

# MARINet Board

Draft Minutes: Meeting of December 16, 2010

MARINet Offices, Novato

9:00 a.m. - 12:00 p.m.

In attendance:

**Board members:** Debbie Mazzolini, Chair (Belvedere-Tiburon); Anji Brenner (Mill Valley); David Dodd (San Rafael); Frances Gordon (Larkspur); Gail Haar (Marin County); Linda Kenton (San Anselmo); Mary Richardson (Sausalito)

**Staff:** Deb Moehrke (MARINet), Dan McMahon (MARINet).

I. Public Comment Period: No public comment.

II. Approval of Minutes: Minutes of the October 21, 2010 Board meeting were approved as submitted.

III. Issues for future agenda: Retreat agenda—Moehrke brought up the issues of using or expanding scopes, as well as a project to change the way we print notices. Haar asked that we look at ways of expanding our consortial approach to databases, as part of our budget discussion at the retreat.

IV. Old Business

A. Encore Report overview. Dan McMahon gave a brief overview of the Encore Reporter product, demonstrating the various methods of viewing data compiled by the product.

B. First draft emergency budget change procedure: A draft of the resolution was distributed:

The MARINet Governing Board resolves as follows:

In a situation where there is an emergency that is impacting MARINet's ability to provide services to its members, the Governing Board of MARINet grants the MARINet System Administrator authority, in consultation with the Board's Executive Committee, to make purchases or to contract for services at a cost not to exceed \$35,000 that would address the emergency without a unanimous vote of the Board, provided the following is also true:

1. If the majority of the Executive Committee is not available for consultation, another member of the Board must be included in the discussion and concur.

2. The purchase may not impact local library budgets for the current fiscal year.

The Board also directs the MARINet Administrator to inform the Board in writing of such changes or additions to the budget at the next regular meeting of the Board.

**Moved by Haar and seconded by Kenton, the resolution was approved unanimously.**

V. New Business

A. Consider policy change on old fines

a. Fines owed by long expired patrons

The question was posed whether we should consider removing old fines so that we can delete patron records. Currently, we delete patrons with less than \$10 owed after three years. 19,000 patrons are at issue, whose cards have been expired for at least three years.

It was suggested that this may be an item for the January meeting of the Board.

Considerations include whether to send fines above a certain threshold to collections.

b. Juvenile fines on young adult cards

Consider clearing out fines, or, possibly, consider transferring fines accumulated as children over to the responsible adult's record.

Each jurisdiction should consider its own procedures in terms of tracking this. Also, each jurisdiction will have to decide on the cutoff level for fines.

#### B. Membership guidelines

A draft of proposed “MARINet Membership Guidelines” was distributed. A number of changes were suggested:

Strike language in #8 referring to “standing committees,” and change as follows: “Attend MARINet directors’ meetings and send a representative to the appropriate working groups as well as ad hoc task forces.”

Strike #10 from Exhibit C.

Change #11 as follows, and make it #5 on the list: “Within budget constraints and collection development guidelines, members will purchase one copy for every five “hold” placed by that agency’s patrons on a title.”

Change #12 as follows: “Our philosophy is that decisions are made...”

**A revised version will be brought back to the January meeting for final approval.**

#### C. Encore interface.

a. Discussion of presentation

b. Consider contracting for product

A recommendation from the existing members of the Discovery Catalog Task Force suggested that we could move ahead with Encore, but reconvene the task force to look at discovery catalog options beyond Encore.

Concerns and observations included:

Children’s catalog not part of this product’s features.

The floating collection works better with the III product.

The native interface is all around better than AquaBrowser.

We lose the facet narrowing by number of pages.

We don’t have material type or branch-level scopes, but we could get any number of added scopes for a flat \$2,950 fee. A branch-level scope would obviate the need for double coding, and we could then separate out items unique to each library. (Moehrke’s recommendation.)

Potential integration of database searching—but we have a five-year contract with 360Search.

It would cost \$2,600 per library to add databases into their integrated search in Encore. Moehrke does not recommend the optional hosting service.

A one-year price tag would be higher than the price we get with three-year commitment.

**Motion: Subscribe to Encore Discovery Catalog for three years; 18 months to come from the MARINet sinking fund; 18 months to come as part of subsequent operating budgets. Moved by Haar, seconded by Kenton, passed unanimously.**

**As followup to this item, there will be a “Scoping Task Force.” Moehrke will ask for volunteers, via email containing a charge for the Task Force. This needs to be completed by February.**

#### D. Donation feature of Ecommerce implementation.

These funds would be tracked separately from fines. Each jurisdictions would need to set up a target for its donations. Could be linked from MARINet as well as from individual library home pages. The email regarding each donation would be automatically forwarded to each library, or to its Friends group, or to whomever is targeted for the donations.

This feature is up and running—MARINet libraries should send Moehrke their designees. **Moehrke will send an email asking who should receive the donations, and to whom the email should be sent.**

(Linda Kenton left the meeting at this point.)

VI. Standing items for agenda

A. System Administrator's Report:

1. Online email training designed by Dan McMahon is now working—Directors should go ahead and distribute the link to library staff.
2. Dominican University progress. Dodd should set up a meeting with Annette Milliron and Gary Gorka to discuss NBCLS membership issues.
3. Overdrive Task Force: What, if anything, should MARINet do vis-à-vis Overdrive? We have a quote for cost from Overdrive. The possibility of having a presentation was suggested. Dan McMahon will re-send the email requesting members for the Overdrive Task Force, which would have a March 15 deadline for making a recommendation.

C. Correspondence: None.

VII. Announcements:

Mill Valley will begin a Centennial Celebration in January.

San Rafael is working on a series of recruitments, and is participating in One Book One Marin.

MCFL appointed its Library Commission as its oversight committee for Measure A funds.

The meeting was adjourned at 12 p.m.

Respectfully submitted,

David Dodd