

MARINet Board Minutes

Meeting October 16, 2010

6 Hamilton Landing Suite 140B, Conference Room

Present: Debbie Mazzolini, Belvedere-Tiburon
Anji Brenner, Mill Valley
David Dodd, San Rafael
Gail Haar, Marin County
Linda Kenton, San Anselmo
Mary Richardson, Sausalito
Deb Moehrke, MARINet
Frances Gordon, Larkspur

I. *Public Comment Period* – no public

II. *Welcome San Anselmo librarian and introduction of any guests.*

The Board welcomed Linda Kenton to the Board as the new San Anselmo Librarian and wished her well. Kenton reported that she had an enthusiastic welcome from the community and also that they are doing a survey of the community to assess needs.

III. *Approval of minutes-*

Approved minutes from September 16th Board meeting. (m/s Richardson/Gordon)

IV. *Issues for future agendas:* there is already a backlog of agenda items.

- a. Haar asked when EBSCO subscription expires and Board decided to put database review on the agenda for Feb./Mar.
- b. Wipe out fines when turn legal age, so don't inherit parents' debt.
- c. Procedure for emergency budget changes (November agenda)
- d. Overdrive issues (retreat agenda item)

V. **Old Business**

- a. *Age of "juvenile" patrons:* Moehrke reported that libraries can age cards at different ages – this does not have to be a uniform decision. Practice of MARINet libraries has been aging at age 16. County is going to change the age to 18 because of legal concerns. Discussion from board members indicated different opinions so we are leaving the decision up to individual library. A survey of other libraries shows practice is all over the place. Another related issue is that of fines unpaid by parents moving to responsibility of child when "aged" to adult. Board decided to put this on a future agenda.
- b. *Report on Volume record project:* Moehrke tried to assess issues in this area in response to a Board request. Moehrke indicated that she felt most

libraries were close enough in practice to be able to form a consensus. Most libraries are making decisions based on what they felt would be most convenient for their patrons so a task force could probably be successful. Moehrke estimated that the time this project would take would not be labor intensive. Board asked Moehkre to create a task force to address issues for packaging and labeling conventions for multi-volume DVD sets and to develop recommendations for the Board. She should try to have task force in place by the next meeting. Committee should include representatives from bib standards, public service, and circulation.

- c. *Meeting place and minutes schedule:* Moehrke passed out a document that included the schedule for minute takers and locations through July 2011.
- d. *Update Discovery Catalog working group:* the Board discussed setting up a working group to relook at issues related to a better interface. The committee would look at Aquabrowser, Encore, and other suitable products. Moehkre heard from Marjorie McGlaughlin at Innovative that they are offering very attractive discounts if we sign up before the end of the year. The Board made the decision to set up a demo for a broad audience before Thanksgiving. Moehkre will try to schedule on 11/19 at Bel-Tib.

VI. New Business

- a. *Procedure for emergency budget changes:* Board briefly discussed this issue but tabled it until November to give Moehrke time to draft a policy. A few scenarios discussed: 1) getting Executive Board to make a decision in emergency; 2) to raise the amount that would not require approval; 3) if comes out of MARINet sinking fund and not impacting individual library budget, would not require 100% approval. Recent examples where having a policy would have been helpful: 1) needing to purchase a new server; 2) purchasing a Gale database with a two day deadline. The Board indicated that the policy should distinguish between emergency and urgency issues.
- b. *Establish Overdrive Task Force-* Last year Board discussed whether or not MARINet should renew Overdrive contract. Board wanted to have task force in place to look at the options to help make this year's decision in advance of any deadline. County, Bel-Tib, and San Rafael all will have their own contracts. The Board decided we should have a discussion at the retreat first before we create a committee.
- c. *Topics for Retreat Agenda:*
Basic services, budget approach, committee structure, Dominican, Overdrive, and centralized cataloging practices

- d. *Budget resolution re: Volume records product-* Resolution passed to transfer \$14,500 out of the sinking fund into the operating budget to pay for volume records. (m/s Haar/Richardson),
- e. *Email training tutorial report:* Moehkre reported that Dan McMahon is writing a tutorial for email in preparation for staff moving towards more online work in subgroups. McMahon has developed the form and is now entering questions and answers. It has taken some time to develop the form but this work will most likely be useful for other training.
- f. *Report on Snap Shot day participation*
What worked and what did not- Haar reported that the County got tons of comments from patrons. Dodd reported that San Rafael filled out what information that they could.

VII. Standing items for agenda

- a. *System Administrator Report:* Highlighted from the report: we are waiting for the new version of Encore Reporter before installing. It was anticipated that it would be installed before the end of September but that has not yet happened. Moehkre indicated that we would want to install version 1 if new version is not available soon.
 - i. *Including reports from Bib and circ groups:* Bib standards: talked about volume records. Circ Standards: delighted with new format of being a working group.
- b. *Correspondence-* None

VIII: Announcements:

Larkspur: Gordon said that they had hired Kathy Page for a preliminary report. She also reported on a Foundation successful wine auction. *Sausalito:* Richardson indicated that Sausalito had also hired Kathy Page to do a space-needs assessment which will be completed by December. *San Rafael-* Dodd reported that he presented to City Council and is on track with plans for using Measure A funds. He also reported on recruitment for Pickleweed. *San Anselmo-* Kenton said that the Head of Circulation is retiring next year. *Bel-Tib:* Mazzolini said they are doing a philanthropic business plan (Robert Glaven). *MCFL-* Haar said they are moving toward one service desk at South Novato and also starting a collection of MP3s there.

Meeting adjourned at 10:56.

Respectfully submitted,
Anji Brenner