

Minutes from the MARINet Board Meeting  
Sausalito Public Library  
September 16, 2010  
9:00am-12:00pm

In attendance: Frances Gordon (Larkspur); David Dodd (San Rafael); Renee Hayes (San Anselmo); Debbie Mazzolini (Belvedere-Tiburon); Gail Haar (Marin County); Mary Richardson (Sausalito); Anji Brenner (Mill Valley)

M (Dodd)/S (Richardson)/U to add urgency item to agenda. Under V, G: Purchase of Gale Literature Resource Center.

- I. Public Comment Period: no public in attendance
- II. Introduction of guests: no guests in attendance
- III. Minutes –M(Richardson)/S(Gordon)/U approved
- IV. Future Agenda Items
  - A. Topics for retreat
  - B. Procedure for emergency purchases
  - C. Volume Level project
  - D. Establishing an Overdrive Committee
  - E. Piloting an “interest group” on the way to the new committee structure
  - F. Meeting Place and Minutes Schedule
- V. Old Business
  - A. Update status of Encore Reporter. Encore 2.0 will be installed in late September/early October. Includes collection reports
  - B. Age of juvenile cards. Committee of MCFL/SAU staff recommended defining “children” as through age 17. Discussion followed. For the October meeting, Damon Hill from MCFL will research associated documents – MARINet privacy statement, CA law, ALA Right to Read, Children’s Right to Read.
  - C. Centralizing cataloging functions at other network. Tabled to October.
  - D. Status of Bibliographic Standards Committee. M (Dodd)/S (Richardson)/U to disband Bibliographic Standards as a standing committee of the Board. If the System Administrator finds it necessary, she will form an advisory group.
  - E. Appoint Discovery Catalog working group. Deb asked for contacts at each library so MARINet can begin looking at options for a discovery tool. Group needs to define the problems that need fixing and then look at alternatives. Some possibilities are: Encore; VuFind an open source product recently installed by MARMOT; the new version of AquaBrowser.
  - F. Task force reports on Board goals work.
    1. Committee Structure (Gordon, Hayes) Francis led a discussion about some possibilities that she and Renee had put together. They will finalize those notes and they will be included in the October Agenda packet.
      - a. Dan McMahon will work on creating an E-mail Training that staff will be required to complete before we implement any new “virtual” committee work

2. Budget Best Practices (Haar, Mazzolini, Moehrke) Checked in on assumption that the charge is to establish a method to permit necessary growth of the consortium over time despite individual jurisdictional economic issues. Look at removing the emotion from the budget discussions. How can we protect the assets we have while still move forward?
  3. Basic Services (Brenner, Richardson) Discussed draft document
  4. DRAFT: **Base Level Services**  
Discussed individual library's responsibility for maintaining core competencies and how they should be utilizing MARINet staff time for questions/projects specific to their library
- **Minimum level of in-house expertise for each library**-Need to discuss and decide on a list of minimum level core competencies each library will be expected to meet. Training and documentation of functions/procedures of III and other related enhancements (like Aquabrowser or Boopsie) to be provided or arranged by Dan.
  - **Each library's use of Deb/Dan's time**-Propose that Deb/Dan calculate how many hours a week they ideally should be devoting to assisting individual libraries. Apply the cost sharing formula to these hours to get a rough idea of how many hours a month each library is entitled to. Then, for a three-month period Deb and Dan track the time and what they did for individual libraries (doesn't include system-wide problems/projects) and each library tracks the calls they made to MARINet (that had to do with problems/needs specific to their library). At the end of the three months review the total hours spent for each library to see how well it fit into the amount it was entitled to and what sort of things the MARINet office is doing for individual libraries.
  - **Payment for assistance beyond allotted time**- If it looks like libraries are needing to go beyond their allotted amount of time, consider having them pay into a fund (not sure what kind) that can be used to hire consultants to work on projects.
  - **Analyze the use of MARINet staff time on needs of specific libraries**- What is the optimal use of MARINet staff time and expertise on assisting individual libraries? Clarify who (Connie/Dan/Deb) should be called for what.
5. Dominican (Dodd, Moehrke) David, Dan and Deb met with Dominican's CIO who was quite impressed with the structure and expertise of MARINet. We are still on target for a January launch.
- G. Gale Literary Resource Center. M (Brenner)/S (Dodd)/U to purchase the database. Deb will bill each jurisdiction for their share by formula.
- VI. New Business
- A. New server purchase. M(Richardson)/S(Haar)/U to authorize Deb to spend \$34,750 from the sinking fund to purchase the server
  - B. Report on volume level project.

1. Deb will come to the October meeting with more information on the time involved to process volume changes for printed materials and with information on what the sensitive issues might be
  2. The Board will have to make a decision on DVD's also
- C. Meeting Place and Minutes Schedule. Tabled to October. October meeting is at Hamilton.
- D. Date change for February meeting. Due to a conflict with the Innovative Public Library Directors Symposium, the regular meeting is changed to Wednesday February 23<sup>rd</sup> at 2 p.m. at Hamilton.
- E. Retreat will be from 9 a.m. to 3 p.m. on January 20<sup>th</sup>
- VII. Standing Items for agenda
- A. Reports from Committees
1. Bibliographic Standards met on July 22. Discussed Volume Level project
- B. System Administrator's Report.
1. Discussed the schedule module and how to create a "task." If you would like training, e-mail "Support@"
  2. Last outstanding server issue is the PIN function not yet working again. Dan is working on this with III.
  3. At Mary's request, Deb will look at the donation capability of the E-Commerce module.
  4. QuestionPoint. Deb has started researching but each director needs to let her know the amount of their jurisdiction's materials budget. There won't be any additional discount for doing as a consortium because California library this year is highly discounted.
- C. Correspondence – none.
- D. Announcements
1. Larkspur: extremely busy
  2. San Anselmo: New Director Linda Kenton starts next week. The new website (shared with the Town) has launched. Uses Civic Plus)
  3. MCFL: Gail Wiemann, Fairfax Branch Manager, intends to retire in December. An RFP for a new CMS system is open and the new calendar function for the website is up and running.
  4. San Rafael: Looking for a Supervising Librarian to replace Linda Kenton at Pickleweed. Needs 5 years experience; bi-lingual
  5. Mill Valley: has re-launched their Library Foundation with a well attended event at the Library. "CFI Selects" has replaced "Zoe's Picks". Angie will send us more information about the collection. Currently an excellent exhibit on the Film Festival at the library. Ready to open a full-time Head of Reference position that they hope to fill by November.
  6. Belvedere-Tiburon: Due to a retirement, BET has a full time (can be negotiated to a little less) position for an Administrative Assistant. Blackie's Hay Day Family Fair is Saturday Sept. 25<sup>th</sup>. Raised \$40,000 last year with 140 volunteers. If you donate a children's book you get in free.) Bookstore is doing well.
- VIII. Adjourned at 12:00 p.m.

Submitted by Gail Haar