MARINet Board Meeting
Minutes
Meeting May 21, 2009
6 Hamilton Landing, Suite 140C, Staff room
9:30 a.m. - 12:30 p.m.

<u>Present</u>: Brenner (Mill Valley), Gordon (Larkspur), Haar (MCFL), Loyster (San Anselmo), Mazzolini (Belvedere-Tiburon), Richardson (Sausalito), Moehrke (MARINet)

I. Public Comment Period- No public in attendance

II. Introduction of any guests-Sheila Lichtblau-represents MARINet and MCFL at the County Counsel's Office

III. Approval of Minutes
>   Minutes of the April 16, 2009 meeting -*DM/SL/U with corrections*.

IV. Issues for future agenda
- Revisit committee structure in June
- Feedback on fines amnesty week
- Consider starting meetings @ 9:00am instead of 9:30am

V. Old Business.

A. Brown Act update – Discussion with Sheila Lichtblau
- Task force groups (composed of non-Board members or less than a quorum of Board members) are *not* subject to the Brown Act.
- As long as the Board is not taking a formal action to create the committee, it is *not* subject to the Brown Act.
- The MARINet Board is subject to the Brown Act.
- The Executive Committee (County Librarian, Board Chair, Vice Chair ,and System Administrator) is *not* subject to the Brown Act.
- Emails- can send to less than a quorum of the Board.
- Emails-cannot send emails to develop a collective concurrence.
- Emails- Can send informational emails individually and reply individually or, put note at bottom "do not reply all"
- Emails-Ok for System Administrator to email Board informational request and have the Board reply to her. But, if the System Administrator sends the collected information back to the entire Board it must be noted that it will be added to the agenda of the next Board meeting since the Board cannot form a collective concurrence until then.
- Ms. Lichtblau will find out and let the Board know records retention policies for email and hard copies of documents..

B. Dominican update
- At the end of April Dodd sent out final draft to Moehrke and Richardson. Moehrke noted some of the costs needed to be corrected and Richardson said it would be useful to have an executive summary. The Board concurred. Moehrke tell Dodd/Dominican.

C. Base level of services task force report (Debbie, Mary)
- Carry over to the July meeting

D. Database task force
- By the June Board meeting each jurisdiction will let the task force chair (Garrett from Bel-Tib) know which (if any) databases they will no longer subscribe to in the upcoming fiscal year. The task force will then update the page titled "Databases owned by MARINet Libraries by Database" and send it to Moehrke.
- The Databases Task Force will research and recommend online alternatives (if any) to World Book Encyclopedia and the Spanish language Encyclopedia and send the recommendation to Deb for the Board to discuss at their June meeting. *(B/H-U)*.

E. Tabled from April: Board liaisons report on committee goal progress
- Committee Progress reports

Circ Standards-
No progress reported. **The committee said (see below for their written report) 1) Can't think of any more procedures that can be standardized. 2) Already doing what they can to be more Green 3) No one template that fits all libraries when it comes to dealing with system problems. (Board thinks procedures should be shared anyway so that libraries can use them to update/improve their library's procedures) 4)Visitor's card-local practices vary (Board thinks they should still document the various practices).**
Written goals progress report from Circ Standards Committee:
GOAL #1 Ways to standardize procedures by looking at inconsistent practices and reviewing the procedures manual:
The committee seems to have dealt with all the issues that can be changed and that have MARINet-wide impact. Many policy and procedural differences have already been normalized due to requirements imposed by the ILS (e.g. title paging, item limits). One thing that has been stressed in committee is the importance of making patrons aware that differences may exist from library to library. This appears to much less of a problem for patrons than it once may have been. Some of the more restrictive limits (such as no holds on Bel-Tib DVDs) have already been eliminated.

GOAL #2 Recommendations on implementing green practices and find ways to use less paper, ink, energy, etc.:

I have collected all of the recommendations so far. Most libraries reported measures they have already taken to reduce paper use. These recommendations and practices will be rolled into a document and presented to the Board.

Circ departments are still very much dependent on paper for common procedures such as printing hold slips, checkout lists, and paging lists. We currently use email for in-transits notices and Deb is looking into eliminating paper billing notices. Unfortunately, the email option in circ that allows staff to email checkout lists to patrons is not flexible enough for staff to be able to do it on-the-fly (They would need to change the printer settings in Millennium every time they needed to switch from email to paper slips and vice versa). MARINet could submit this to Innovative as a potential enhancement as it would reduce our use of paper considerably.

The thermal printers in use at many circ desks and with many selfcheck machines use paper that is non-recyclable. It is essentially fax paper. However thermal printers have the virtue of being both faster and quieter than ribbon-based printers. Also the ribbon-based printers we used before were not capable of printing the holdshelf slips we currently use.

GOAL #3 Determining procedures for handling MARINet server problems on evenings and weekends:

Differences in local infrastructure and reporting structures make it nearly impossible to create a one-size-fits-all set of directions. According to Deb, MARINet outage last year could have been solved by a single phone call to Innovative. All directors, circ managers and tech support personnel are on file at Innovative as contacts for this type of problem Most, if not all circ supervisors seemed to be unaware that they had the authority to call Innovative (I was unaware myself).

Deb also added that last year's outage was a rare thing being the only such outage that has occured during her tenure at MARINet .

There is a phone tree in place for determing how widespread a system outage may be.

I will follow up with Deb and Anthony (the subcommittee) about this.

GOAL #4 Current practices for processing visitor library cards and standardize procedures if possible.

