

**EXECUTIVE BOARD MEETING**  
**February 8-9, 2007**  
**Thursday, 1:30PM; Friday 8:30AM**  
**123 North 7th Street, Suite 302, Grand Junction, CO**

**MINUTES**

**PRESENT:**

Dianne Machado (Academic libraries), President  
Beth Avery (At-Large)  
Charlyn Canada (At-large)  
Mary Anne Hanson-Wilcox (Public libraries)  
Donna Miller (School libraries), Vice President  
Joel Robinson (ex officio), Executive Director

**ALSO ATTENDING:**

Marjorie McLaughlin, III  
Don Moreland, Auditor

The meeting was called to order at 1:30 PM and the roll was called to establish that a quorum was present to conduct business.

The Agenda was approved by consent.

Marjorie McLaughlin, Customer Sales Consultant for Innovative, discussed services a Millennium functions with the Board. Topics covered in some detail were purchasing and training/test server, Research Pro which is scheduled for release this summer, the new OPAC Encore, and customized services.

Auditor Don Moreland presented and discussed his ♦unqualified♦ audit for the three fiscal years ended September 30, 2006, 2005, and 2004. He stated Marmot is in excellent financial condition. He noted that reserves are fully federally insured. He recommended discussing asking Wells Fargo to pledge securities to guarantee funds in the overnight sweep account. He said the sweep account is very low risk and proving to be an excellent investment method.

Beth Avery moved approval of the Minutes of the November 9, 2006 Executive Board meeting. Charlyn Canada seconded the motion and it carried.

Joel Robinson discussed his written report. Jason Stow will be increased to full time to assist in implementing a preventative maintenance program for Marmot maintained hardware in the member libraries. Also, the Board approved the installation of DSL

circuits to staff members who staff the after hours pager to improve response time, improve productivity, and save staff time.

The Board reviewed and discussed the Financial Reports through January 31. They discussed the net income balance from the audit and determined it should accumulate until it equals 100% of Operating Fund expenses. At that time the Board might consider adjustments to the Price Schedule, re-imbursement to net lenders for patron holds, collection development assistance, and other options.

The task forces are working well. The Resource Sharing task force is replenishing its membership. Patron holds will be discussed at the annual Council meeting. It seems to be working well and is reducing staff time for SWIFT. OverDrive collections are being built with new purchases of approximately \$2,000 per month.

The Board also discussed new means of communication with and among the members including blogs, wikis, and e-mail lists by function, such as circulation, OPAC, cataloging, etc.

The meeting recessed until the next morning.

Branding was chosen as the topic for the continuing education session at the Council meeting in May.

Beth Avery made a motion to purchase a test/training server at a cost of \$30,500 for the software and approximately \$6,000 for the hardware. Donna Miller seconded the motion and it carried.

The Strategic Plan needs minor revisions. Joel Robinson will draft them for the next Executive Board meeting and subsequent Council approval.

The Board discussed priorities for purchasing additional functions for Millennium and other services. E-commerce is being actively pursued with Innovative and Envisionware. Purchases will be prioritized by the Board and Council at their upcoming meetings.

There being no further business, the meeting adjourned at 10:30 AM.

Respectfully Submitted,

Executive Secretary