

**MARINet Board Meeting
Minutes**

Meeting July 16, 2009
6 Hamilton Landing, Suite 140C, Staff room
9:00 a.m. - 12:00 p.m.

Board Members Present: **Anji Brenner (MVY), Chair**
 Mary Richardson (SAU)
 Debbie Mazzolini (BEL-TIB)
 Frances Gordon (LRK)
 David Dodd (SRF)
 Gail Haar (MCFL)
 Sara Loyster (SAN)

Also Present: **Deb Moehrke, MARINet System Administrator; Gary Gorka, Exec. Director of Dominican Univ. Library**

I. Public Comment Period

An opportunity for any citizen to address the MARINet Board on any MARINet matter. Please limit statements to 3 minutes.
No public comment.

II. Introduction of any guests. Gary Gorka, Executive Dir. of Dominican University Library was introduced.

III. Approval of Minutes

Approval of Minutes from June 18, 2009 Board meeting. The minutes were approved as submitted. Frances/Gail /Unanimous

IV. Issues for future agenda

- Reinvestigating Open Source Library System — *Deb Moehrke will attend one of the Open Source Workshops and report to the Board at the next meeting;*
- Follow up on the recommendations from the Circulation Committee;
- Revisit limitations of library staff placing holds on popular items & hold limits on specific formats (e.g.: 25% of holds on popular DVDs are staff);
- MARINet running additional statistical reports for State Library Survey. *Frances will contact Deb about this and report back at the next meeting.*
- statistics on electronic resources – Debbie asked if Deb could compile circulation statistics on ebooks & audio ebooks, etc.
- Expired e-card procedures – Deb recommended that a procedure be created
- Technology troubleshooting procedures – Debbie suggested this goal be revisited because most Circ. staff are not responsible for creating these procedures

V. Old Business.

- A. **Update on Personnel Vacancy** – Deb provided an update in her System Administrator’s Report on the status of filling the vacant MARINet position. Deb reported that the HR analyst had submitted a report, along with classification recommendations, to the County’s HR department. It is currently working its way through the approval process. She does not yet know if approval for the position will have to go to the Board of Supervisors, which could extend the recruitment start date to October.
- B. **MyLibrary update** – Deb reported the MyLibrary collection is live and links can be added to the MARINet database page at any time. Deb also made the recommendation to create two separate formats (ebooks and eaudio books). She will be making this recommendation at the next Bibliographic Standards Committee meeting. David Dodd reported a problem with the transfer button being grayed out, so he couldn’t activate the transfer. Anji Brenner reported that her staff identified a wide range of problems, including a transfer problem as well. The Board discussed these issues and ***agreed that staff will conduct more testing and send all identified bugs to Deb by July 31st***. The Board agreed to postpone the release date. David asked if these titles will be retrieved with a 360 Search. Gail made the suggestion to hand this project over to the AquaBrowser Task Force to resolve the issues. ***Deb will contact Diana/Task Force to work with the vendor on resolving issues if needed.***
- C. **Finalize FY 09/10 Board Goals** - Gail suggested a revision to Board goal #3 ***“continue to experiment with and evaluate different operational models including task forces, operations committee, ad hoc committees, and resolve by year end.”*** ***The Board approved the suggested revision.*** David/ Gail/Unanimous.
- 1. Set committee goals** –Board Liaison, Debbie Mazzolini, reported on the **Circulation Standards Committee** meeting (7/9/09) and presented a list of recommended goals - they include: review the MARINet manual for current procedure discrepancies; continue the goal of green practices; customize email notices; identify training needs and perhaps conduct training during the first half hour of committee meetings. Debbie is working with the new chair, Anthony Puga (FAI), on finalizing the committee’s goals. She also announced that Cara Brancoli (MVY) is the new Vice Chair. She commented on why the committee has struggled with some of their goals this past year (technical trouble-shooting on weekends is not done by Circ. Staff; only 2 libraries use a visitor card – she recommended that the goal be expanded to review procedures for other types of library cards such as the e-card and the Internet card. Deb Moehrke confirmed that there does need to be a plan for handling expired e-cards; ***Debbie will rewrite circulation goals and provide the goals at the August Board meeting.*** ***Bibliographic Standards Committee - David reported that he will provide Bibliographic Standards goals at the MARINet August Board meeting.***
- D. **Dominican Application for Affiliate Membership** – Gary Gorka reported that his MCF Grant Application was denied and now he is free to explore other funding options. He was pleased to report his Technology Department has agreed to fund \$50,000 toward Dominican’s membership fee to MARINet. Dominican is more about

community and does not necessarily want to be a “stand-alone” system, however they must consider all options and have prepared a plan A & B.

They are investigating the option of an Open Source System as well. Gary reported that OCLC is coming out with an ILS system that is 75% cheaper than Innovative. The current challenge for Dominican is to come up with the remaining funding. Gary wanted to reaffirm Dominican’s interest in joining MARINet and would make a formal proposal when he has his funding in place. Gail made the suggestion of establishing a payment plan. Gary will make a pitch to the president to get the remainder of the funding. *David Dodd volunteered to accompany Gary.*

Gary mentioned another consortia possibility – the Statewide California Electronic Library Consortium (SCELC), established in 1986 to develop resource-sharing relationships among the libraries of private academic institutions in California. The members use a new product, called “OCLC Navigator,” for their resource sharing (ILL). He stated the software only costs \$5,000 a year. Gary has put “WorldCat Local” on the Dominican Library website. *David Dodd recommended an executive summary be added to the grant, so that it would be more marketable.*

E. Revisit Committee Structure – *David will provide an update on the evaluation of the committee structure at the August Board meeting.*

F. Update on WorldCat / California Catalog – Deb reported that she called OCLC to get answers to the Board's questions about what access patrons would have to our holdings if we did not renew the subscription to WorldCat and/or the California Catalog. She handed out a Q and A sheet. Since the State continued support for the two programs for another year, the discussion was moot, and she extended MARINet’s contract with OCLC for 3 more years. She commented that for MARINet to be able to implement WorldCat local as Dominican has, would require the multi-branch libraries to enter and maintain their holdings at the branch level and that is incompatible with the floating collection recently implemented by MCFL. Deb mentioned that it works better for a single building library.

