Marmot Executive Board Meeting  
Marmot Library Network  
Grand Junction, CO  
Conference Room – February 24, 2012 11:00 am

Present: Jimmy Thomas, Barb Brattin, Eve Tallman. By WebEx: Shelley Walchak, Nancy Gauss, Gayle Gunderson, and Sherry Holland. Also attending: Mary Vernon and Mary Katherine Katzer. Amy Shipley joined by WebEx for the policy segment.

Board President Barb Brattin called the meeting to order at 11:00am.

**Millennium Projects update** - Jimmy Thomas  
- Reporter  
- Agency Holds  
- CIRCA Wireless Assistant  
- Collection Agency  
- Loan Determined by Login Location  
- Marmot III Code Project  
- Release 2011

- The top five projects are installed and will be implemented simultaneously according to members’ schedule preference. Marmot hired Melissa Stockton from Quipu as project manager for the Marmot III Code Project. Melissa and Keith Dedman are working together to systematically convert III Location and ITYPE codes for each library so we can implement the “Loan determined by Login Location” feature.
- Newly designed Colorado Library Courier Routing Slips will resolve the problem of courier codes and routing after all the Front Range libraries implement it (with assistance by III to be paid for by Marmot and the Alliance).
- Batch Authority Control – money was budgeted to improve the catalog.

**Database Task Force update** - Amy Shipley, Mary Katherine, and Mary Vernon.  
Marmot 2012 strategic plan documents a goal for data base cleanup and maintenance.

Recommendations of the database task force:
1. De-dup the database (hiring part time workers).
2. Send records to LTI as appropriate both to catch up and continue regular contributions.
3. Hire someone for ongoing processes (Marmot invoicing would be tied to individual member catalog volume):
   a. take care of routine de-duping perhaps on a daily basis
   b. take care of LTI error reports
4. Ask III if it would be possible to add the 024 (UPC code) marc tag to the Headings Reports

De-duping project status: A total of four temporary employees were hired from SOS Staffing and Select Staffing for the de-duping project. The Database Task Force will create a policy to define and manage processes and prevent duplicates.

**Strategic Planning Council Meeting** - Informal brainstorming session - Shelley Walchak
Shelley began with an overview of the strategic planning process that took place four years ago. She suggested performing a SWOT analysis to continue building upon the framework of the adopted strategic plan. Some goals from last strategic plan may move forward.

**What’s the new trend?**
- Focus on community vision and priority.
- A strategic plan that covers one or two years with more focused goals.
Questions from the Board:
- How do libraries fit into the surrounding community?
- Is there value in meeting as academic, school, and public groups to discuss current issues and trends?
- Should a technology plan be included as a separate bullet in the strategic plan?
- How do we get to the priorities for the next few years?

Strategic Planning Process - Shelley
Directors have three things to accomplish before Marmot Council: review the current strategic plan to see what’s still valid, identify new goals, and list objectives.

May 1st
1. Figure out broad goals
2. Incorporate goals in mission statement
3. List objectives under goals

May 2nd
1. Move into specific objectives and goals.
2. Use the SWOT analysis to see what rises up out of the goals.
3. Address e-Book issues

Action item: Jimmy and Shelley will decide what to send to directors before Council.
Action item: By April Jimmy will ask libraries to consider what is valuable in the current strategic plan.

Finance - Salary & Wages Budget
Jimmy presented MSEC salary projections. He confirmed that employees are now correctly classified exempt or non-exempt (by MSEC) and have current job descriptions. Board members agreed that wages should be brought up to fair market value when looking at increases. Total compensation package increase was set at 3% of payroll budget for 2012.

Action item: Barb will write a thank you letter from the Board to Marmot staff to accompany a one-time bonus of $732 for each of 9 employees reporting to Jimmy. This amount constitutes 1% of the approved payroll increase.

Marmot 990 and Compiled Financials – Completed 2/14/12 by Chadwick Steinkirchner Davis for old FY Oct 2010-Sep 2011.
Action item: Jimmy will send cover letter and a copy of Compiled Financial Statement to all directors.

PIH reconciliation - Jimmy reviewed final numbers.
Action item: Barb will write the directors to let them know that the Board will decide this question.

Marmot Service agreement –
Action item: Jimmy will send member’s a hard copy and Word .doc version of contracts to review for edits.

Shared collection development
Action item- Barb will invite directors to join a shared collection development taskforce.

Meeting adjourned at 2pm.