

MARINet Board Retreat Minutes
January 21, 2010 9:00 a.m. – 4:00 p.m.
Conference Room; Mill Valley Library
375 Throckmorton, Mill Valley

In attendance: Anji Brenner (Mill Valley); David Dodd (San Rafael); Frances Gordon (Larkspur); Sara Loyster (San Anselmo); Debbie Mazzolini (Belvedere-Tiburon); Gail Haar (Marin County); Mary Richardson (Sausalito); Deb Moehrke (MARINet).

- I. **Public Comment Period** : no public in attendance
- II. **An opportunity for any citizen to address the MARINet Board on any MARINet matter.** No comment from the public
- III. **Introduction of any guests:** No guests
- IV. **Approval of Minutes from November 19, 2009 Board meeting**
M(Haar)/S(Gordon)/U approved
- V. **Topics for future agenda**
Level of authority of the Database Taskforce
MARINet Training Priorities
- VI. **Old Business**
 - A. **Report on homework help vendor costs**
Moehrke reported she did not have vendor costs for Tutor.com at this time, **but will hopefully have them for the February Board meeting.** Brenner did not have costs for Brainfuse.
 - B. **AquaBrowser update – status of ‘go live’ date -**
Moehrke reported the Task Force is reviewing the digital “PR” kit. She also discussed the issues with Easy Proxy; the complexities of changing over to WAM for remote access and its compatibility with the 360 Search. The Board asked a variety of questions: setting up “P” types from each jurisdiction; giving new URLs to their vendors; MARINet’s time-frame to make this change. Several Board members needed more clarification and planned on meeting with Moehrke. All Board members were in agreement with going live on February 1st. Dodd talked about an upcoming “usability test” to improve patron’s ability to use the new interface.
 - C. **Standing items for agenda**
 1. **Reports from Committee Liaisons** – Circ committee met 12/10 – Committee Liaison, Mazzolini, reported that progress on accomplishing their goals is slow. Bib Standards met 12/3 – BSC Liaison, Dodd was not able to attend the meeting and asked Moehrke to report. She reported they are working on improving the Scat Table to improve statistical reporting and ultimately making things clearer for patrons. She also reported on the catalog problems and how they display in AquaBrowser and how they can be fixed (e.g. children’s comics). Gail Haar asked what the schedule was for this cleanup project and Moehrke reported that it would be ongoing. Chair, Brenner asked BSC Liaison, Dodd, to ask the BSC to provide a bi-monthly update on database cleanup.

2. System Administrator's Report

Moehrke reported that staff was working on completing various projects; finalizing the budget; and investigating new projects. **Brenner recommended that Dan McMahon come to the February Board meeting and talk about training priorities.**

VII. New Business

A. Approval of FY2010/11 Cost sharing formula

Moehrke passed around a Resolution to approve the FY 2010/11 cost-sharing formula. M(Mazzolini)/S(Haar)/U approved

B. Mobile Library product –Boopsie

Moehrke reported on a new library product that provides patrons with access to the library's online catalog and their personal record via mobile technology (Iphone or other smart phones). She commented that 50 libraries are installing it; two of these were given to her as references. The Board asked a variety of questions: the products consortia capabilities; flexibility, suppressing specific features, and compatibility with Open Source.

a) Discount cost for purchase by January 31, 2010 - MARINet would save the setup charge of \$995 if it were to buy it this product before Jan. 31st. Brenner suggested Moehrke ask the vendor for a time extension while the Board considered it. **The Board agreed to empower the Executive Committee to purchase “Boopsie” before Jan. 31st if they were pleased with the answers to the questions the Board had about the produce.** M(Mazzolini)/S(Loyster)/U approved.

C. Default patron PIN

Gail asked Moehrke is using a default PIN (the last 4 digits of the patron's telephone number) would help resolve reported PIN problems. Moehrke commented that it most likely wouldn't. Her investigation showed that the site where PINs default to last four digits of the phone number still have to manually add the PIN for patrons. Since we have such an installed based of freeform PINs this practice would only help newer patrons.

D. Overdrive plans – continue or plan for phase out

Moehrke reported that MARINet should plan for an orderly withdrawal if they are not going to renew their subscription with Overdrive when it expires in April because patrons are still using it. Dodd reported that San Rafael just signed a contract with Overdrive to have their own collection of e-audio books Gail Haar announced that the County is also investigating an individual contract. The Board discussed the possibility of a MARINet-wide contract (not with CALIFA) and commented that library staff would have to make decisions on collection development. Many of the Board members expressed interest in having a MARINet collection. **Moehrke suggested she contact the representative about pricing for a system-wide collection and report back to the Board at the February meeting.** The Board had a number of questions to consider (sharing a platform; focus of the collection – ebook or eaudio; collection development capabilities).

