Marmot Library Network, Inc.
Executive Board Meeting
July 19, 2010
Minutes

Present: Betsy Brodak, Di Herald, Kathy Chandler, Eve Tallman, Jimmy Thomas, Amelia Shelley (by conference call)
Also attending: Mary Vernon, Marmot Library Network

President Betsy Brodak called the meeting to order at 9:15 am and roll was called to establish that a quorum was present to conduct business.

Kathy Chandler motioned to approve Minutes of May 3-5 and May 14, 2010. Di Herald seconded the motion and it carried unanimously.

1) Updates
   A. Advisory Committee Reports.

      i) Finance – Eve, as Board Treasurer, is now chair of this committee. Betsy asked that another director be added to the Finance Committee [After this meeting Kristen Becker, Basalt Library District, agreed to serve; and the next Finance Committee meeting was set for Aug 11.]

      ii) Technology – Amelia said it was good that Lori Ayre presented at the Council Meeting, but didn’t see a need for additional services by her. Jimmy suggested that the Technology Committee now focus on ILS shopping efforts with a goal of doing a formal RFI in early 2011. Eve requested that someone from MCPL be added to the Technology Committee.

      iii) Policy – Jimmy noted that the Employee Handbook, Bylaws, and Articles of Incorporation are now up to date, posted, and distributed. He presented a list of new topics for the Policy Committee to review, and asked the Board to comment on priorities. When Eve asked why policies are not simply included in the Employee Handbook, Di noted that SD51 policies are published on a website separate from the Employee Handbook. For now we’ll follow this example, and begin posting policies on the Marmot web site as they get developed. Jimmy explained the Whistle Blower Policy specifically. Eve moved to establish a Whistle Blower Policy that is inclusive of financial as well as non-financial risk. Kathy Chandler seconded the motion and it carried unanimously.

B. Next Gen OPAC
   i) Progress Overview – Jimmy distributed a copy of user stories and discussed what’s been done through Sprint #7.

      Survey – Now that VuFind is offered as a link on the MCPLD.org home page, Marmot has received good response from MCPLD users. Jimmy sent a snapshot of the survey results to Eve. Eve will decide when to change the MCPLD home page to make VuFind the default OPAC.

      Focus of Sprint #7 – user stories most important MCPLD, the first library to make VuFind public, and an admin panel so Keith can easily set preferences for individual libraries.

      Focus of Sprint #8 – user stories most important to academic libraries, resembling as much as possible the CSU implementation. Next demo July 23. Betsy expected that MSC would not make VuFind the default catalog for fall term.
Focus of Sprint #9 – user stories most important to school libraries, and other urgent features for academics and schools to be ready for fall term.

$50,000 was budgeted this fiscal year for contract development by Mark Noble. After sprint #10 he will be on a holding pattern for a few months. Jimmy wants a good collection of new user stories prioritized for end-users before we buy any more development by Mark. Eve and Di agreed that Open Source was a good step forward.

2. Budget

A. 2010 Close Out Issues – Jimmy presented a summary of invoices from Dalby, Wendland & Co. Eve suggested that Tara from MCPL and the Finance Committee review their charges and consider issuing an RFP for the next audit.

B. 2011 Proposal – Jimmy explained account reorganizations in the Draft 2011 Budget. He compared changes to the new prices that were implemented on July 1, 2010.

- Big difference in ILS is staff sessions – are true to cost and greater than last year’s budget.
- Marmot passes through quantity discounts to our members, while only charging for member services.
- III Software and add on purchases should stay about the same as last year.
- Cataloging – may cancel OCLC and try to verify value of the service
- Internet Services - Jimmy discussed proposal by Advoda for Marmot to purchase a better bundle of Qwest services from Mammoth. This option could save money and simplify service.
- Member meetings – value of tech forums and MUG is huge.
- Subscriptions and Web Service – Jimmy explained category descriptions, changes to Journal Discovery, Gold Rush, and possible budget increase depending on what could be purchased to replace 360 Search (federated search).
- Professional fees were substantially higher because of audit fees by Dalby, Wendland & Co.

3. New Memberships

A. Philosophical Questions

i) Betsy posed a question about the procedure and additional set up costs for adding new members. Who decides who joins and when? Jimmy noted that the Board agreed Marmot is in a better place and it’s a good time to recruit new members. He shared an email from Barb Brattin with a list of potential Marmot libraries. Jimmy described specific price quotes and visits to libraries like Colorado Christian University and Colorado Northwest Community College.