VI. Standing items for agenda

A. Reports from Committee Liaisons – Circulation met 7/9 -Committee Liaison, Debbie Mazzolini already reported.

B. System Administrator’s Report – The Board had no questions for Deb Moehrke.

C. AquaBrowser and 360 project report – Deb passed out Diana’s monthly AquaBrowser report. Debbie Mazzolini commented Abbott had compiled a list of concerns with the AquaBrowser feature, “My Discovery” (the ability to tag, review and rate all of the library’s materials). She reported staff is very frustrated over all the bugs and Deb mentioned that task force feels that the vendor’s response time has been frustratingly slow. The AquaBrowser Task Force will be meeting Friday, July 17th and will make a recommendation on when this feature will be ready to launch. The Board discussed the issues with this new product. *Deb asked David to announce to the Task Force that they have 60 days to evaluate Syndetics Ice software. The Board asked David to make a brief overview of the AquaBrowser interface at the August Board meeting*

D. Dominican – This agenda item has already been discussed

E. Correspondence – Deb reported that there was no new correspondence, however, there was a previous complaint about MARINet providing an online encyclopedia in Spanish and not in English. The patron felt that it was a violation of her civil rights. *Deb reported that the new Spanish encyclopedia will be loaded soon.*

VII. New Business

A. Meeting Processes for Efficient Meetings – Anji reported the Executive Committee identified procedures to streamline Board meetings, thus reducing the length of meetings and ultimately improving meeting efficiency. The list included the following:

- *minutes should be completed in a timely manner and sent to Deb by the following Thursday;*
- *all action items should be bolded;*
- *Board Liaison Reports should be short and to the point - the liaison should write up a short paragraph, highlighting committee activity and progress and send it to Deb to be included in Board packet;*
- *Directors should review Board documents before meetings.*
- *the Board asked Deb to provide her System Administrator's Report 72 hours before the meeting and to bring any additional updates to the meeting;*
- *round-table discussions should be more efficient – each Director should be able to make their specific comments without interruptions;*
- *add a time limit to each agenda item;*
- *clarify role of the liaisons to provide more structure for both liaison and committees - create a liaison to the Task Force for the year just to ensure Board expectations are clearly communicated – mandatory attendance at all meetings is not required however, checking in regularly would benefit all; create a form that clarifies Task Force purpose – ANJI will draft a form.*

The Board discussed Task Force Liaison recommendations and it was agreed that it will be a case-by-case scenario. *Gail agreed to be the Executive Liaison (point of contact).* Anji reported the Executive Committee now meets the first Thursday of every month via conference call and if the Board has any agenda items of interest, *send them to Anji.*

B. Role of Board Liaison

1. Possible new assignments – The Board discussed the role of the Committee Liaisons. David asked for clarification on the job description for a Board Liaison. Debbie asked to include a discussion on the role of the Board Liaison at the September Board meeting. She felt it would help clarify the purpose of the Board Liaison for the new Committee Chairs. The Board identified key duties of the Board Liaison. *Frances will draft a document of key Liaison responsibilities (help new Chair with agenda planning, running productive meetings and accomplishing goals; Liaison reports on Board's goals and items of interest; writes a summary of committee progress and submits to Deb for board packet; checks in with Committee Chair and Board when Liaison cannot attend meetings).*

C. Appointment fiscal agent for FY 09/10 –Deb passed around a resolution to appoint the County as MARINet's fiscal agent David/Debbie/ Unanimous

D. Review committee reports to Board on FY 08/09 goals – The Board reviewed the Committee Reports from the Circulation Standards Committee and the Bibliographic Standards

Committee. Gail asked Deb if the Circulation Committee members have emailed her the names of staff that are authorized to merge patron records. Deb commented that she has only received emails from some staff. ***Board Liaisons agreed to follow up on committee goals.***

VIV. Announcements

Sausalito – increased ILL fee to \$3.00 (ILL outside Supersearch); The City is funding Sunday hours and they have increased hourly rate for Library Pages.

Belvedere-Tiburon – eliminating some of their online databases.

Marin County Free Libraries – closed the San Geronimo Branch; implementing a floating collection; evaluating options to meet budget cuts.

San Anselmo: status quo budget for FY 2009-10; survey statistics show support of a library tax.

San Rafael – disappointing survey results (didn't get the numbers for a new library facility, but there is support for a new fire & police facility; staff are trying to manage library services amongst cutbacks and other staffing issues;

Larkspur – recruitment in progress for Head of Technical Services; dealing with the challenges of managing increased library usage with limited staffing.

Mill Valley– finished renovations; reported on budget cuts and staffing issues; switching online databases from Tutor.Com to Brain Fuse.

MARINet – reported on WAM table authentication issues and ***Deb will send out an email update on MUD.***

Adjourned at 11:25 David/Sara

The next meeting Board meeting will be held at Larkspur Council Chambers and Sara Loyster will be taking the minutes.