EXECUTIVE BOARD MEETING
July 13-14, 2000
Marmot Office

MINUTES

I. PROCEDURES

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

The Minutes of the Executive Board Meeting of May 25, 2000 were approved. The Board approved the agenda as proposed.

II. REPORTS

A. Alternative System Evaluation Committee Report

Valerie Horton and Donna Miller, Co-Chairs, of the Alternative System Evaluation (ASE) Committee presented a progress report to the Board. The ASE Committee held its first meeting in June. The Committee reviewed the Board mandate and agreed on a group process. Vendor evaluation issues were discussed and list of five prospective vendors was determined. Homework was assigned to start developing evaluation criteria. A schedule of committee meetings and vendor demos was planned.

Valerie Horton and Melinda Chesbro, Member Services Manager, met with five library system vendors during the ALA Conference in early July. Valerie presented her ALA report to the Board. All of the vendors have redeveloped their system to support library consortia. Overall, the features and modules of all five vendors looked good. She discussed her perspective on each of the vendors: SIRSI, III, epixtech, Endeavor, and Ex Libris. In conclusion, Valerie said that she thought that the academic libraries in the consortium would be better served by any of these systems than by the CARL system. For the needs of the consortium, she thought the Kid's Catalog type interface is the one area where these vendors do not excel and that the kid's interface may become one of the major distinguishing factors in qualifying the vendors.

B. Director�s Report

Rick Woods reviewed the Marmot staff projects completed in spring quarter, April-June:

Site upgrades (including training)� Eagle Valley�s Avon and Eagle LAN expansions and a T-1 data circuit installation for the Avon library, LAN installations for Mesa County Valley School District four high schools, seven middle schools and two elementary schools, Colorado Mountain College in Steamboat Springs LAN, Mesa County Public Library District's Grand Junction T-1 data circuit installation, and Telluride School District LAN connection.

LIBRIS 2020 acquisitions � implementation monitoring of the new WAN version and development turnover to operations and member services. Installation plan for more libraries was postponed.

Training - bibliographic maintenance for Garfield County.

Sales & Marketing � Solo System demonstration training with Follett staff (Plateau Valley Schools and Delta County Public Library), and Solo System demonstrations for Silverton Public Library and State Library automation fair.

Operations � ACLIN Z39.50 server performance testing and equipment inventory system planning.

Staff Training � Loader/MARC training for System Operations staff.

Also, Rick reviewed the staff projects planned for completion in summer quarter, July-September:

Site upgrades (including training) � Adams State College LAN, LAN installations for Mesa County Valley School District four elementary schools and one middle school, Summit County's Silverthorne LAN connection, San Miguel County Library District LAN connection, Vail Public Library LAN connection and Garfield County's New Castle LAN and Rifle LAN.

NoveList on Web � consortium profile setup, CARLweb holdings link test, and CARLweb/Novelist session setup for each library with a LAN.

Webcheck - new Webcheck gateway installation and testing, Eagle pilot site implementation, and other sites implementation planning.

Alternative System Evaluation Committee support.

Library Databases � load RLSS backlogs and export test file for Pathfinder and Three Rivers RLSS.

Sales & Marketing ◆ Solo System demonstrations for Plateau Valley Schools and Cortez Public Library, and small libraries survey.

Operations ◆ T-3 data circuit installation, upgrade equipment repair work area, prepare to install and support Solo System, and equipment inventory system implementation.

Communications ◆ Solo System brochure, Marmot Tracks renewal as quarterly publication, Marmot site map redesign for web site.

III. OLD BUSINESS

A. <u>Marmot Internet Libraries</u>

Rick Woods reviewed the development of the Marmot Internet Libraries over five years from a simple bookmark file to the current web site of over 1,500 Internet site references. The Marmot Internet Libraries project has brought some benefits. Use of the web site has been less than desirable but staff gained experience in Internet application development and data content creation. The project helped to promote Marmot as an Internet-competent organization and it has served as a general sales tool.