Local practices vary but issuing visitor cards is a rare thing across MARINet. I ran a list which shows that only 23 visitor accounts had been issued from March 08 to March 09. The vast majority of these were issued by the more remote libraries (Stinson, Pt. Reyes, Inverness, Fairfax). I believe only two were issued by city libraries (1 from LRK and 1 from SAU) during that same period.

The committee determined that standardizing procedures was not feasible.

Bib Standards-
Has made progress on all four of their goals. (see below for their report)
Progress report as of May 21, 2009
1. Clean up non-standard item call numbers: e.g. multiple call numbers, mistakes, and obsolete call numbers.
- Deb Moehrke created a list of item records with multiple call numbers. She fixed the records with obvious mistakes. Each library is in the process of fixing their library's records. Many times, this means locating the book and checking the spine label. 834 records remain to be fixed at this time.

2. Synchronize item call numbers with SCAT Table so information can be used for collection development.
- A task force (Deb, Lidia, and Libby) has been created to research and identify the call numbers that are not consistent from library to library.
- Mill Valley Public Library is starting the process of changing their audiovisual call numbers to match the rest of the MARINet libraries. The DVD and Music CD call numbers should be fixed by the end of June.

3. Support implementation of AquaBrowser by addressing data inconsistency issues that will be more visible with the launch of the discovery tool.
- Libby Flynn has been consulting with the AquaBrowser committee.
- The BSC added the format field to any bibliographic records that were missing it.
- Deb Moehrke determined that we did not need to add call numbers to all the item records because AquaBrowser will search item record first then bibliographic record.
- Once AquaBrowser goes public, we will fix any problems that arise in a timely manner.

4. Improve the overall quality of bib records, especially those coded A or C, by importing full OCLC records.
- There were 34,000 bibliographic records with BCODE3=a that had minimal problems. The BSC committee decided not to fix these records since they are mostly complete; a small percentage of the records needed the description field updated.
- We had 3,100 bibliographic records with BCODE3 =c that needed to be fixed. At this time, only 152 remain to be fixed and we expect these will be fixed by the end of June.

      F. Finalize Board Goals FY 09/10
        Rough draft of Board Goals to be finalized at the July meeting:
1. Incorporate Dominican as an affiliate partner.
2. Establish an emerging technologies task force to evaluate and then propose implementation of new products and services such as Airpac.
3. Continue to experiment with and evaluate different operational models including task forces, operations committee, ad hoc committees
4. Increase MARINet shared databases holdings
5. Define basic services, shared services and individual library services to improve the ability for MARINet libraries to grow and still work together.

VI. Standing items for agenda
    A. Reports from Committee Liaisons – no committees have met
    B. System Administrator's Report-There was nothing to add to the written report.
    C. AquaBrowser and 360 project report- *Deb will be sending out a question about 360 authentication for the Directors to decide.* Amy from Mill Valley is working on the design for AquaBrowser.
    D. Correspondence- none

VII. New Business
    A. Budget resolutions- *MR/AB/U for all the below 5 resolutions*
        1. Transfer of funds for staffing study ..*The Board directs the MARINet staff to transfer $12,000 out of the sinking fund into the appropriate line(s) in the MARINet operating budget and to modify the budget to increase the appropriations in Professional Services by $12,000 to cover the cost of the study.*
        2. Corrected resolution to transfer funds for AquaBrowser and its server...*The Board rescinds the previous resolutions passed 7/17/2008 and directs the MARINet staff to transfer $73,813 out of the sinking fund into the appropriate line(s) in the MARINet budget and approves a change in the operating budget to increase the appropriations to the approved budget as follows:*
Increase appropriation to fund...5220900 by $4,500 and fund...5210100 by $69,313.
        3. Transfer FY 08/09 system improvement funds into the sinking fund ...*The Board designates $63,254 to be transferred out of the FY 2008-09 operating budget into the MARINet sinking fund.*
        4. Revised budget to incorporate new regulations for SAP...*The Board approves the revised MARINet budget for FY 2009/10 to incorporate changes required by our fiscal agent, Marin County, related to the handling of funds moving into and out of ....the Sinking Fund. The*

total budget for the Operating Budget is $745,355; the approved budget for the Sinking Fund is -$59,311 as set forth in the MARINet SAP FY 2009/10 rev2 Budget.

   5. Transfer of interest earned into Operating budget...*The Board designates that $18,000 of the interest earned in the Sinking Fund to be transferred out of the MARINet sinking fund into the FY 2007-08 operating budget.*

B. OCLC contract for services
   1. Discuss whether to continue access to WorldCat and California Catalog if no State funding –*GH/MR-U to renew 3 year contract with OCLC for cataloging and ILL access*. The Board will discuss at its next meeting whether or not the group or individual libraries will pay for World Cat access. ***Deb will calculate the cost according to the cost-sharing formula. She will also check to see if some libraries can use their OCLC reimbursement money to pay for WorldCat.***
C. Implementing donation feature of Ecommerce-Deb described a donation feature of Ecommerce where anyone (they don't need a library card) can donate to specific libraries and more specifically to groups like Library Foundations. Paypal takes care of the operation, a list of donors can be sent to the Library and a receipt sent to the donor. Libraries can link from their libraries to this function. The Board encouraged Deb to further explore this feature.
D. Set committee goals for FY 09/10- Carried forward to June/July.

VIV. Announcements -none

Respectfully submitted,
Mary Richardson