

**Minutes of the MARINet Board of Directors Meeting  
Thursday, October 16th, 2008  
Sausalito City Hall, Friend's Book Sale Room, top floor**

**Board Members Present: Frances Gordon, Chair  
David Dodd, San Rafael  
Gail Haar, Marin County Free Libraries  
Anji Brenner, Mill Valley Public Library  
Debbie Mazzolini, Belvedere-Tiburon  
Sara Loyster, San Anselmo  
Mary Richardson, Sausalito**

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

- I. Public Comment Period-** no one from the public was present.
- II. Introduction of any guests-**none
- III. Approval of Minutes (SL/DD)**
- IV. Issues for future agendas-**none
- V. Old Business**
  - a. MARINet office workflow study update**
    - i. Consultant proposals.** Debbie Mazzolini reported on the investigation to hire a consultant for a needs assessment of the MARINet office. She recommended that we move forward quickly with a plan. Two significant considerations are money and time. Mazzolini discussed bids from two consultants: Lori Ayers estimated \$15K and is not available until January. Jeannie Goodrich estimated 12K (though it was thought that would be revised to a higher amount) and is not available until the end of January. Mazzolini made several calls to assess the likelihood of obtaining lower pricing elsewhere, and was told that prices often run much higher for similar work in other environments, in the range of \$20-\$25K.  
  
Mazzolini proposed setting aside at least \$12K for consultant work, okaying temporary contract help, and being very cognizant of Moehrke's current workload. Moehrke reported we have a contingency budget of about

\$32K. The Board discussed the plausibility of modifying Ayer's proposal to reduce the overall cost, and thought there were areas of the proposal that could be tightened up to save time and money. The Board passed a motion to establish a contract to do the said staffing analysis and to give Deb Moehrke the authority to hire temporary help. (DMz/MR)

Moehrke reported on getting server support from the county, that would probably require about 3 hrs./ week. Frances reported on a conversation with Wesley, and the availability of his company to provide consulting assistance as well. Moehrke reported speaking with Dan about assistance for the Library Online and AquaBrowser server and PC support for the office. Board was favorably disposed to using any or all of these options to assist the MARINet office in the ensuing transition.

ii. Temporary backfill via contract hire-addressed above.

- b. **Dominican contract update:** Next step is to figure out whether or not there is funding from the Marin Community Foundation (MCF). Mary spoke with Don Jen and found out that we could make an out of cycle request. Gary is putting together a proposal to MCF and could hear back as early as mid-November but it could very well be later.
- c. **Ecommerce module for Express Lane:** Brenner reported on Mill Valley's plans to purchase two Express Lane self-checks around January 2009. Bel-Tib expressed interest in the product with a time frame in the next calendar year. The Board decided to put the possible purchase of the ecommerce module on the agenda for next month as an action item. Board was interested in total costs and Brenner will share cost information. We already know some costs: \$10K for ecommerce module and \$3200 for each license. Libraries also need to purchase monitors, scanners, and CPUs for each station.
- d. **Federated Search update-** addressed in Systems Administrator Report.
- e. **AquaBrowser Update-**addressed in System's Administrator Report.

## VI. New Business

- a. Reconsideration of 50 cents request fee: Moehrke calculated revenue from request fees for a six month period: \$13K, MCFL, \$1200 Bel-Tib, \$2888 SR, \$1215 SAU, \$2539 MV, \$1155 San Anselmo, \$1890 Larkspur - a little over 24K for everyone. Each library needs to calculate a percentage of \$3742. Board would like this as an action item for next month and discussed what limits we might need for limits on holds if we removed the fee.

## VII. Standing items for agenda

- a. **Gail Haar: Bib Standards Meeting:** Haar reported that the committee talked about their goals including cleaning up records. Moehrke added that there was a long discussion about cleaning up poor quality records and specifically, which poor quality records to clean up first. Moehrke also reported that she had created a list of items that had multiple call numbers and this list has been whittled down to 600+ items. At this point, someone has to look at individual items on the shelf. This is really important because with AquaBrowser, these records will look uglier. **Circ Standards- Sara Loyster:** Loyster reported that the committee talked about their goals and decided to set up sub-committees in December to work on some of the goals. They collectively decided that they would each bring two green ideas to the December meeting. The committee also reported that the receipt paper is not recyclable and will be working on measures to address this. They decided to bring whatever current procedures they use to next meeting. Regarding the goal of visitor cards, they decided to broaden goal to look at all P types and decide if they are being used the way intended and is there a way to standardize. Committee had a question as to whether or not people could check out on an e-card. Deb said it does happen but it is not supposed to- and will require overrides. Circ Supervisors at individual libraries can look at ptype 70 or 71 and if any circulation has happened, this would indicate it has happened.
- b. **System Administrator's Report:** Deb reported difficulty in completing the State Financial report because of anomalies in the SAP data. Gail suggested using the comment field in the State Report to explain discrepancies and asking if we could modify the numbers afterward if necessary. Frances inquired about the Library Online update. As far as Deb knows, Library Online is still scheduled for an update on Oct. 20<sup>th</sup>. There was a discussion of patron abuse of Library Online, which is a more critical issue for libraries with fewer computers.

**Announcements:** David Dodd participates in and reported on the work of the Marin Manager's Association Shared Applications/Technology Subcommittee. David has been attending monthly meetings for approximately two years, volunteering to attend because he felt libraries should be in on the discussion. MARINet has already benefited from David's participation, by having access to Situs. The organization can take advantage of economies of scale. The big focus so far has been emergency preparedness. Gail will talk to Scott about attending these meetings. Jonathan Hirsch has accepted a Librarian II position at Sausalito, vacating 20 hr/week position at San Rafael.

Respectfully submitted,  
Anji Brenner