

# MARINet Board Special Meeting Minutes

Friday April 7, 2023



## Present:

Board Chair: Lana Adlawan (MCFL)

Board: Abbot Chambers (Sausalito), Anji Brenner (Mill Valley), Linda Kenton (San Anselmo), Gary Gorka (Dominican), Catherine Quffa (San Rafael), Teresa Capasso (Larkspur).

MARINet Staff: Jessica Trenary

Adlawan called the meeting to order at 1:05 pm.

- I. Roll Call/Determination of a Quorum
- II. Introduction of Guests – No guests
- III. Public Comment Period – No public comment
- IV. Business Topics
  - A. Library Announcements (*Discussion*) –
    - Adlawan: Welcome and congratulations to Jill Tokutomi, new City Librarian, San Rafael Library!
    - Capasso: City is moving forward in process to hire new Larkspur Library Director
  - B. Records Retention Policy (*Action*) – Trenary used McMahon’s policy proposal and Marin County’s document retention policy to create this matrix. Board discussed if there is a need to keep MARINet working group minutes for ten years. Trenary says it is useful and not time consuming or space prohibitive. Adlawan asks for clarification around “patron data.” **Brennan motions to approve the Records Retention Policy with one change to note that “patron data” is “outside of ILS”, Kenton seconds. Roll call unanimously approved.**
  - C. Finalize Budget and Revise Scope MARINet Staffing RFP (*Action*) – Adlawan shared that the subcommittee proposed narrowing the scope of the RFP to only staffing, removing the JPA related work and increasing the budget to \$25K or keeping the RFP with the larger scope and increasing the budget to \$40K. Trenary says RFP can be funded using \$40K of funding from fines collection. Adlawan responds to Kenton inquiry about timeline, to say that it is similar for either proposal. Chambers and Quffa are in favor of larger scope, which includes JPA tasks. Brenner in favor of smaller scope, but willing to go along with larger scope. Kenton asks for more information about what deliverables are included around JPA. Adlawan in favor of the larger scope which should examine the JPA and structure around College of Marin and Dominican membership. Chambers notes that financial decisions must be unanimous, thus Belvedere-Tiburon must agree via document signing for this motion to take effect. **Chambers motions to**

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**authorize the re-release of the “Staffing and Organizational Restructuring Consultant” RFP with modifications: timeline updated to request consultant complete scope by October 2023, increase budget to \$40,000 paid for using previously collected not distributed BiblioCommons fines, and accept RFP subcommittee recommendation to allow consultant to meet virtually with stakeholders. Brenner seconds. Roll call unanimously approved.**

Adlawan adjourned meeting at 1:34 pm.

*Minutes respectfully submitted by MARINet Staff*