

**Minutes of the MARINet Board of Directors Meeting  
Thursday, May 15th, 2008  
6 Hamilton Landing, Suite 14C, Staff Room**

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

**Also Present: 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)

**I. Public Comment Period** – No public present

**II. Introduction of any guests** – No guests

**III. Approval of Minutes** - Minutes from the April 24<sup>th</sup> 2008 meeting were approved (Loyster/Mazzolini).

**IV. Issues for Future Agenda**

The Board identified the following agenda items:

- Library Online/Print Management – Gail Hair
- III's new product – "My List" - **Anji asked Deb to investigate**
- RSS Feed - Anji
- Resource Sharing Convocation – Sara was absent and wanted an update.

**V. Old Business**

**A. Shelf-check notices – are they necessary?**

The Board discussed whether or not to eliminate this standard procedure. Several Board members reported their staff felt it was an important task, while others, Mill Valley, County, Larkspur, & Sausalito, asked Deb to stop sending shelf-check notices. Deb commented on the work load for MARINet and on the process involved in eliminating it. She reported that there is work involved continuing to produce the notices for libraries that do not plan to use them. She felt the work it would take to eliminate the

notice would be offset in the future by time and paper saved in not producing them.

**B. Joint Cities/County All Staff meeting on October 31<sup>st</sup>**

The Board discussed the idea of having another staff-wide workshop on the 5<sup>th</sup> Friday on October, but suggested that it be only a half-day event, They discussed funding and program ideas. **Gail and Sara agreed to be on the taskforce to organize this event** and will present a draft of their plan (venue, food, publicity, cost-sharing formula, etc.) sometime soon.

**C. Discussion and possible decision on new products**

The Board discussed the top products and **made a motion (Mazzolini/Haar) to purchase and implement them as soon as possible**, regardless of whether or not they can secure grant funding from The Marin Community Foundation. The Board would be able to identify other products if MCF agreed to provide funding for a new consortium product.

The top products were “*AquaBrowser*” (a search and discovery platform); “*360 Search*” (a federated search service); and “*RSS FeedBuilder*” (allows MARINet to send RSS feeds to patron who subscribe to them). Mary suggested that the Board start thinking about forming a Public Services Taskforce to support the implementation of these new products.

Deb commented on implementation issues and whether or not they could all be implemented before Phil Youngholm leaves MARINet. The Board discussed costs and **asked Deb investigate and report back to the Board on the timeframe for implementing AquaBrowser They also asked Deb to investigate and report back on the costs for Innovative’s Circa product.**

**D. Report on Dominican taskforce progress**

David reported that the taskforce is moving along and is finalizing a 3<sup>rd</sup> draft which **he will present at the June Board meeting**. Sara asked about buy-in costs and David commented that the flat rate for buy-in would be \$50,000. The Board recommended that Dominican’s buy-in fees go into the reserve fund. Sara recommended that the contract should include language to allow for some “wiggle room” on the buy-in fee if other, smaller agencies were to join in the future.

**VII. New Business**

**A. Internal MARINet Communication**

Gail reported that she is still waiting to hear from County Council on Brown Act requirements for the new committee structure.

**B. Bad Email Address in database**

Anji asked Deb for clarification on how MARINet processes email addresses that bounce back. She was concerned that the high bounced email percentage Mill Valley experienced was true for all notices that MARINet sends. Deb reported that only about 1% of all emailed notices bounced. She explained the process on how staff actively monitors bad email addresses.

### **C. Finalize MARINet system goals**

The Board reviewed and finalized their goals for FY 2008-09. Deb recommended that dates be added next to the goals once she hears back from the vendors. The goals are:

1. Implement chosen catalog improvements quickly according to a pre-set timeline.
2. Establish a process for making nimble decisions by September 1<sup>st</sup>  
Develop specific objectives for our future goals
3. Complete the evaluation process of Dominican University's request to become a partner and make a decision by the end of FY 2008-09.
4. Reassess MARINet staffing needs by September 1<sup>st</sup>.
5. Study available ILS vendors including "Open Source" with an eye toward improving resource sharing.

### **D. Set Committee Goals for FY 08/09**

Mary provided several goals for the Circulation Committee and Anji added a goal related to procedures for processing Visitor Cards. Next years goals include:

1. Look for more ways to standardize procedures by looking at inconsistent practices and reviewing the procedures manual
2. Make recommendations on implementing green practices and find ways to use less paper, ink, energy, etc.
3. Update procedures for handling MARINet server problems on evenings and weekends.
4. Identify current practices for processing visitor library cards and standardize procedures if possible.

**Anji will discuss possible goals with the Bib Standards committee and bring suggestions to the June meeting.**

#### **E. Budget resolutions**

The Board made a motion (Loyster/Richardson) to do the following:

1. Transfer of FY 07/08 sinking fund contribution
2. Alter FY 08/09 operating budget total to include interest transferred from sinking fund as revenue.

#### **F. Set FY 08/09 meeting place rotation**

The Board agreed that all meetings for the odd number months will be at the MARINet Staff room at Hamilton and the meetings on the even months are as follows:

June – Bel-Tib  
August – LRK  
October – SAU  
December-SAN  
February- MVY  
April- SRF

### **VIII. Standing items for Agenda**

#### **A. Reports from Committee Liaisons**

***Bib Standards:*** Anji reported the committee has not yet identified their goals but will be meeting next week to discuss them. They are a very self-directed committee and by the end of June, they will be submitting a progress report on their 2007-08 goals.

***Circ Standards met May 8:*** Mary already reported on the goals

**B. System Administrator's Report:** The Board discussed a number of issues related to Release 2007:

- PC requirements
- Sausalito is waiting to July 1<sup>st</sup> to get new PCs
- Training plans for the new release
- Innovative has announced plans to remove circulation functionality from the telnet menus when we load release 2007. This causes compatibility issues with the SuperSearch product. The Board was very concerned that Innovative was taking away the telnet circulation functionality and asked Deb to talk with Innovative about their future plans to implement NCIP which would restore compatibility with the Dynix product. The Board decided to delay implementation of Rel 2007 for 6 months as they would need to give NBCLS notice that they will be pulling out of SuperSearch.

Mary asked Deb about the recruitment process and timeframe for Phil Youngholm's replacement. **Debbie Mazzolini agreed to send David some consultant names.**

**Deb asked the Board to review the listings for their staff on the staff directory on Thurston and to send changes to MARINet.**

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

**VIV. Announcements**

CTY – The County is recruiting for a branch manager for the West Marin branches. Gail also commented that the County will not be going on the 2008 ballot.

MVY- Allen Testa and Donna Johnson are retiring. Anji also commented on budget cuts for next fiscal year.

SAN – Sara announced her Council was supportive of a library sales tax  
LRK – Frances commented that she has requested funding for a Library Assistant II position (vacant since 2004)

SAU – Sausalito is facing budget cuts to their book budget and may have to cut library hours on Sunday.

BEL-TIB – Debbie commented that her library is also looking at budget cuts for next fiscal year.

SRF – The library's air conditioning is working. SRF is looking at a status quo budget for next fiscal year.

The meeting was adjourned at 12:20. The next meeting is scheduled for June 19<sup>th</sup> at Belvedere Tiburon Library.

Respectfully submitted,  
Frances Gordon