

EXECUTIVE BOARD MEETING
February 6-7, 2003
Montrose Public Library & Holiday Inn Express Board Room
MINUTES

PRESENT:

Peggy Martin (public libraries), President
Robin Magee (at-large) Vice President
Steve Scroggins (school libraries)
Sherry Taber (at-large)
Joel Robinson (ex officio), Executive Director

ABSENT:

Valerie Horton (academic libraries),

ALSO ATTENDING:

Don Moreland, Auditor

President Martin called the meeting to order at 1:30pm and called the roll to establish that a quorum was present for the conducting of business. The prepared Agenda was approved upon motion by Sherry Taber, second by Steve Scroggins.

The Minutes of the November 12, 2002 Executive Board Meeting were approved.

Joel Robinson gave his Executive Director report. It was later posted to the membership. The Marmot office lease is up for renewal and he will investigate market rates and alternative sites before notice to the lessor is required April 1st.

Don Moreland delivered his Audit Report for Fiscal Years 2000, 2001, and 2002, and discussed its contents. He recommended refinancing the III debt and considering paying off the Steelcase lease that is not due until September 2005. He also recommended internal controls be improved with the minimal separation of duties that can be accomplished with a small staff. The two steps that could be undertaken without adding staff include having another staff member open the mail and list the receivables, and having a third staff member reconcile the bank statements. Steve Scroggins moved, seconded by Sherry Taber, to implement the internal controls recommended by the auditor.

Before the auditor left the meeting, the financial reports were reviewed and discussed.

The Board discussed sending all Marmot patron data base information to SWIFT electronically. Due to confidentiality, there was unanimous consensus not to do so.

Robin MaGee arrived at the meeting.

New member agreements were approved for Gunnison, Plateau Valley, Mesa County, Summit County, Southwest, Garfield County, Steamboat Schools and CMC, upon motion by Sherry Taber and second by Robin MaGee. Mesa State, Grand County and Pitkin County already have current agreements. Signed agreements were received after the meeting from Basalt and Bud Werner, and Durango has given notice of its intent to withdraw from the consortia. Agreements have yet to be returned from Adams State, Aspen Schools, Eagle Valley, Mesa Schools, Vail, and Wilkinson.

The 2003 Agreement for Extended Technical Support with Mesa County Public Library District was approved upon motion by Robin MaGee and second by Sherry Taber.

After review and discussion, Steve Scroggins moved, seconded by Robin MaGee, to approve the revised Holds Policy as drafted and recommended by the Circulation Task Force. The motion was unanimously approved.

A conference call was held with the salary consultant, Tom Haller of Lee & Burgess Associates, to discuss his salary and benefits survey and report. Most of Marmot's positions compared favorably within about 10% below the market, except at the lowest level where we are almost 25% below market. Marmot's benefits were comparable to the market, with medical insurance and retirement above average. Paid time off is comparable for the first five years of employment, but increasingly falls behind the market for longer tenured employees.

Mr. Haller stated that longevity has become less of a factor in the market and organizations are hiring information technology and systems personnel within the position range wherever the market dictates. He said that most organizations like Marmot have salary ranges rather than steps. He felt that all of Marmot's positions above the system specialist level are exempt under FLSA. He did not believe the east coast and larger organizations surveyed skewed the survey results.

The meeting was recessed until the following morning.

The Board discussed the salary and benefit review with the consultant. It was decided to prepare position salary ranges and a merit pay plan before the September meeting. The staff benefits will be addressed in revisions to the Employee Handbook.

In discussion of the Fiscal Year 2004 budget, it was determined that the priorities for use of e-rate funds not needed to fund current operations would be 1) data base clean-up and authority control 2) additional Millennium functionality 3) KidsOnline catalog improvements.

The Board decided that in addition to staff job descriptions, one needs to be developed for Executive Board members.

An extensive planning session was held for the Council meeting May 8-9. The meeting will be extended to include all day Thursday, but adjourn at noon on Friday as customary. Pat Wagner and Leif Smith, Pattern Research, have been retained as facilitators for Thursday's workshop. There will be a reception and winery tour Thursday evening. Friday will include a presentation from III on enhancements, new products, demonstrations of acquisitions and serials, authority control, and an information exchange with members. A brief business meeting will conclude the meeting.

The Board watched a presentation about Public Information Network for Electronic Services (PINES), a statewide SIRSI consortia in Georgia.

The next Executive Board meeting will be held April 10, 2003, 9:30AM in the Chamber of Commerce conference room in Crested Butte.

There being no further business, President Martin adjourned the meeting at Noon.

Additional note: Sherry Taber resigned from the Board on February 18, 2003. In accordance with the By-laws, President Martin requested Terry Pickens fill the vacancy and she agreed.

Respectfully Submitted,
Joel Robinson
Executive Secretary