E. Replace switch in room 104

Moehrke reported that this electrical switch was the oldest piece of equipment and was possibly contributing to slowness within the catalog. The price of a new switch would

cost \$4,250. Dodd asked if the mapping of the MARINet Network was ever done. **Moehrke suggested that Dan work on developing a map of the network while working with Dave Cooper to install the new switch.** The Board approved the purchase of a new switch. M(Mazzolini)/S(Dodd)/U approved.

F. Reconsider Link+

Brenner reported that she had recently spoken with Marjorie from (III) and learned there was no longer a moratorium on membership to Link+. The Board suggested that MARINet seek out a consortium price if possible. Moehrke commented that the downside of subscribing to Link+ as a single site was not being able to calculate ILL statistics for Transactional Based Reimbursement.

G. Presentation of preliminary draft FY10/11 budget

Moehrke handed out a preliminary budget and discussed various line items with the Board. Gail suggested Moehrke check with Andrew to see what he was using for staff & benefit cost increases. Dodd asked if MARINet's JPA required making a large contribution to the sinking fund each year. **Brenner suggested that the Board do some research about this and report back at the February meeting.** Moehrke mentioned that the 3% contingency funds could be eliminated.

a. Bibs standards RFA –WebDewey

The BSC submitted a "Request for Action" form asking MARINet to purchase WebDewey, **the electronic version of the Dewey Decimal Classification. After much discussion, the Board agreed to purchase it.** M(Dodd)/S(Richardson)/U approved.

b. Bib Standard RFA- Training funds for RDA

The BSC submitted a "Request for Action" form asking MARINet to fund group training (approximately \$2,200) on the upcoming release of RDA (Resource Description Action). The Board discussed the request and agreed to fund it, with the friendly amendment (Dodd) that if there were a more cost-effective training they would go with the less expensive one. M(Mazzolini)/S(Dodd)/U approved.

Start of Afternoon session

VIII. Retreat Topics (approximately 1 pm)

A. Discussion of the draft Committee Structure Report (see copy of the report)

The Board reviewed the draft Committee Structure Report and expressed the concern that the proposed committee structure might result in more, rather than less, meetings for overworked staff.

They proposed collecting questions from all staff about the draft Committee Structure Report.

They also proposed creating work-flow scenarios to see how issues would be resolved using the proposed new committee structure.

The advantages of an Operations Group, which would include representatives from Circulation, Public Services, Children's, Bibliographic and Technical areas— all of whom could provide across-the-board input to MARINet staff at a single monthly meeting— were discussed.

A concern over the idea of forming interest groups was that they might meet too often or never. There will need to be a mechanism in place for forming new groups and dissolving old groups.

It was decided that taking a look at recent task forces that have been effective and analyzing why they were effective would be helpful.

A final concern was that we not delay on making a decision about Committee Structure since it's a Board goal for this year. Brenner and Richardson will look at this issue again after getting feedback from staff.

The Board agreed that our goals for a new committee structure should include:

1. Creating working groups that are not subject to the Brown Act.
2. Relieving, not adding to, the burdens of the MARINet staff.
3. Less wasted time at meetings for individual library staff members.
4. That the MARINet Board be relieved of the necessity of devising "artificial goals" for standing committees. Instead, working groups would be formed on an as-needed basis to complete specific tasks.
5. The issue of who's in charge and who decides how to move forward on issues needs to be made clear.

B. Discussion of draft Basic Services Report (see copy of the report)

Training is a big issue. If training is available from MARINet, then individual libraries can send staff to training on complicated procedures (i.e. creating complicated reports in Create Lists or using WAM authentication software) and not have to rely on MARINet staff to do those procedures for them.

Individual libraries can also pay MARINet staff to train them on procedures that are unique to their library. The Board asked Moehrke to report back how many times their staff members call her for help, so training can be arranged for these staff members.

Some training will be fee-based and some will be part of routine MARINet training.

It was agreed that Dan McMahon would come to the February Board meeting to discuss training needs.

The main question to be addressed is whether or not our use of MARINet staff time is equitable. There are certain tasks that MARINet staff perform (such as managing the Library Online software) that do not benefit all MARINet libraries (i.e. those that do not use Library Online), yet are paid for by all MARINet libraries.

The Board agreed that we need to create a timeline for equipment upgrades for all MARINet libraries so as not to delay the release of a new version of the III software.

A reasonable formula for shared MARINet database costs is that it not cost the individual library more than they were paying to purchase the database on their own.

Announcements:

LRK – The City Council is recruiting for a new City Manager

Bel-Tib – reported an increase in theft of their DVDs

SRF – facing additional budget constraints

County – Hired a new Electronic Services Librarian; recruiting for a Library Desk

Supervisor; working on a Parcel Tax; evaluating budget cuts

SAN – Collecting signatures for a March ballot (Parcel Tax)

MVY – hired new teen services librarian and held a new “Teens Sprawl” program during finals.

Respectfully submitted,

Frances Gordon, morning session

Sara Loyster, afternoon session