Rick said that the project has floundered over the past two years. There has been no content development to keep the web site current. A transition to a more dynamic web site management system was planned but not carried out. Marmot did not receive funding last year for a grant request that would have developed the school Internet library portion.

Rick projected that it would cost $15,000 to $20,000 to update the web site technology and hire consultants to improve data content. It would cost half that much per year to maintain a high quality database.

The Board decided to discontinue the project because there are a lot of other web sites that serve the same purposes as the Marmot Internet Libraries and that funds which might be used to maintain the database should be used for more urgent needs. Rick said that Marmot would issue a 90-day warning before removing the Marmot Internet Libraries from the Marmot web site.

IV. NEW BUSINESS

A. <u>2001 Directors Forum Theme</u>

Rick Woods suggested that the Board should consider themes for the 2001 Directors Forum, May 10-11 in Grand Junction. After discussion, the Board decided that the next Directors Forum should focus on the new library system to replace CARL. Assuming that the evaluation process and system migration stay on schedule, the new system would be demonstrated to the group during the Thursday afternoon session and implementation planning would be the focus of the Friday morning session. It was suggested that Marmot might engage a psychologist/therapist to teach methods that would help directors to survive the tumult of system migration.

B. <u>FY 2001 Budget Projection</u>

Rick Woods presented a budget projection for the upcoming fiscal year, October 2000 to September 2001. The budget projection starts with a projected starting fund balance of $175,669, income of $1,155,646, expenses of $1,124,056, and an ending fund balance of $207,258. Of the $207,258 fund balance, approx. $105,000 is in reserve for E-rate discount related projects.

The Board requested the separation of E-rate discount funds from the operations budget and the increase of health insurance from 5% to 10% over current costs. A few discrepancies were noted. A final budget proposal will be presented at the next Board meeting.

During the budget presentation, Rick Woods pointed out that the cost of acquiring OCLC records was increasing from $18,000 this year to $30,000 next year. OCLC has said that online cataloging costs were reduced proportionally so that most customers will not see an increase. These same types of increases for purchasing cataloging records have been going on for several years but this is the biggest increase yet. Rick pointed out that Marmot has been subsidizing member libraries that use OCLC for cataloging and that the increased costs are taking a much larger share of the budget than in the past.

The subsidization of OCLC cataloging costs was an unforeseen effect of a policy change. At one time, Marmot required all libraries to use OCLC for cataloging. That policy was revised several years ago when Marmot started to accept cataloging records from other sources, e.g., BiblioFile. Today, Marmot receives cataloging records from a variety of sources. Libraries providing cataloging from non-OCLC sources pay the full cost of delivering records to Marmot. Rick suggested that Marmot could stop purchasing records from OCLC. Libraries using OCLC for cataloging can download records while cataloging and attach the file to an e-mail message to send to Marmot. Cataloging costs for those libraries would increase by the amount of subsidization that Marmot has been providing, 18 cents a record. The increase in cost

to member libraries is actually a reversal of cost savings that the cataloging agency has received from OCLC over the years.

After discussion, the Board tabled the review of OCLC cataloging record expense for an anticipated discussion of overall pricing structure and strategy.

C. <u>Whither Consortium Discussion</u>

To begin the planned discussion of the purpose and roles of the consortium, Rick Woods presented an online tour of several consortium web sites. A discussion ensued regarding consortium future as a shared computer service center, other consortium roles, and consortium membership. Pricing of consortium membership and the impact on governance was reviewed. The Board suggested that an overall pricing review would be helpful along with a comparison of competitive costs using a model system alternative. Rick Woods said that he would try to work with aspects of this discussion to create a framework to review the issues at a future Board meeting.

D. <u>Next Board Meeting</u>

The Board discussed whether a special January 2001 meeting would be necessary to receive the report of the Alternative System Evaluation Committee in a timely manner. The Board decided to wait and see how the evaluation process unfolds and discuss the Board meeting schedule for 2001 at the next Board meeting.

The next Board meeting will be held September 21-22 at the Marmot office. Topics for the next Board meeting will include alternative system evaluation committee report, FY 2001 budget presentation, CARL contract, and annual evaluation of the Executive Director.