Marmot Library Network
Executive Board Meeting – Grand Junction, CO
June 24, 2016

Present: Joseph Sanchez, Shelly Fratzke, and Jimmy Thomas. Lori Barnes, Kevin Williams, and Carol Smith by web. Also attending: Mary Vernon

Meeting called to order by Lori Barnes at 11:03 am.

Motion: Joseph moved to approve Board minutes from April 22, 2016. Carol seconded the motion and it was approved unanimously by the Board.

Committee Reports: See written reports posted here: https://www.marmot.org/board_meetings.

- Academic, Martha Talman
- Access Services, Austin Mullenix
- Digital Archive, Alysa Selby
- Discovery, Jon Solomon
- Union Catalog, Jamie Walker (presented his report in person)

Strategic Plan (draft 2) – Sharon Morris (CDE) as facilitator did the lion’s share of organizing the April Council meeting for the Strategic Plan. Jimmy compiled content posted to flipcharts into draft 1, then added content drafted by Lori Barnes before the Council meeting and updated by Dorothy Hargrove (Englewood Public Library) after the meeting. Strategic Plan (draft 2) is posted here: https://www.marmot.org/board_meetings.

The Council had agreed on new statements of “Marmot Identity” (Part 2) as well as “Vision, Mission, Core Values, Strategic Methods, and Principles” (Part 3). On this foundation the Council stated these priorities for 2016-2019:

- Sierra – moderate growth
- IT services – no growth to moderate growth
- E-resources – dependent on options: consider case by case as opportunities arise
- Digital Archive – moderate growth
- Pika – moderate to aggressive growth, systems and structure to accompany growth

Next steps: Jimmy – Chapters will be added for each of these 5 priorities. Tammy Poquette and Jordan Fields will incorporate much of the content regarding Marmot identity (Vision, Mission, Core Values, Strategic Methods, and Principles) in an updated marmot.org.

Action item: Marmot.org Drupal site will be updated in July 2016. Jimmy will ask directors to comment on content after it is posted. Target completion date for a more complete update to marmot.org is MUG Sept 2016.

Budget 2017 (draft 3) – Jimmy highlighted these points about the budget:

- This budget is balanced ($5k in the black).
- Modest growth is forecast in Members (1 small) and Discovery Partners (2 medium-small + 2 medium).
- One new position in R&D is afforded by this budget. We plan to start recruiting in the next few months.
- A significant overhaul of broadband pricing, and a significant reconfiguration of the WAN managed by Marmot, will result in lower broadband costs for most sites, and different costs for Marmot. Overall these changes should be budget-neutral for the Marmot office.
- E-Rate problems have held up $124k in revenue budgeted for 2016. This is not directly relevant to the 2017 budget (which includes E-Rate income, as usual), but this point is noteworthy because the investment account has been drawn below $500k until USAC starts paying again.
• We have a clearer idea now of costs to stay current with authority control processing. A worst-case figure of $59,685 is budgeted in account 5404, and this is offset by a proposed increase in session costs from $2,056 to $2,200. All agreed we need to try and get this cost down, and figure out a more appropriate cost-sharing algorithm.
• This budget assumes no members will sign up for Digital Archive Cohort 2, but we need more participation to spread the costs, and should start working now on lining up participating members.

**Action item:** Jimmy will ask Lloyd Chittenden and Brandon Cole to put together a statement of benefits regarding increased Authority Control. Jimmy will draft specs and cost.

**Action item:** Jimmy will send Lori an updated draft that addresses concerns expressed at this Board meeting regarding authority control costs, and Digital Archive Cohort 2 Members.

**Action item:** Lori will send Directors a copy of the draft pricing letter before the Board approves pricing at the next meeting.

**Motion:** Kevin moved to approve the Pika pricing letter. Carol seconded, and it was approved unanimously.


**Motion:** Joseph moved to approve the Employee Handbook as submitted. Kevin seconded, and it was approved unanimously.

**Audited Financial Statements 2015:** The audit was routine with the exception of one control suggestion. As of May 26, 2016, Jimmy no longer has access to check stock or the Wells Fargo ACH account.

**Next Board meeting** – 11am – 1pm Aug 15, 2016

Meeting adjourned by Lori at 1:50pm