

**Minutes from the MARINet Board of Director's Meeting  
Thursday, February 19, 2004  
Marin County Civic Center, Room 410B**

**Board Members Present:** Sara Loyster, San Anselmo  
Carol Starr, Marin County Free Library  
Cathy Blumberg, Mill Valley  
Mary Richardson, Sausalito  
Deborah Mazzolini, Belvedere-Tiburon  
Frances Gordon, Larkspur  
Vaughn Stratford, San Rafael

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

**I. Public Comment Period: No public present**

**II. Introduction of Guests: None**

**III. Approval of Minutes**

Minutes of January 15, 2004 MARINet Board Meeting approved with corrections.

**IV. Announcements**

**Carol:** The County's "Library Beyond Walls" Library Coordinator resigned and they are currently interviewing several new candidates.

**Frances:** Be on the lookout for a new popular title "Pompeii" that may be bound incorrectly. The content may be a golf book called, "Whose Your Caddy".

**V. Additions to the Agenda:** Under "New Business" add item "D. CALTAC Training"; "E. Deborah Moehrke's Evaluation"; and "F. NBC Annual Fees."

**VI. Old Business**

**A. Standing Items for Agenda**

**1. Reports from Committee Liaisons:**

**a). Cathy Blumberg reported on Public Services Committee:**

The PSC committee is considering whether to drop the default "phrase" search in favor of an "and" search. Also, the display order of fields in the patron record has been changed; the FAQ page has been updated; new MARINet bookmarks have been created; a draft of core competencies for Reference staff using the MARINet shared database sent to the Board; the database task force is working on evaluating Newsbank and Mary asked what the lag time was for articles to be entered into the database. Deb responded that it depended on local paper policy but generally was about two weeks.

**b). Carol Starr reported on the Bib. Standards Committee:**

Catherine Wright is taking 4 months off and Pam Klein will represent SRF at Bib Standards. The committee is still working on the 590 (note field) cleanup. They are also working on evaluating when to add a new title record for items that are already in the database, but packaged differently. The issue is how this affects the holds queue. Carol asked if there were any concerns about members supplying refreshments for their meetings and the group didn't mind having to pay for their own refreshments. She also asked how the committee felt about changing the meeting schedule from 6 meetings to 4 meetings (quarterly) – no problem. The committee is discussing training *Dewey 22 ed.* and asked Deb to investigate MARINet-wide web access as the print edition is expensive.

Sara commented on another Bib Standards issue – “How to deal with open entry items” (specifically, travel books or Nolo editions) versus creating a separate entry for each edition. The Board agreed to tell the committee to standardize practice to help patrons use the catalog.

**c). Sara Loyster reported on Circulation Committee:**

She commented that the committee worked on identifying five inconsistent work practices that could be changed; five practices that could never be changed; and five practices that could possibly be changed. She said the rest of the list would be kept on file for future evaluation. The committee was told about the reduction in the meeting schedule for next year and the group had no concerns with this – they agreed to move their June meeting to July 8<sup>th</sup>. The committee is somewhat behind on finalizing the “Minimum Standards List.” The committee had several bookmark ideas and a taskforce will be working on the design.

**2. System Administrators Report**

Deb Moehrke reported that the Children’s web taskforce has made some progress on redesigning the web interface and sent her their suggestions. Also, the percentage of email noticing has increased and currently 21% of our patrons have an email address; 47% of MARINet notices are sent via email and only 4% of the sent email notices bounce back (it used to be 4.5%). Deb was asked if email could improve service if the email notices were sent more than just once each day. She is investigating this suggestion.

Frances asked Deb if she would be emailing each library about the next Direct Loan period (mid-March), since MARINet will be calculating the numbers this time. Deb commented that she will run the beginning numbers and Phil will run the ending numbers and then send the totals for the two-week period to appropriate person.

**3. Update on Move to Hamilton:**

Deb commented there have been meetings about telephone and data cabling costs. MARINet will pay a share of the \$18,500 quote for doing the cabling. She is still waiting for costs for the actual phone equipment. Phil is in charge of this part of the project. Deb has met with Dexter Shell to discuss furniture needs and moving the existing furniture and equipment. Other issues to be determined include how patron notices will be delivered to the county mailroom. Frances asked if the Board would continue to meet at the Civic Center (Yes). Carol suggested the Board stick to the original plan to finance the Hamilton move from the Sinking fund rather than use the contingency fund as Deb had suggested in her written report. She would like to ensure that MARINet’s budget could continue to be partially funded from contingency to ensure no dues increases if the economy stays depressed. The Board discussed each plan and decided to use the Sinking fund.

**4. Joint Library Trustees and Commissioners Meeting in 2004:**

Carol reported that the group was having their meeting that afternoon to discuss agenda planning. Carol asked Board members for their input as to the best time to hold the meeting and an evening meeting was the unanimous choice. It was agreed upon that Mill Valley or Belvedere Tiburon Library had the best venue for this meeting. Carol commented that she would like to hire Joan Frye Williams as the speaker for a cost of \$1,500.

**5. Budget Issues of Member Libraries:**

**Sausalito:** Mary commented that Sausalito’s library budget will have additional cuts.

**Larkspur:** Frances commented that Larkspur will continue book budget cuts and possible library hours.

**San Anselmo:** Sara reported that San Anselmo will be closing one day a week and that her staff will be having a staff development day to generate cost-saving ideas.

**County:** Carol reported that the County will be using their reserves and will be very conservative with using extra-hire staff.

