

EXECUTIVE BOARD MEETING
January 30-31, 2001
Marmot Office

MINUTES

I. PROCEDURES

Members present: Valerie Horton (academic libraries), Peggy Martin, Vice President (public libraries), Christine Painter, President (at large), Jane Ulrich (library systems), and Richard Woods (ex-officio). Donna Miller (school libraries) was absent.

The Minutes of the Executive Board Meeting of November 21, 2000 were approved. The Board approved the agenda as proposed.

II. REPORTS

A. Director's Report

Rick Woods reports that Marmot staff has been able to meet the schedule for all of the LAN installations. The installations for all of the elementary schools were completed in early December, in just the nick of time to qualify for the grant funding. He reviewed projects slated for winter quarter, focused on preparing for system migration and site upgrades (10). Marmot filed the e-rate application (form 471) for July 2001-June 2002. The document is three inches thick! Some parts of the application for the current funding year are pending on appeal as SLD tries to sort out consortium issues.

Rick announced that health insurance costs would rise by 30% at the upcoming insurance policy renewal. He is reviewing two proposals from other providers. The Board discussed several ways that health insurance cost increases have been handled by other organizations. Rick will review the options provided by Marmot's insurance broker, consult with other organizations, and report to the Board at its next meeting.

B. Auditor's Report

Don Moreland, CPA, of Donald R. Moreland & Associates, P.C. presented the Independent Auditor's Report and Financial Statements for fiscal years 1997-2000. He provided a careful review of changes in accounting practice over the three years and Marmot's overall financial health. The balance of earned cash at year-end was \$184,857, calculated by adding cash, accounts receivable, and prepaid expenses then deducting accounts payable and deferred revenue. The actual earned cash balance of

\$184,857 is substantially better than the projected earned cash balance of \$133,151 used in this year's budget.

III. OLD BUSINESS

A. III Millennium System Acquisition

Rick Woods presented the agreement with Innovative Interfaces Inc. for the acquisition of the III Millennium library system with a two-year implementation plan and a five-year maintenance contract. The agreement provides for a full-featured Millennium system with public access catalog, cataloging, acquisitions, and serials control modules operating on a SUN 450 server, in sufficient quantity to cover current system use. Pricing options are provided for additional use of the system. The Board carefully reviewed the agreement, page by page. During their review, the Board discussed many aspects of system implementation including the project schedule and training plan.

Rick presented the payment schedule, calculated at 9% interest for 20 quarterly payments over 5 years. He reviewed a comparison of costs of the current CARL library system and the costs for the III Millennium library system. The additional cost over five years is about 5% more than the amount budgeted for the current library system. Rick pointed out that Marmot would have to pay for both library systems during the next nine months. He expects to use most of the reserve fund to cover the extra expense. Rick will provide a budget impact analysis at the next Board meeting and will propose a revised budget for the last half of this fiscal year.

The Board approved the agreement to acquire the III Millennium library system.

B. III Millennium System Implementation

The Board discussed many aspects of system implementation during its review of the III Millennium system agreement. Rick Woods will present a new draft of the system implementation plan for Board review at its next meeting.

IV. NEW BUSINESS

A. Extended Technology Service Pilot

Rick Woods presented a proposal to expand Marmot's site based equipment maintenance service into a full technology service by entering into a one-year pilot project with Mesa County Public Library District. The project would provide funding for a temporary FTE staff addition for the term of the project. Beyond the repair of

equipment and basic LAN management, Marmot staff would provide a full customized equipment installation and maintenance service, total LAN management, office automation management, staff training, product research, and planning consultation. For the purposes of the pilot project, this would be contained in a 20-hour average workweek. During the course of the pilot project, Marmot staff would evaluate the effectiveness of the technology service and determine which aspects might be packaged for delivery to remote sites. Remote MCPLD branch libraries would be used to test remote service offerings.

The Board held a lively discussion of many aspects of this new service proposal. Concerns were raised about potential negative reaction to the addition of staff, the potential diversion of staff from other duties, and the potential perception of inequitable service provision by starting this new service locally in Grand Junction. After discussing the concerns raised by the Board, Rick Woods withdrew the proposal. He suggested that this type of service proposal might be considered more fully after the Board has completed the discussion of the purpose and roles of the consortium that is planned for the next few Board meetings.

B. Next Board Meeting

The next Board meeting will be held on March 1-2 at the Marmot office in Grand Junction. The agenda topics for the next meeting will be:

- new system implementation plan

- budget revision

- directors forum planning

- consortium issues: market and pricing.