

MARINet Board Minutes  
Meeting July 15, 2010  
Larkspur Public Library, 2<sup>nd</sup> Floor, City Council Chambers  
9:00am-12:00pm

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

- I. Public Comment Period: None
- II. Introductions: None
- III. Approval of Minutes from June 17 m/s Dodd/Brenner/U
- IV. Issues for future agenda

In future meeting would like to discuss Reserve Fees.  
Move Old Business item E to new business.  
Additions to New Business as urgency issues  
F. August meeting date change  
G. Weeding, collection development  
H. Children's library cards

- V. Old Business
  - A. Question Point 24/7 reference  
MCFL is going ahead. David and Mary will wait to see how it goes. Deb looking into group costs.
  - B. Authorization to vote at Board meetings. Board adopted new form for designating alternates and completed the forms for this fiscal year. Decided to update these forms each year at the July meeting.
  - C. Keeping additional circulation history of item: Based on survey of circulation staff, and after discussion of issues surrounding new capability Board decided to keep practice as it is now.
  - D. Report on using Gmail: Deb reported that Dan found problems with trying to use Gmail to replace MUD. All staff would need a Gmail account in addition to the current work email; bounced messages would have to be monitored, and it doesn't work with MARINet current email system. Discussion around Gmail accounts mixing with personal accounts, and the informality of Gmail. MARINet will switch to Communigate for the listserv, and by doing so could run their own email system in the future if we wanted to take on the support issues.

## VI New Business

- A. Appoint Fiscal Agent for Fiscal Year: Board reappointed MCFL as Fiscal Agent. m/s Dodd/Mazzolini/U
- B. Review Board goals and plan implementation: Board members agreed to apportion work on goals to task forces. Best practices for budgeting will be reviewed by Debbie, Deb and Gail. Committee structure reviewed by Renee and Frances, Basic Services (shared services by individual libraries) reviewed by Mary and Anji, Dominican by David.
- C. Promoting usage of the Discovery Catalog  
David mentioned primary reason for selecting AquaBrowser was the ability to mine the Syndetics data, but the “distinction went away” since Encore can now mine the Content Café data. David reported that the Task force believes that AquaBrowser will not be secure enough to make it the default catalog. Board discussed taking the bright, graphic link off the front web page and replacing it with a lower-key text link and keeping the Discovery Catalog for now as it is still a valuable resource. However, since the version we own will cease to be supported at some point in the future, Board also discussed looking again at other options including Encore. If we subscribe to both Encore and Encore Reporter the price for the package would be discounted. David will submit report including clear criteria with recommendation of task force and Board decision of excepted recommendations.  
m/s Brenner/Gordon/U
- D. Centralizing cataloging functions: Board began a discussion about using centralized cataloging to share cataloging expertise. Debbie will look into other networks to see how this is being done. Board discussed that this would put a designated person in authority control to do original cataloging.
- E. Should MARINet purchase Encore Reporter: Deb gave pricing to MCFL, Mill Valley and Belvedere-Tiburon. MCFL is willing to put in extra money for this year and be the test system. Innovative has been harvesting the data needed by Encore since late July 1 so we’ll have a full FY’s data whenever it is implemented

David suggested Board look at the Encore suite and ask for a new presentation.

Board discussed whether a new task force should be established (exempting current members on the existing task force) to re-look at next generation catalog choices including Encore, [Vufind](#) an open source product recently implemented by MARMOT, a consortium in Colorado, and AquaBrowser’s new hosted solution.

Anji asked for an accelerated timeline for looking costs, saving, etc for Encore reporter.

Gail motioned that MARINet license Encore reporter for all members and pay from sinking fund, if board is satisfied with the product, the second year's costs would be built into the MARINet operating budget. m/s Haar/Brenner/U.

- F. Change date of August meeting – The Board agreed to cancel the August meeting. M/S Gordon/Richardson/ U
- G. Collection Development/Weeding  
Board discussed issues with weeding and MARINet last copy policy/procedure. Deb reminded Board that procedures for offering last copies were developed by the Public Services committee and these are posted on Thurston. Board also discussed other ideas for storing collections, especially those not currently in circulation and low circulating materials. Discussion about using outside resources to scan/digitize collections: i.e. [Internet Archives](#). Anji argued in favor of adding Links+ as a means to add visibility for our materials and asked to have this on a future agenda.
- H. Children's library cards: Board discussed age at which a child becomes an "adult" user. Many library systems use different ages. Parental rights to see children's card information also varies with age in different library systems. According to Gail at issue is whether parents are responsible for fines and lost materials if they did not sign the application. MCFL would like to raise the age for issuing an 'adult' card to 18. Gail and Mary called for questions to ask staff. They will report in September.

## VII Standing items for agenda

- A. Reports from Committees: Anji: Staff report from Circulation Standards committee: Request for task force to meet 5 times a year, use working groups with flexibility. Board moved to dissolve circulation committee m/s Haar/Brenner/U. MARINet will establish a working group whose focus will be to resolve practical circulation issues that arise from the day-to-day work. Names of staff who would be interested in serving on the group should be sent to Deb. Bibliographic committee will be discussed in September.
- B. System Administrator's Report: Deb  
Dan and David Cooper are looking into network issues that may be contributing to speed issues with the server. After making some adjustments, however, speed was still a problem. Dan will send out info to staff about what was fixed. Email/Mud issue is frustrating. MARINet recently switched to Outlook for email and this caused many problems including the fact that the MARINet Users Discussion (MUD) listserv no longer works. The daily email from Innovative with the count of courtesy notices that could not be sent is not always received. There is no discernable pattern about when the statistics will or will not be

delivered. This means statistics tracked about the percentage of notices sent out via email are no longer 100% accurate. Dan is working on this problem.

Anji asked about updated figures on the percentage of patrons who now receive their notices via email when that information is available.

- C. Correspondence: We received a thank you note from Sara Loyster about her retirement lunch and gift from the Board members.

## VIII Announcements

San Rafael: Developing the details plans to restore library services after the successful election. Staff furloughs on 2<sup>nd</sup> Monday of each month will continue as this is a citywide policy.

Bel-Tib: Is holding a Senior Week Tuesday – Friday featuring special programs for seniors. Topics include technology, Aging in place, and health and fitness.

Mill Valley: Is hiring a head of Reference; hope to have someone by October. The Library Foundation is planning a fund raising campaign. Coming Library Centennial celebration will include 50 – 100 special programs throughout the year. They are using art gallery space to highlight local archives and historical photos. They have also added a virtual gallery to their web site. Creative writing for Teens. Mill Valley has a new City Manager.

MCFL: MCFL is looking to hire an Interim children's librarian at Novato. They are also working on developing a path for spending new funds from successful election.

San Anselmo: Sara Loyster retired July 11<sup>th</sup>; a brunch was held in her honor. Renee Hayes interim City Librarian. After the successful election hope to hire additional staff once City Librarian job has been filled.

Larkspur: The Library Board has contracted with Cathy Page to consider using the last piece of property in Larkspur for a new library; Funds are available if they can fast-track development.

Meeting adjourned 11:45

Respectfully Submitted,  
Renée Hayes