

**Marmot Library Network, Inc.**  
EXECUTIVE BOARD MEETING  
February 14-15, 2008  
123 North 7<sup>th</sup> Street, Grand Junction, Colorado

**MINUTES**

DRAFT

PRESENT:

Donna Miller (School libraries), President  
Lauren Cassatt (At-Large)  
Kathy Chandler (At-Large)  
Mary Anne Hanson-Wilcox (Public Libraries)  
    Vice-President  
Mindy White (Academic Libraries)  
Joel Robinson (ex officio), Executive Director

ABSENT:

None

ALSO ATTENDING:

Don Moreland, Auditor  
Amelia Shelley, Garfield County

President Donna Miller called the meeting to order at 1:30pm and the roll was called to establish that a quorum was present to conduct business.

Mary Anne Hanson-Wilcox moved to approve the Agenda as presented. Mindy White seconded the motion and the Agenda was approved.

Don Moreland presented his audit for the three years ended December 31, 2007. His report was unqualified. He reviewed the report and answered questions from the Board members. He advised the Board that new Federal regulations will require more time to complete the audit next year and, therefore, will incur higher fees.

Lauren Cassatt moved to approve the Minutes of the September 20-21, 2007 meeting. Mary Anne Hanson-Wilcox seconded the motion and the Minutes were approved for filing.

Joel Robinson reviewed his written report and answered questions about it. He distributed his Performance Objectives, updated Salary Schedule, and staff objectives for the current year.

The Financial Reports through January 31<sup>st</sup> were reviewed and discussed. Joel Robinson advised the Board the Budget line item for workstation expense will be exceeded due to the purchase of multiple licenses of Microsoft Office software. This cost will be recovered over the next three years.

Mindy White moved to appoint new members to the Task Forces and Users' Groups. Kathy Chandler seconded the motion and it was approved.

After discussion, Mary Anne Hanson-Wilcox moved to appropriate \$7,500 from reserves to purchase downloadable movies to supplement the start-up collection. Lauren Cassatt seconded the motion and it carried.

The Board voted electronically between meetings to authorize contracting with WebFeat for meta searching. Mary Anne Hanson-Wilcox moved to ratify the electronic vote. Mindy White seconded the motion and it passed.

Kathy Chandler moved, seconded by Lauren Cassatt, to approve new Service Agreements with Garfield County Library District, Gunnison County Public Libraries, Mesa County Public Library District, San Miguel County Library District, Summit County Library, and Vail Public Library. The Agreements were approved and signed by President Miller.

Mary Anne Hanson-Wilcox moved to approve the annual contract with Mesa County Public Library District for Extended Technical Support. Mindy White seconded the motion and it was approved.

Joel Robinson presented the first draft of the Price Schedule for the coming year. He recommended the hourly rate for Extended Technical Support be increased 4%. No other increases were proposed. The Board discussed reducing income from members based on the audit report of income over expenses last year and current reserve funds. Various approaches were discussed, including rebate of fees, adjustments by library size, or reductions in the line items of the Price Schedule. It was the consensus to arrive at a formula that would be in effect for the next fiscal year, but not make long term changes. The Board and Council members will discuss this and make recommendation at the next meeting when the Price Schedule needs to be adopted.

Joel Robinson recommended amending the Sick Leave Bank policy by reducing the maximum days in the bank from 100 to 50 and reducing the point at which additional contributions are required from 90 to 45 days. Mindy White moved to approve the changes. Mary Anne Hanson-Wilcox seconded the motion and it carried.

The Board reviewed the evaluations from the Marmot Users' Group staff development workshop. They discussed member expectations and how best to communicate the difference between the mission of our users' group and workshops offered by other library organizations such as CLiC, CAL, etc.

Plans for the Council meeting at Powderhorn May 8-9 were discussed. Shelley Walchak will facilitate creating a new Strategic Plan. A survey of Council members will be completed before the meeting concerning Marmot's Strengths, Weaknesses, Opportunities, and Weaknesses (SWOT Analysis).

There being no further business, the meeting was adjourned at 5:30pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Joel Robinson". The signature is written in a cursive, flowing style.

Executive Secretary