

**MARINet Board Retreat Minutes**  
**January 20, 2011 9:00 a.m. - 4:00 p.m.**  
**Library, Corinthian Yacht Club**  
**43 Main Street, Tiburon**

Board Members In attendance: Debbie Mazzolini, Chair (Belvedere-Tiburon Anji Brenner (Mill Valley); David Dodd (San Rafael); Frances Gordon (Larkspur); Linda Kenton (San Anselmo);); Gail Haar (Marin County); Mary Richardson (Sausalito); MARINet Staff: Deb Moehrke.

- I. **Public Comment Period** - Mr Bill Hale expressed his concern over the way Millennium's Web OPAC module lists the patron's checked out items. He complained that the checked-out items are listed by date checked out and not by due date, which would be more relevant, so the patron could easily see what's due next and renew them. Mr. Hale mentioned that he contacted the Vendor, Innovative Interface, however, they would not address his issue. He expressed extreme frustration over this non-effective interface and wanted to know what MARINet could do to expedite a change that would remedy the issue. Deb Moehrke mentioned that MARINet was aware of this issue and understood it would be possible in the next release. No time-frame to fix the problem has been confirmed yet.
  
- II. **Introduction of any guests.** Gary Gorka, Executive Director from Dominican University.
  
- III. **Approval of Minutes from December 16, 2010 Board meeting-** the minutes were approved with corrections. **Motion: Gordon / 2<sup>nd</sup> Haar**
  
- IV. **Topics for future agenda:** State Budget Cuts; Should MARINet renew Encore Reporter?
  
- V. **Old Business**
  - A. **Consider policy change on old fines**
    1. **Fines owed on long expired patron records**

Deb handed out a spreadsheet showing the 8 different types of patron fines the system tracks and explained the data. The Board asked many questions to clarify the statistical data. Deb explained the data was broken out by year, so the Board could effectively decide on a cut-off date. The ultimate goal is to clean up the patron database. Deb broke the fine data into 2 groups: Group #1: patrons without replacement fees; and Group #2: patrons with at least one replacement charge. Gail Haar asked Deb if it was possible to break out the data by how many patrons (MCFL) are represented in the fine totals. Anji Brenner asked for more clarity on each column. *Gail asked the group to review data and get back to Deb before the next meeting, so Deb can present the final data for the board to make a decision on specific parameters (i.e. how far back should fines be deleted; the total fines owed; and the type of fine. Deb will email the specific questions that each director will base their decision on. The goal is to clean up the patron database.*

## **2. Fines owed on juvenile cards no young adults**

Deb had no statistics to present. *Each jurisdiction will contact Deb before the next meeting.*

### **B. Adoption of re-draft of membership guideline**

Deb handed out a revised copy. Anji wanted more modification to Guideline #4. Deb recommended that the guidelines be taken out of Dominican's contract so they could move forward. David moved that we remove Appendix C from the Dominican contract. Anji will review the Guidelines document and make new revisions as needed to present to the Board at the next meeting. **Motion: Dodd/ 2<sup>nd</sup> Haar.**

## **VI. New Business**

### **A. Approval of FY 2011/12 Cost sharing formula**

Deb passed the resolution around for all the Directors to sign and approve the MARINet Cost Sharing Formula. **Motion: Richardson/2<sup>nd</sup> Kenton.**

### **B. Presentation of preliminary draft FY10/11 budget**

Deb passed out a preliminary draft budget that needs to be approved before March 15<sup>th</sup>. The budget is higher because of new products (Encore Discovery and Encore Reporter). Deb discussed specific line items of the budget. Costs increase for ongoing databases; new products like Encore Discovery and Encore Reporter; these costs have jacked up the budget. *The Board will vote on this at the February meeting.* The Board asked a number of questions about the budget.

### **C. Impact of Governor's budget proposals**

It was suggested that the Directors keep abreast of the budget issues through the CLA Bulletin updates. Deb passed out a sheet listing the possible revenue losses from the State. The Board discussed the impact of revenue loss on library operations and the MARINet Consortium. David Dodd recommended writing an OP/ED piece. *A motion was made (Motion: Dodd/ Richardson 2<sup>nd</sup>), to have Gail Haar & David Dodd take a stab at writing the piece and present it to the Board at the February meeting.* David recommended meeting with Jared Hoffman. Gail Haar suggested that the focus be on the local implications for Marin Libraries as well.

## **VII. Standing Items for the agenda**

### **A. System Administrator's report**

Debbie Mazzolini asked Deb about the new product Encore Reporter. She expressed her surprise that it did not provide the very basic circulation statistics on Bel-Tib's library materials. Anji Brenner asked about the status of the Scoping Working Group, and added that Mill Valley will provide a staff member to be part of this working group. Debbie reorganized the order of the agenda items to accommodate the early departure of Gary and Anji.

### **B. Correspondence - none**

## **VIII. Announcements – there were none**

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**Afternoon Retreat notes**

**Report from Dominican project Liaison**

David and Gary reported that there has been a meeting w/ Annette Milliron for cost sharing w/ Dominican. The amount is less than expected. Next step: present contract to Provost and Council. Funds are there. In middle of contract negotiations now so necessary to wait.

Issues:

- merge w/ III & who leads
- III time frame and meeting of interested parties
- Once contract is signed, begin right away
- many questions from cataloger. Invite cataloger to bib standards
- scope for Dominican
- charge Dominican for this fiscal year therefore figure out percentage in MARINet
- recalculate next year's cost sharing formula
- aim for mid-summer implementation
- PR process will go into effect

**Basic services task force**

Mary reported that Dan has calculated MARINet work for each library for a set time period. Sheet entitled, "Time spent on individual library issues" was handed out with details about that time Dan has spent assisting libraries.

Recommended to trace for a while and get the same data from Deb.

- Could help direct our resources. Provide uniform support for "X", for example.
- Separate out trends or common issues for training.
- Helps to see what is happening outside of our own libraries.

**Centralize cataloging discussion**

Losing catalogers and not replacing them--mcfll & srpl.

Debbie M. shared a handout from the Minuteman Library Network, MA, detailing how they handle acquisitions and cataloging in a consortium.

Survey indicates coordination of copy cataloging and cleanup of the database

No time constraint. Book in hand to catalog. How does that work. Item level call number.

Original cataloging especially for local history-- time issue--cataloging local history items.

Project based method?

Ask bib standards --we're losing 3 key catalogers--what are the issues you see and how to address cataloging in the future. Invite John from Dominican and Jamie from MCFL to our February meeting.

*Action item: Move this item to the next agenda and invite guests.*

**Budget stability**

2 handouts

Deb led an explanation and discussion of discretionary/nondiscretionary funds.

The Board wants a statement to guide us for when we are developing a budget. Talking about this to remove emotion out of budget talks. This is a way to build in increases and not based on yearly budget woes.

Ideas: Tie it to CPI? and not more than 10 percent. Unless new services are added. Debbie and Gail will work on further.

### **Committee Structure Task Force**

Linda and Frances reported that the committee restructuring document has been around for a long time and has gone through various Board members and iterations.

Findings include:

- Bib standards-- no changes
- Circ-happy with changes
- Clearly define difference between committee, task force and working group
- Group Email groups can start now after training
- Etiquette Training is now available so remind your staff to complete it
- Establish discussion groups in two weeks

Respectfully submitted,

Frances Gordon and Linda Kenton