

**Marmot Library Network, Inc.**

**EXECUTIVE BOARD MEETING**

123 North 7<sup>th</sup> Street, Grand Junction, Colorado

February 12-13, 2009

**MINUTES**

**PRESENT:**

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

**ABSENT:**

None

**ALSO ATTENDING:**

Don Moreland and  
Dorri Thompson  
during Audit Report

President Mary Anne Hanson-Wilcox called the meeting to order at 1:30PM and the roll was called to establish that a quorum was present to conduct business.

The Agenda was approved upon motion by Kathy Chandler and second by Amelia Shelley.

Auditor Don Moreland distributed and discussed his report for the three fiscal years ended September 30, 2008. The auditor gave his “unqualified opinion” and stated that Marmot is in good financial condition. Income for the fiscal year just ended exceeded the budget estimate by 9.5% and expenses were 1.8% under budget. In response to questions, he observed that Marmot has internal financial controls in place to the extent possible with a small staff.

The Minutes of the December 4, 2008 Special Meeting were approved upon motion by Amelia Shelley and second by Mindy White.

Joel Robinson reviewed his written report. He added that he had met with Steamboat Springs School District regarding adding Hayden and South Routt schools as Marmot members.

The Board discussed the member rebate and calculations to determine excess revenue over expense from last year. They discussed the advantages and disadvantages of lowering the Price Schedule to reduce income versus rebates. Joel Robinson will contact member library directors to determine each library’s preference and report at the next meeting, April 9.

The Financial Reports for the period ending January 31, 2009 were reviewed and filed for audit.

Recent meetings and activities of Marmot task forces were discussed. There were no pending recommendations or committee appointments to consider.

- Resource Sharing Task Force – No meeting.
- OverDrive Task Force – No meeting.

- Circulation Task Force – No meeting. Next meeting scheduled for April 24 in Basalt
- Data Base Task Force – Met January 13, 2009. Discussion of scoping i-types; researching separate vs. single bibs for different formats; discussion of loading vendor records; Amy Shipley selected Chair.
- OPAC Task Force – Met December 5, 2008. Discussion of KidsOnline and limited consortia options for refinement; discussion of material types in Advanced Search.
- Acquisitions Task Force – Met February 5, 2009. Round table updates on implementation progress; discussion of problems encountered and possible resolutions; discussion of hierarchies of fund groups; encouraged to use Acq e-mail list to share information; set parameters for High Demand Holds.
- Maintenance Task Force – Met October 16, 2008. Discussed wide range of issues relating to expectations, communication, problem resolution, new installations, hardware replacement, software upgrades, facilities planning, RFID, etc.
- MUG Planning Committee – Met December 4, 2008. Reviewed possible sites and decided to return to Two Rivers Convention Center September 30-October 1, 2009; suggested general and concurrent session topics; will request proposals for sessions in the spring; shared ideas for awards.

Prior to the meeting, President Mary Anne Hanson-Wilcox distributed the evaluation of the Marmot Network Executive Director, including a compilation of the member directors' annual survey of the director. The board reviewed and discussed the evaluation. The Executive Director will incorporate results of the evaluation into actions in the Strategic Plan and Marmot staff goals for the remainder of the year.

Executive Board Manuals were distributed.

The meeting recessed at 5:15PM and reconvened at 8:30AM Friday, February 13, 2009.

The third draft of the 2009-2012 Strategic Plan was discussed. It was decided to seek member feedback and approve the final draft at the Board's April 9 meeting. The Plan will be published and distributed at the Council meeting in May.

It was decided to hold the annual Marmot Council meeting at Gateway Canyons May 14-15, 2009. The meetings will begin with lunch on Thursday end with lunch on Friday. Optional activities were discussed for early arrivals Thursday morning. In addition to the annual Business Meeting, there will be staff presentations on video conferencing and training, features of the Help Desk Wiki and Drupal, and the network upgrade, a continuing education segment, and a session on the new strategic plan.

The first draft of the 2009-2010 Price Schedule was reviewed and discussed. No price increases were recommended and some loader fees will be eliminated. Joel

Robinson suggested that if the Price Schedule were reduced instead of giving member rebates, the Millennium basic system use fee and staff license fees be lowered

President Mary Anne Hanson-Wilcox appointed Board members to Chair advisory committees to perform research and make recommendation to the Executive Board on finance, policy, and technology. She suggested the committees be formed as an experiment for one year at which time there will be a review of the value of the committees. Each committee will be composed of a Board member, one or more member directors or their staff selected by the committee heads, and a Marmot staff member appointed by the Marmot Executive Director. Mindy White will head the Finance committee, Kathy Chandler head the Policy committee, and Amelia Shelley will head the Technology committee. The Executive Board President and the Executive Director are ex officio members of all the advisory committees.

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

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jill Robinson". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Executive Secretary