

MARINet Board Retreat
March 9, 2001 10 a.m.- 4 p.m.
Robson-Harrington House and Garden
237 Crescent Ave.
San Anselmo, CA

Present: Sara Loyster, San Anselmo, Chair
Carol Starr, Marin County
Cathy Blumberg, Mill Valley
Deborah Mazzolini, Belvedere-Tiburon
Mary Richardson, Sausalito
Vaughn Stratford, San Rafael
Deborah Moehrke, MARINet Administrator

Public Comment: No public present

Introduction of guests: No guests

The Board unanimously voted to review and discuss items in the following order. (1) MARINet personnel (2) MARINet finances (3) Budget calendar (4) JPA amendments-admission of Larkspur as a member.

PERSONNEL:

Moehrke talked to the Board at length about staffing needs of MARINet. Since recent changes had removed some of the technical complexity of the tasks formerly performed by the Computer Specialist, she suggested redistributing the job tasks between a library technical/clerical position and a trainer/technician position in addition to the existing System Administrator. This would allow MARINet to provide more regular staff training for members while leaving the daily system tasks such as printing and distributing notices, preparing claims, performing routine III system reporting and support with the clerical position.

M/S (Richardson/Stratford) to reclass the existing Computer Specialist position to a Library Technical Assistant I/II and to begin immediate recruitment. The FT position will be initially filled at a 30 hr/wk but this could change as workload needs become more apparent for MARINet.
Unanimous

M/S (Stratford/Starr) To include a full-time "technical/trainer" in the MARINet Budget, implementation of this action to be determined at the next regular meeting. Unanimous

M/S (Mazzolini/Richardson) To budget \$3,000 for on-call Library Assistant hours to perform a backup on Saturdays and to cover for regular MARINet staff who are absent because of vacation, illness or other reasons.
Unanimous

FINANCES:

M/S (Mazzolini/Starr) In next year's budget, appropriate \$3,000 for a Certified Public Accountant to assist the MARINet Administrator and the Board with issues related to the budget. Unanimous

M/S (Blumberg/Starr) To designate the Vice-Chair as Treasurer of the Board, with responsibility to review expenditures, and income on a monthly basis with the MARINet Administrator.
Unanimous

Board will review other additions and changes to the budget at its next regular meeting

BUDGET CALENDAR

The Board unanimously adopted a proposed Budget Calendar. Stratford will develop a draft of the calendar for consideration by the Board at its next meeting

JPA----ADMISSION OF LARKSPUR AS A MEMBER

Moehrke reported that she had met with County Counsel to discuss the process needed to add Larkspur as a member. They reviewed the process used when San Anselmo was added. The recommendation was to follow the same process to bring Larkspur in.

MARINet COMMITTEES

After much discussion the Board, the Board decided to retain the existing committee structure for one more year as follows:

- System Integration Group (SIG), which may turn into a systems operations committee in the future
- TUG-(disband?)
- Public Services Committee
- Circulation Committee
- Bibliographic Standards