

**EXECUTIVE BOARD MEETING**  
**July 11-12, 2002**  
**MINUTES**

**PRESENT**

Peggy Martin (public libraries), President  
Valerie Horton (academic libraries), Vice-President  
Robin Magee (at large)  
Steve Scroggins (school libraries)  
Sherry Taber (at-large)  
Joel Robinson (ex officio), Executive Director

**ABSENT:**

None

**ALSO ATTENDING:**

None

President Martin called the meeting to order at 1:30pm and called the roll to establish that a quorum was present for the conducting of business.

The prepared Agenda was accepted upon motion by Sherry Taber and second by Steve Scroggins.

The Minutes of the April 12 and May 10, 2002 Executive Board Meetings were approved upon motion by Sherry Taber and second by Steve Scroggins.

Joel Robinson gave the following Executive Director report:

- Donna Pearce joins the staff July 15th, replacing Lyn Sherman as System Operator.
- Eagle Valley has chosen to use the serials module and training is being arranged.
- Circuits have been upgraded in Gypsum, Kremmling, and Basalt.
- Testing has begun to move the Mesa County Valley School District 51 circuits from marmot to the district. We hope it works, but don't know yet how well.

- Since the Council meeting, Mary Katherine and I have visited Wilkinson, Durango, Gunnison, Western State, Montrose, Adams State, Grand County, Garfield County, Basalt and Pitkin. Mary Katherine went to Summit County and CMC Timberline in Leadville.
- Training: During those visits, and at other times, members are receiving additional training using create lists, GuiCat, and MilCat. Penny Shiel from Mesa County is assisting with additional acquisitions training in Durango. Keith and Mary Katherine went to III headquarters for System Administrator training the end of May.
- John Campbell and I have been working on MARC records training jointly with the other west slope regional systems.
- Marmot and Mesa County management staff are meeting monthly to address issues related to our extended technical services contract.
- Marmot employees have begun a shadowing program (see handout). We will be observing library staff to gain a better understanding of the day-to-day activities taking place in our member libraries.
- In addition to the weekly 'troubleshooting' meetings, Marmot employees are having weekly general staff meetings. These meetings are intended to improve cross department communications and overall teamwork.
- Next week I will be attending a two-day "Building Expertise" workshop at TIAA-CREF on health and welfare plans. Topics include Section 125, FMLA, ADA, COBRA, HIPAA, disability, group term life insurance, and reporting and disclosure.
- At the ALA conference, I was able to meet with the key people involved in development, sales, implementation, and maintenance of the self-sign up and print management software. When the member surveys are completed, we should know pricing and be able to establish an implementation schedule for this new product.

I also did my usual programs on recruitment and retention to the profession and training new leaders of state associations, at which Donna Jones Morris was one of the attendees.

- We have applied for a grant for 12 laptop computers used at the Olympics to use for a portable training lab.
- It has been determined that it is not practical or cost effective for Marmot staff to maintain computers acquired through the Gates grants. They will continue to be given IP addresses to be connected to the WAN.
- Marmot will be exhibiting at the CAL conference and sponsoring a reception.

The first draft of the Fiscal Year 2003 Budget was reviewed and discussed. It was noted that the budget is extremely tight and e-rate funds are included in the operating income in order to meet expenses rather than set aside for enhancements that benefit all member libraries. The budget estimates will be refined and revised before the next meeting.

During the review of the financial reports, it was suggested Marmot consult with the accountant to change the start of the fiscal year to either January 1<sup>st</sup> or July 1<sup>st</sup>, and change to the accrual method of accounting.

After discussion, Sherry Tabor moved, seconded by Steve Scroggins, the Price Schedule be amended to include payments for OCLC duplicate cataloging records loaded in the Marmot union catalog. The motion carried.

Sherry Tabor moved to continue the practice of offering 2% discounts to libraries that pay their fees annually. Robin Magee seconded the motion and it was approved.

Drafts of new Member Service Agreements were reviewed. It was suggested a section on withdrawal from the consortia be added and the Marmot attorney should review the drafts before sending on to the membership.

The meeting was recessed at 5:00pm and reconvened at 8:30am July 12, 2002.

The Board discussed the fall support staff workshop scheduled for October 31-November 1, 2002. Suggestions for content, format and location were presented.

The Board then began planning for the next Marmot Council meeting scheduled for May 8-9, 2003 in Grand Junction. The theme will concentrate on networking among the library directors, teambuilding, mutual support, and consortia advantages, perhaps with interest group tables. An outside facilitator will be sought to help the group solve problems and build consensus. It was suggested the meeting might be longer, perhaps including an evening event on Wednesday, May 7<sup>th</sup>, or a 'pre-conference' on Thursday morning. Ronnie Storey should be invited to present Millennium enhancements and discuss what problems III can solve, and what Marmot staff can do and what local library staff can do.

The Board spent the remainder of the meeting refining the Long Range Plan discussion from the Council meeting. The Mission Statement was revised and the Strategic Goals were reorganized and enhanced. Measures of success were also discussed. Joel Robinson was given the responsibility to draft a document based on the discussions for further review at the next meeting.

The next meeting will be held on September 5-6, 2002, probably in Durango. The agenda will include adoption of the FY 2003 Budget, evaluation of the executive director, and review of any recommendations forthcoming from the task forces.

Valerie Horton was thanked for hosting the meeting.

President Martin adjourned the meeting at Noon.

President Martin adjourned the meeting at 12:30pm.