

Marmot Library Network

Board Meeting Minutes

July 15, 2013

Call to order: Gayle Gunderson called the meeting to order at 2:20pm.

Present in Vail: Gayle Gunderson, Lori Barnes, Eve Tallman; **in Steamboat Springs:** Sherry Holland, Kevin Williams; **at Marmot:** Jimmy Thomas and Mary Vernon

I. ILS migration plan (Technology Advisory Committee) discussion:

- a) Update on Sierra migration
- b) MUG agenda

II. Finance Committee report

- a) Comments on Draft Budget & Pricing 2014 – Previous to the meeting, (3) sheets from draft #3 of budget and pricing 2014 were sent by email to the board. This version incorporates July 11, 2013 recommendations by the Finance Committee:
 - Operate one more year with \$110k deficit, to be covered by investments.
 - Shelve the concept of calculating Basic System fee per standard library metrics.
 - Make sure price changes do not cause any member an increase > 2%
 - Adopt an annual cap for price increases

Price changes reviewed today:

- Raise ETS rate from \$53.80/hr. to \$60/hr. to cover actual costs.
 - Document the de facto ETS rate for non-members of \$100/hr (in particular for VuFind consulting).
 - Cap the number of hours to move equipment back and forth at 1 hr/workstation/year.
 - Document terms and tiered prices for new members to join OverDrive.
 - Document new tiered prices to join Prospector.
 - **Lori moved, Kevin seconded, that the budget and pricing be approved. The motion passed unanimously.**
 - **Action item:** Jimmy will author a letter to all members regarding changes in the new budget.
- b) Annual review of Financial Policy – board will review in Nov.
 - c) Annual review of Investment Policy – board will review in Nov.

III. Employee Handbook updates (Policy Committee) – Board will review in Nov.

- **Action item:** Jimmy and Mary will send changes to the Board before the Nov meeting.

IV. New member prospects – Rampart signed on 7-15-2013. Jimmy will have an update of Englewood Public Schools closer to Sept 2013. Bemis Public Library is a possibility in 2014.

- **Action item:** Jimmy will send out notice of Rampart membership to all members.

V. Budget item to cover conference registration fees for member librarians - Marmot currently sets aside money for an IUG matching grant for members who apply and are accepted for the III IUG grant. Marmot asks that members receiving the grant report back with what they've learned from attending the conference. Eve proposed that the matching grant support stay status quo, but be publicized better.

VI. Eve proposed Joseph Sanchez to fill her open position on the Board -

- a) Per bylaws President Gayle Gunderson makes the appointment to fill the remainder of an open term, in this case 9 months.
- **Action item:** President Gayle Gunderson will write a letter to Joseph Sanchez appointing him to the Board, and to chair the Finance Committee.

VII. Clarification of the Board election process at Marmot Council –

- **Action item:** Kevin and Lori will review bylaws and report back to the Board in Nov.
- **Action items from Council:**
 1. Jimmy will compile new data regarding net lenders and borrowers.
 2. Jimmy will create a report of OverDrive circulations by member and email it to all members.

VIII. Marmot cataloger for small libraries – Marmot is considering hiring a cataloger to provide centralized cataloging for Marmot libraries that may want to outsource this work. If implemented, costs and prices will break even, so the proposal does not need to be mentioned yet in 2014 budget. Jimmy noted that OCLC and SkyRiver have made new price proposals that may be important factors in this proposal.

Adjournment: Gayle Gunderson adjourned the meeting at 4:00pm.

Next board meeting set November 20, 11am – 2pm.

Next finance meeting Sept or Oct?

Minutes submitted by: Mary Vernon