

EXECUTIVE BOARD MEETING
April 12-13, 2001
Marmot Office

MINUTES

I. PROCEDURES

Members present: Valerie Horton (academic libraries), Peggy Martin, Vice President (public libraries), Donna Miller (school libraries), Christine Painter, President (at large), and Richard Woods, Executive Director (ex-officio). Jane Ulrich (library systems) was absent.

The Minutes of the Executive Board Meeting of March 1-2, 2001 were approved. The Board approved the agenda as proposed.

II. REPORTS

A. Database Profiling Task Force Report

Melinda Chesbro, Member Services Manager, presented the Database Profiling Task Force Report. The Board discussed the report, expressing concern over the call number problem and potential to overlay catalog records without a quality check. The Board accepted the report and requested that the Task Force continue their work after Millennium installation and determine the best way to manage the shared database.

B. Director's Report

Rick Woods provided an update on staff projects recently completed and in process. All efforts are focused on preparation for Millennium installation, including moving the last of the libraries to a local area network connection. The Board discussed options for health care insurance plans. Rick reported that Colorado Mountain College has made the payment in arrears that was discussed at the last Board meeting. Rick reviewed the Gates Grant microcomputer configurations and suggested that Marmot would not try to support those microcomputers like Marmot workstations but would allow connection to the LAN.

The Board requested the resurrection of a pilot project with Mesa County Public Library District to develop an extended technology service.

III. OLD BUSINESS

A. III Millennium System Implementation

Rick Woods reported on the III Consortium Partners meeting that he and Melinda Chesbro attended, sponsored by the Suburban Library System in the Chicago suburbs. Rick described the meeting as a gratifying experience for someone who just bought the system. III demonstrated a high level of interest in this small market sector with most senior staff involved in the meeting. Consortium representatives were mostly upbeat but brought some serious concerns and development requests to the meeting. III promised to provide a feedback report to respond to the concerns and need for improvements.

Melinda Chesbro reviewed special implementation issues that were discussed at the last Board meeting. She reviewed the location code schemes at C/W MARS and NOBLE, two III consortiums, large and small and suggested that carrying across all CARL branch/location codes could be a disaster. She is working with libraries on simpler location code lists. She reviewed the assignment of database scope for the online catalog suggesting some familiar types: Kids Online, building, geographic proximity, and type of library. She will be gathering information from the libraries and recommend policy to the Board.

B. Operations Budget Revision

Rick Woods presented a mid-year revision of the current operations budget, including a projection of FY 2002. This budget takes into account the purchase of the III Millennium system. The associated expenses reduce the earned cash balance by approx. \$175,000 however a conservative FY 2002 projection shows a healthy net income starting to rebuild the cash balance.

C. Directors Forum and Council Meeting

The Board reviewed the agenda and discussed the arrangements for the next Marmot Directors Forum and Council Meeting on May 10-11, 2002. The forum will continue to focus on III Millennium system implementation, including a system demonstration by III staff. The Board requested the addition of a discussion session on future direction and to arrange dinner instead of the usual reception.

IV. NEW BUSINESS

A. Consortium Issues Discussion: Staff Resources Allocation

A review of staff roles and responsibilities was presented by department managers: Melinda Chesbro, Member Services, Roger Landauer, System Operations and Don

Money, System Development. While Member Services department roles were fairly clear to everyone there were some obvious issues in the other two departments. Areas of organizational issue involve assigning customer contact points, special reports delivery, critical tech support staffing, tracking operations activity, and moving projects from a development to operations status. Despite these organization issues, it was widely thought that a high level of service was provided and there is no backlog of critical trouble calls.

In further discussion of consortium issues, the Board wants to investigate a cost center accounting model that would help Marmot align its costs and prices.

B. FY 2002 Fee Schedule

The Board adopted the proposed FY 2002 Fee Schedule, keeping the same fee structure as in the prior FY but increasing access session fees by 5%. The Board recognized that 5% is a larger fee increase than the customary 3%. After spending most of the cash balance to purchase the III Millennium System, the Board approved the increase to assist in a quick return to net income and a replenishment of the fund balance.

C. Executive Director Recruitment

Richard Woods, Executive Director, announced his resignation, stating that he did not intend to renew his contract at the expiration of the current term, September. He said that he is job hunting and, if successful, he might start another job earlier than October but he is intending to stay with Marmot through the installation of the Millennium system.

Chris Painter expressed her dismay at the resignation. She expressed her opinion that he had done an excellent job and her appreciation for 10 years of service for the Marmot consortium. The Board excused the Executive Director and held an executive session to discuss recruitment and personnel matters.

The Board decided to appoint a Search Committee to recruit a new Executive Director. Assignments were made to draft a new job description, advertise a job announcement, and processing of applications.

D. Next Board Meeting

The next Board meeting will be held on May 11 immediately following the Marmot Council Meeting for an election of Board officers. The agenda topics for the following meeting on July 12-13 will be:

- Executive Director recruitment
- Millennium implementation plan issues
- operations budget discussion
- next Directors Forum theme