

**MARMOT LIBRARY NETWORK, INC.**  
**EXECUTIVE BOARD MEETING**  
**Garfield County Public Library District**  
**Rifle, Colorado**  
**April 15, 2010 10:00 AM**

**MINUTES**

**Present:** Mary Anne Hanson-Wilcox, Amelia Shelley, Betsy Brodak, Kathy Chandler, Di Herald, Jimmy Thomas.

**Also Attending:** Mary Vernon (Marmot Library Network)

President Mary Anne Hanson-Wilcox called the meeting to order and the roll was called to establish that a quorum was present to conduct business. Board packets were distributed. The agenda and February board minutes were approved. Betsy moved to pass by acclamation and second by Kathy.

**I. Review of Executive Director's 6-month goals.**

As Executive Director of Marmot, Jimmy Thomas reported his progress on preliminary board directives and priorities for the past 6 months.

The board reviewed and commented on Jimmy's performance after his initial six months and evaluate him against previously established criteria set by the board.

Betsy was pleased with changes that were made to the price list. Kathy appreciated the marvelous job that Jimmy has done on the new OPAC and felt that Marmot was lucky to have him as Executive Director. Amelia noted the progress that was made, and felt that Jimmy has been extremely responsive to her requests. She commented that the change in customer service was the key to success. Di was also happy with the responsiveness of Marmot and liked the attention to customer service.

Mary Anne has seen a dramatic change in Marmot since Jimmy's arrival. She felt that Jimmy had discovered things that the board needed, and his background as a vendor was invaluable. She commented that Jimmy had all the qualities and capabilities the board looked for in an Executive Director. Mary Anne agreed that the price list and OPAC were the main improvements for Marmot, and she believed that Jimmy's accomplishments in the last 6 months were impressive.

Mary Anne called for an executive session to vote on Jimmy's salary and next evaluation on his one-year anniversary date. The board discussed Jimmy's evaluation as Marmot Executive Director, including a compilation of the member directors' annual survey. Mary Vernon and Jimmy Thomas left the board meeting.

After the executive session, a motion was made by Kathy Chandler and seconded by Amelia Shelley to approve the recommendation to award Jimmy \$7500 taken as a lump sum or spread over 6 months. The Executive Board unanimously approved the recommendation. Jimmy will be eligible for a salary increase for the following year.

## II. Advisory Committees

The board considered extending the Advisory committees one-year term established on April 9, 2009. The “MUG Planning Committee” was changed to “MUG Task Force” for a better distinction between a temporary volunteer organization and a standing “committee” appointed by the board.

- A. Policy Advisory Committee** – Betsy Brodak and Keith Dedman will no longer serve on the committee. Mary Vernon, Jimmy Thomas, and Mindy White will be added as members.

Mary Anne commented on the fine job Kathy Chandler has done on the revision of the Marmot handbook so far, and requested that Jimmy Thomas and Mary Vernon take over the editing.

Kathy Chandler made motion that the Marmot Bylaws be reviewed and updated by an attorney, keeping them consistent with Marmot’s Articles of Incorporation. The motion was second by Amelia. Jimmy made an appointment with Hoskin, Farina, & Kampf to review the Bylaws.

- B. Finance Committee** – Jimmy Thomas was added as a member.

The committee has been interviewing for a financial manager of Marmot investments. Jimmy and Betsy presented the first draft of an investment policy from Merrill Lynch and Alpine Bank. Both representatives were clear that putting everything in CD’s would be contrary to our safety goal; and both proposals were comparable in many respects. Both understood diversity and could manage our portfolio. It was motioned by Amelia and seconded by Di to accept the Alpine proposal based on Alpine’s commitment to local communities and their more accessible presentation of investment options.

**Action item:** The Board will make any final comments on the Alpine draft investment policy; and Jimmy will forward updates to Adam at Alpine Bank in Grand Junction.

P/L statement and balance sheet as of March 2010 was presented to the board. Jimmy explained that higher III expenses were offset by higher revenues. Professional fees expanded due to attorney and auditor fees. Mary Anne commented that she would like to have a financial advisor map out yearly trends to see how much money should be kept in the checking account.

**Action item:** Jimmy and Betsy will arrange a meeting with Dalby, Wendland & CO to review professional fees that grew well beyond expectations during the audit. Mary Vernon will distribute copies of previous invoices to the Board.

**C. Technology Committee** - Steve Lindemann will no longer serve on the committee. Roger Landauer and Jimmy Thomas were added as members.

Amelia and Mary Anne felt that the Marmot staff should take the larger role and use the technology committee as a sounding board.

**Consultant/Guest Speaker –**

Jimmy contracted Lori Ayers, Technology Consultant, to speak at May 2010 Directors' Council Meeting. She will also join the technology committee meeting on Friday afternoon.

**Action item:** Jimmy will check with Kristen Becker regarding a meeting room for the technology committee meeting.

**Action item:** Jimmy will contact Lori Ayers to confirm her schedule for the Directors' Council Meeting.

**Price Schedule –**

**Associate Memberships:** Aspen School District and Plateau Valley School District have officially accepted Associate Membership offers to Marmot Library Network.

The board asked questions and made comments about what an associate membership meant and how they affect full membership. Mention was made of changing terminology to school vs. associate membership.

Jimmy commented that associate membership should feel fair to everyone. He explained what's currently included as full and associate membership. He asked the question "What is the real value of membership—how do we price this line item—should it even be a priced service?"

**Action item:** Jimmy will edit the descriptions of full and associate memberships to define the meaning of council seat, and the eligibility for associate membership.

**Action item:** Jimmy will send proposal for large quantity equipment discount to MCVSD#51.

**Action item:** Jimmy will send scenario #9, to show further variations on pricing. The board will comment by email and discuss again by conference call May 3.

**III. Council Meeting Plans**

**Action item:** Mary Anne will send out a final agenda for the Directors' Council Meeting.

**Action item:** Amelia will send out an email to directors requesting short presentations for a "Soapbox Speed Pitch" session.

The board will meet by WebEx on May 3<sup>rd</sup>, 2010 at 10:00. Board members will discuss qualifications and memberships, timelines for the Strategic Plan update at May Council meeting, and comment on task force members.

Minutes by Mary Vernon and Jimmy Thomas (reviewed by Mary Anne Wilcox)