

EXECUTIVE BOARD MEETING
June 26, 2001
Marmot Office

MINUTES

I. PROCEDURES

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

The Board approved the minutes of the May 11 meeting with minor corrections. The Board approved the agenda as proposed.

II. REPORTS

A. Search Committee

Chris Painter, Co-Chair, reported on the activities and plans of the Executive Director Search Committee. Sixteen applications were received in the first round. Six telephone interviews (1.5-2 hours) were conducted. There was a good consensus of the search committee to pick three finalist to invite to visit Grand Junctions and interview for the position: John Sheridan, Library Director at Soka University (CA) formerly Library Director at Colorado College, Joel Robinson, Director of Tippecanoe Public Library (IN), and Mark Rose, Assistant Director of Mesa County Public Library District. The Board agreed to try to schedule interviews for three consecutive days and to schedule a Board meeting the following morning to select a new director from among the three finalists.

B. Director's Report

Rick Woods reported aspects of the Millennium system migration:

- Reloading the database to catch all call numbers and, hopefully, item notes, \$2,500 additional cost. This problem is the result of a problem with CARL software. Also, Marmot could have done better at planning and testing.
- Response time tests this week
- Workstation replacements and upgrades underway full steam
- Training still on track (we hope!)

- Fighting to keep the cutover weekend date. We are willing to arrange our own training if necessary to keep to schedule!

Rick reported that he had received a letter from the President of CNCC that they intended to leave Marmot. Their plan is to acquire a stand-alone system from Winnebago. It is generally understood that the college thinks that this is a good way to reallocate budget funds to purchase more books since the book budget is repeatedly cut. Rick sees this approach as a vicious circle for the library because the book budget will be a target of likely cuts and the technology budget will never be restored. He expects CNCC to use CARL through the end of August but not to join the migration to Millennium. The Board approved Rick's proposal to waive the contractual commitment to pay fees through the end of September and to allow CNCC to terminate their commitment as of the end of August.

Rick reported that Grand County Library is interested in joining Marmot by end of year. There are six sites: 5 community libraries and administration office. He reported on a seemingly successful meeting in Frasier with good comments from the Board as he left and a really good report from the director the next day. They expressed a strong desire to go with a "vendor with experience" and the director strongly desires to join a consortium. After the meeting, the Board instructed their technology committee to visit Avon and Jefferson County as soon as possible.

Rick reported that QWEST Internet access (for original SuperNet customers) has been atrocious over the last two months, especially last week when a router was down for over 24 hours. Roger Landauer is exploring other Internet access options, UUNet and ITI2 (local provider with big pipeline). It would not be easy to attempt a switch as Marmot uses fixed IP addressing throughout the network so every Marmot workstation would have to be updated with a new IP address.

Rick reported that QWEST billing snafus have risen to an all time high. We have struggled over the past year to clean up but keep getting farther behind. There is over \$50,000 of incorrect charges at this point. After failing to find anyone local that could help, Mary Ann offered to send e-mail to Joe@Qwest.com and it appears that the message has filtered down the line and resolution is underway. We'll see.

Rick reported that this past week, Marmot got hit with an insidious virus that propagated from NT servers to any PC with a drive mapped to the server - all office computers and all Marmot LAN workstations. Marmot is overdue to adopt the anti-virus protection and Rick said that he bears the responsibility for leaving Marmot workstations unprotected. Marmot has purchased anti-virus software for the 15 servers in the network @ \$35.00 each for the 1st two years and \$18.00 each per year thereafter. Rick said that all Marmot LAN workstations should have anti-virus

software (for their own good) and Marmot would pass along the costs. Large sites would be hit especially hard with high costs, e.g., MCVSD with 115 workstations. It would be timely to upgrade workstations now as staff is visiting each site to replace and upgrade workstations for Millennium. The Board approved a directive to require installation of anti-virus software on every workstation and server.

Rick reported on the impact of the new health insurance policy (dropping one dependent coverage so it only covers the employee as of October 1, after being hit with a 40% increase this year):

- Hard to get staff consensus since only ◆ are facing additional financial burden and ◆ that aren't don't want less coverage or to switch to a provider that does not provide service as well as Principal. We will be looking further into cafeteria plans with other companies. The problem is that if we leave Principal, we have made ◆ of the staff unhappy and if we stay, under current conditions, we make it difficult for the other ◆ of staff.
- Staff impact varies but several staff will see additional monthly cost from \$300-\$650.
- Exacerbating the situation is a feeling of some staff that salaries aren't competitive. It doesn't help that a salary survey was not done this spring as promised.

After discussion, the Board approved a one-year cap of \$250 per month on costs for employees to continue to cover one dependent.

III. NEW BUSINESS

A. New Board Member Appointment

The Board appointed Sherry Taber, Director of Durango Public Library, to replace Jane Ulrich as a member of the Marmot Executive Board, representing Southwest Regional Library Service System. Rick Woods noted the irony of Sherry's appointment at a time that the Board is recruiting a new Executive Director since she served on the Board in 1991 when Rick was hired.

B. Acting Executive Director Appointment

Rick Woods reported on discussions with Don Moeny and his concerns regarding his appointment as Acting Executive Director. The Board appointed Don Money to be Acting Executive Director after Rick Woods leaves active duty and until the new Executive Director at work. The Board approved a 10% salary increase for the time

spent as Acting Executive Director. Valerie Horton agreed to act as a liaison to the Board and would plan to have frequent meetings with Don.

C. Operations Budget Projection

Rick Woods reported on e-rate funding, noting that payments are far in arrears and further complicated by QWEST billing problems. He reviewed a revised budget projection for the upcoming fiscal year that incorporated issues discussed at the previous Board meeting.

D. Discussion of Comments From Marmot Council Meeting

The Board reviewed comments from focus groups at the last Marmot Council meeting in answer to four questions:

1. What are currently the most positive aspects/strengths of Marmot?
2. What negative aspects do you perceive about the organization or how could Marmot be improved?
3. What future directions should Marmot take?
4. What qualities would you like to see in a new Executive Director?

E. Next Board Meeting

The next Board meeting will be held on August 9 from 10 AM to 3 PM at the Marmot office. The agenda topics will be:

- III implementation
- Board member recruitment
- CIPA discussion
- Fall projects
- Operations budget
- Next Directors Forum theme
- Fall Board meeting schedule