Kathy commented that existing members were able to join at a reasonable rate because Marmot was founded with a large Federal grant. She felt that the grant benefit should be passed on to new members. We should do what we can to add to the value and service of Marmot.

Betsy commented, “Basically what we are saying is that we are ready to actively recruit new members for Marmot.” She felt that if people can’t afford to pay ongoing membership without a grant we should not pursue membership. Another boundary – it’s not in Marmot’s interest to go outside of the nonprofit. Jimmy agreed that Marmot should serve only nonprofits. Betsy also wanted to keep the time Jimmy spent on recruiting new members to a reasonable level.
Kathy thought Jimmy was wise to consider a prospective member’s ability to sustain ongoing costs. She always had the impression that Marmot should recruit new members.

Eve questioned if adding new members meant less service for existing members. She agreed to recruitment of new members if Marmot has its house in order and it doesn’t hurt services to current members.

Amelia agreed to the recruitment of new members as long as Marmot can sustain a level of service that would not be diluted by adding new members.

Betsy asked if it’s the Director’s responsibility to approve new members, and Jimmy responded that the Bylaws explicitly state the Executive Board approves all contracts with members.

4. LSTA Grant

Amelia - a Marmot alliance with Prospector would streamline the ILL process.

Eve expects an increase in circulation – libraries would be more popular. There may be higher courier costs due to increased circulation.

Betsy – the grant would be a great thing for academics. It opens access to urban collections in Colorado.

Jimmy - Prospector could simplify interlibrary loan and decrease staff time for processing. It should be a seamless user experience.

Sustainability – Marmot member libraries will share ongoing annual costs:

- $15,300 annual maintenance increase to III
- $50,000 annual Prospector membership
- $65,300 Total addition to Marmot operating expenses

Eve questioned what happens if next year libraries are reluctant to support Prospector? Does Marmot tap into investments? Should we take fees out of investments or increase membership fees?

Jimmy expects new members attracted to Prospector via Marmot could offset all or most of the new costs so that Prospector will become budget-neutral for current Marmot members.

Betsy felt that this is the best time to take advantage of this opportunity. It gives Marmot libraries the ability to participate statewide. It reaches into rural Colorado in an unprecedented manner. Sharing helps with catalog development costs and could double traffic. It certainly increases effective holdings without having to buy books.

Amelia moved to go forward with the LSTA Grant. Kathy Chandler seconded the motion and it carried unanimously.

Amelia called attention to the top 3 items on the Soapbox list that was created at the last Council meeting:

1) Mobile library services
2) Inventory at local level
3) Standardization of practices (checkout dates)
Jimmy noted that all the priorities were listed in the last draft of Council Meeting minutes (to be posted after 100% response from Directors to approve). He will give a progress report to Council on current activities relative to these priorities.

5. Journal Discovery
   A. Overview of product – Jimmy said list prices for Summon seem out of reach, but Marmot should form a task force to evaluate products like Summon, EBSCO Discovery Service, and Primo Central. Betsy thought journal discovery still had issues and the products weren’t solid enough yet.

Action Items [with Aug 3 & Aug 16 updates in square brackets]:

[X] Eve will recruit an additional member for the Finance Committee [Kristen Becker].

[ ] Jimmy & Amelia will form plan to shop for new ILS.

[ ] Eve will speak with Shana about moving from OPAC Task Force to Technology Committee.

[ ] Jimmy & Kathy will meet about policies and decide how to move forward [Aug 19].

[ ] Eve will have Tara review Dalby Wendland invoices.

[X] Eve will convene the Finance Committee to review the draft 2011 budget [Aug 11].

[X] Jimmy will update the draft 2011 budget to incorporate Board feedback from this meeting.

[ ] Jimmy will send a letter and Marmot Annual Report to specific libraries in Colorado that might be interested in membership.

[X] Jimmy, Eve, and Lois will finalize the LSTA Grant application and submit by Aug 3 deadline.

[ ] Jimmy will report progress on mobile library services through email or Marmot Skinny.

[ ] Jimmy: 1) follow through with EBSCO to get prices for EBSCO Discovery Service
    2) book Primo central webcast demo
    3) form Task force with more academics who can articulate functions important to them

Betsy adjourned meeting at 2:45PM.

Minutes by Mary Vernon & Jimmy Thomas