthy process (2 months, as it's an Ordinance which requires two readings and a public hearing). Sara said her governing Board was fine with elimination; her issue is with customers who only will take part of the holds on the hold shelf for them because of due dates, and she plans to change her policy to tell customers they must take everything on the hold shelf once they come in for anything.

Carol asked that we table further action on this item for one more month to give her a chance to finalize a consensus from MCFL.

- f. **Committee Structure Survey:** David handed out a summary of the responses to the committee survey he had conducted earlier. He noted that among those who responded, everyone wanted every library to be represented on each committee. People saw a lot of value in the Bibliographic Standards Committee. In regards to frequency of meetings,

the responses were all over the map, from monthly to annual! Deb talked about how the SNAP system was organized and worked. SNAP has a Board of Directors monthly meeting, and then a monthly Operations Meeting, with each jurisdiction sending a representative, who had authority to represent their library, responsibility to disseminate the information to their library staff, and the authority to vote on procedural matters at the committee meetings. The Board wondered how other similar sized consortium were structured and agreed to do some investigation. Debbie, Anji and David will look into how other consortiums organize themselves. It was suggested that we look at Black Gold, the Sonoma/Mendicino/Lake consortium and perhaps others.

- g. Access to Assessor's Property Database:** David had lunch with Dave Hill, but the end result was that Dave gave David the same unsuitable access that we had previously received, so no real progress was made. David now would like to investigate the idea that we could access the information non-MCFL libraries need through Marin Map. Note: MCFL is able to access the whole Assessor's database, through a county staff MINE access that Dave Hill is unwilling to give to other jurisdictions.

## **VI. New Business**

- a. Appoint County as Fiscal Agent:** postponed to next month.
- b. Discuss Committee accomplishment reports:** the Board went over the written Committee Accomplishments as submitted by the Chairs and were very pleased with all the accomplishments in the last fiscal year. Board liaisons were asked to thank each committee for their hard work.
- c. Monthly database statistics:** Mary requested that these be produced quarterly instead of monthly and the rest of the Board agreed.
- d. DVDs change hold policy on new materials:** in an effort to find a workable compromise, Mary suggested that all jurisdictions make their new DVDs non-hold-able for 6 months, giving local residents a chance to see all the hot new titles, and then when 6 months is passed, allow holds. After some discussion, it was decided that this would not work for many libraries, some who did not want to make DVDs non-hold-able, and some who did not want to allow holds on old DVDs. Debbie pointed out that 52-58% of their DVDs go out to non-Bel-Tib residents. Carol reported that the County Library is putting additional money into DVDs this year, including an amount to purchase DVDs in the catalog which are not hold-able.
- e. Develop a list of products to study this FY:** postponed to next month.

**f. Plan for an email campaign:** postponed to next month.

## **VII. Announcements**

Sara mentioned that they had a nice article in the *Pacific Sun* that mentioned they had fund-raised \$51,000 this year so far.

Carol announced that MCFL hired Margaret Mitchell from Larkspur Library as our new Library Technical Assistant at Technical Services; that we have 3 empty Librarian I positions (one new vacancy due to the announced retirement of Sylvia Harris), with interviews next week; and that we are currently recruiting for Library Assistant II's with recruitment closed next Wednesday (we have 3 openings).

David reported that they are well into their construction on the old library, with 2 windows boarded up. The San Rafael Public Library will be closed Aug. 6 – 18, as announced already on MUD. David also reported that he is one of two government appointments to the new Community Media Board for the MTA (Anne Montgomery, former Library Director of Mill Valley and currently Mill Valley City Manager is the other government appointment).

The meeting adjourned at 12:30 pm. A Good-bye potluck luncheon for Beth Thoms followed the Board Meeting.

Respectfully submitted,  
Carol Starr