

MARINet Board Minutes
Meeting September 18m, 2008
MARINet, 6 Hamilton Landing, Suite 140C, Staff Room
9:30 a.m - 12:30 p.m.

Board Members Present:

Frances Gordon, Chair	Larkspur Library
David Dodd,	San Rafael Library
Mary Richardson	Sausalito Library
Gail Haar	Marin County Library
Sara Loyster	San Anselmo Library
Anji Brenner	Mill Valley Library
Deborah Mazzolini	Belvedere-Tiburon Library

Also Present: Deborah Moehrke, MARINet System Administrator; Kristen Clark, Mill Valley, Chair of the Bibliographic Standards Committee; Jason Duran, Belvedere-Tiburon, Chair of the Circulation Standards Committee.

- I. Public Comment Period - none
- II. Introduction of any guests – no guests present
- III. Approval of Minutes
Approval of Minutes from August 21, 2008 Board meeting with one correction.
- IV. Issues for future agenda - None discussed
- V. New Business.
 - A. Meeting with the Chairs of the MARINET committees
Deb Moehrke gave the two Committee Chairs their official MARINet mugs and introductions were made.
 1. MARINet 2008 overview
Board Chair Frances Gordon summarized the responsibilities of the Committee chairs, including following the Brown Act by posting the agenda, taking minutes, and conducting meeting business as stipulated under the Act. Agenda's should be posted 72 hours in advance at both Mill Valley and the Civic Center and minutes should be completed in a timely manner and any changes to the minutes should be done at the regular committee meetings. Each committee chair should have received the Committee's archival binder from the previous Chair and should keep it up-to-date with agendas, minutes, and other relevant information. The Committee Chairs communicate to the Board of Directors through the assigned Board liaison and formal requests for policy changes or budgetary requirements should be submitted to the Board on the Request for Action form.
 2. Budget Calendar Overview –Mary Richardson reviewed the annual MARINet calendar on a month-by-month basis. All budget requests to the Board should be submitted in December as the budget is prepared in January and adopted in March of each year. Goals for committees for the next fiscal year are adopted in May. A written year-end report of the current year's accomplishments is submitted to the Board in June.
 3. Committees

- a. Committee responsibilities and structure: see A.1 above.
- b. Review request for Action form: Frances Gordon gave a brief overview of the form.
- c. Presentation of plans for achieving 08/09 goals

Kristen Clark, Chair, Bibliographic Standards Committee, distributed and reviewed the Committee's 2008-2009 Goals and Action Plan (attached.) Goals include cleaning up and synchronizing item call numbers, supporting the implementation of AquaBrowser by addressing data inconsistencies, and improving the overall quality of bib records, especially the old autographic and CLSI records. Kristin informed the Board that there are approximately 37,000 records that would need to be improved, some in small details and others with complete cataloging. Gail Haar surmised that many of these items may no longer be on the shelf and that they should be searched for before they are updated. David Dodd suggested that this work could be outsourced to OCLC. Deb will investigate the possibility with OCLC and get a quote.

Jason Duran, Chair, Circulation Standards Committee, distributed and reviewed the committee's goals for 2008-2009. Goals include looking at inconsistent practices and the possibility of standardizing procedures, reviewing the MARINet procedures manual, implementing green practices, updating procedures for handling MARINet server problems on weekends and evenings, and identifying current practices for processing visitor cards. The Boards further discussed the types of user cards available. In addition to the visitor cards, there are outreach/institutional cards, Internet only and e-cards. The Board suggested that the procedures associated with each type of card should be reviewed and standardized.

David Dodd suggested that the committees think in the long term and keep in mind the possibility of system development, including the open source ILS system opportunity. Gail Haar pointed out that moving to an ILS system is years down the road.

VI. Old Business

A. Plans for Publicity for 360Search

After discussion, the Board decided to hold publicity for 360Search until AquaBrowser is ready for public use and publicize both services at that time.

B. Report on meeting with Overdrive and possible contract

The CALIFA overdrive contract expires at the end of September. Overdrive is in negotiations with MARINet and other area Overdrive customers to develop a contract. It is anticipated that this will take up to four months to finalize and that costs will remain the same. In the meantime, Overdrive will remain functional. Deb Moehrke distributed the ebook stats for the past year. The usage has doubled in that time period.

C. MARINet office workflow study update

1. Consultant update

The response of one consultant to the request for a proposal for doing a MARINet work audit and staffing skills and needs assessment was that it couldn't be thoroughly accomplished within the Board's suggested budget range of \$5,000. Other consultants have been contacted regarding the project. After discussion, it was decided that **a subcommittee would meet to draft a formal request for proposal that defines the assessment, the priorities, and the expectations. The subcommittee members are Deb Moehrke, Gail Haar, Anji Brenner, and Deborah Mazzolini.** Deb informed the Board that Phil Youngholm will be leaving at the end of the year. She is meeting with him to document his work, contacts, filing system, etc. **Since it will most probably be several months after Phil retires before a replacement is hired, the Board agreed that no new projects or other work load increases should be**

considered until full staffing is in place. Deb also informed the Board that there is money in the contingency fund that could be used for a consultant.

2. Outsourcing server support

One of the responsibilities that Phil has is maintaining the MARINet servers. **The Board agreed that Deb should discuss outsourcing the server support to the Marin County Library's technology staff. Deb will look into the details and costs.**

D. Dominican contract update

New language has been folded into the contract but no further action has been taken.

E. Liability insurance update

No new quote for liability insurance has yet been received.

VII. New Business, continued

B. Ecommerce module for III Express lane self-check

There is a new III Ecommerce module and an Ecommerce swipe. The cost is \$10,000. With this module, which works with III's graphical self-check system, would allow patrons to pay fines and fees by credit card at a self-check station. Mill Valley is very interested in moving in this direction and in general, the Board agreed. Deb Moehrke also told the Board that there is API software available that could connect a cash register to the system and automatically update a patron's record. **Deb will look into whether the new Ecommerce module will work with the current self-checks in use in MARINet libraries and report back to Board at the October meeting.**

C. Process for maintaining database collections

After discussion, the **Board recommended forming a task force to take this on when needed.**

VIII. Standing Items for the Agenda

A. Reports from Committee Liaisons – No committees met

B. System Administrator's Report

Deb Moehrke reviewed the report and commented that III is working on an Ecommerce patch that should correct the problem with any incorrect charges to a patron. She would like to put a note on the page that tells the patron to only press the button once, but that may not be possible.

C. Correspondence

There was one very positive survey that Deb brought to the Board's attention. The patron expressed, in glowing terms, their experience with the MARINet system and services.

IX. Announcements

Deborah Mazzolini said that Belvedere-Tiburon is forming a New Yorker Magazine Reader's Club. Mary Richardson, Sausalito, has an opening for a Library Assistant II and the response to the job announcement has been successful. Sara Loyster said that San Anselmo is thinking about going out to the voters for a parcel tax in 2009. Gail Haar, County, announced they have hired Bonny White for the Librarian II position in West Marin; they have also purchased the Floating Collection module from III, and will begin floating their audio book collection in December; Anji Brenner said that Mill Valley purchased a new health database, Natural Standards, that is superb. Also, Mill Valley, Belvedere-Tiburon, and Sausalito are hoping to expand their museum pass program. Frances Gordon announced that Larkspur is recruiting for a Library Assistant II.