**San Rafael:** Vaughn reported there will be more cuts to San Rafael’s materials budget and the new Monday closure may switch with a Sunday closure.

**Belvedere-Tiburon:** Debbie discussed ERAF issues and that Bel-tib is being very conservative in their use of extra-hire staff.

**Mill Valley:** Cathy reported that Mill Valley is cutting back on their materials budget and will continue with a 7% budget cut for next fiscal year. Also, they are cutting back on use of part-time staff.

**B. Review Draft of MARINet Goals for FY 2004-2005:**

The Board discussed the MARINet's six goals for next year and made corrections. Goal #4 was changed to read: "Explore Metafind, Webbridge, and/or any other software that will improve service and seek grant(s) as appropriate. Sara moved that the goals be approved with corrections and Debbie seconded the vote.

**C. Discuss Plan to Change Committee Meeting Schedule and any Feedback From Committees?**

Mary confirmed the Board's year-end calendar schedule and commented that by the month of May all committee goals need to be finalized. The Board discussed committee feedback on the reduction of the meeting schedule. Sara suggested that the new committee chairs need to be informed and given ground rules on how to effectively manage the reduced meeting schedule to ensure committee goals are successfully met. Carol asked whether committee schedules needed to be coordinated with each other. Cathy recommended that the Board look at the Director's budget calendar to see what changes might be needed due to the few committee meetings; Deb volunteered to draft a preliminary schedule.

**D. Draft Budget Review:**

1. New projects to be included in the budget – Deb discussed percentage changes in membership dues and is still working on firming up the numbers. There are several outstanding costs (i.e. ongoing phone fees). There is also a new line item created called "Miscellaneous Fee" which breaks out costs paid to the County library (payroll, copier use, etc.). Deb reported that next year's audit may or may not be done by the County Auditor. Deb commented that the March 15<sup>th</sup> deadline for approving the budget was before the March Board meeting and Carol moved to approve the budget by the next meeting, March 18, 2004. Debbie seconded it and the Board agreed. Deb discussed new project cost quotes:

**Edifact:** the cost is in the budget

**Metafind:** costs are not yet available.

**Webbridge:** costs approximately \$17,500, with a 15% ongoing maintenance fee of \$2,600.

**E-commerce:** Approximately \$14,500, including a one-time Verisign setup fee of \$849 per agency if we need more than one Deb reported that she had emailed Jerry Kline about being a development partner with Innovative for this product. She had not yet heard from Innovative.

**Mobile Collections:** not yet developed but a ball park cost would be in the \$10,000 to \$15,000 range.

**D. Draft Budget Review (continued):**

Deb commented that MARINet will be looking at approximately a \$6,000 annual increase (2005-2006) if we implement these new products. The Board discussed fees related to using the E-commerce product and other budget options. Deb asked the Board what products should she include in next year's budget. The Board instructed her to include only Edifact at this time. Deb agreed to email the Board, after speaking with Jerry Klein at III, with more concrete information. Carol suggested that implementing Ecommerce might increase revenue because it would make it easier for the patrons to pay their fines/fees.

**E. Report back on Partners software. Can we access SFPL and Sonoma State?**

Deb reported that the Partners software is up and working on the MARINet test pac. Deb asked the Board to review the testpac and give her feedback. The Board asked Deb to announce this on M.U.D.

## **VII. New Business**

### **A. Revisit when staff patron records are blocked:**

Carol discussed an ongoing staff issue around checkout privileges for staff who abuse the loan rule period. She asked if any other Director's were experiencing this problem. After discussion the Board requested that Deb write up the document for the Board the differences in setting the system to automatically block at a set amount versus using a manual block on a case-by-case basis.

### **B. Review draft of Public Services Staff Core Competencies:**

Mary asked the Board if this list should include basic reference skills and the Board felt that this list refers to core competencies in addition to having professional reference skills. Sara moved to accept the draft and Cathy seconded it. Carol asked how these core competencies would impact Phil's training agenda. Deb responded that Phil intended to tailor future training around these skills. She discussed the need for permanent staff to train the extra hires as they are seldom sent to training. Sara recommended having online tutorials as well.

### **C. Questions and comments about the audit report:**

The Board discussed the audit report. Debbie asked about the auditor's comment on the physical inventory count. Carol asked about the auditor's comments on not posting the MARINet' Board's agenda. Deb responded that the agenda is always posted by the Brown Act deadline. However, the since the January meeting that was not on the website the Auditor commented on that. Carol asked Deb to send a note to the auditors clarifying that agendas are posted within the libraries in addition to the website. Carol also asked about listed revenue for FY 2003. The amount of (141,580) was listed as unfavorable. Deb will evaluate this figure and provide an explanation via email.

### **D. CALTAC Board Training:**

Cathy recommended this workshop as very beneficial for Library Boards. Carol commented that the County's Board members will be taking the March 27<sup>th</sup> workshop and Carol will provide feedback.

### **E. NBC Fee Increase:**

The Board discussed their concerns surrounding project NBC fee increases for FY 2004-2005.

### **F. Deb Moehrke's Evaluation:**

Carol suggested that the evaluation be postponed so that the Board could post and hold a closed session to discuss feedback prior to writing the evaluation. The Board agreed to post the closed session for 9am, at the April meeting.

## **VIII. Adjournment:**

The meeting was adjourned at 12:30 pm.

Next meeting will be March 18, 2004 at 9:30am

Respectfully submitted, Frances Gordon