Present: Barb Brattin, Nancy Gauss, Jimmy Thomas, Sherry Holland, Eve Tallman, Gayle Gunderson. Also attending: Mary Vernon

Minutes by Mary Vernon

Meeting was adjourned at 4:45 pm

1) Prospector:
Barb: Marmot has the potential to become something really extraordinary if we present a united front. As we move into the next year, how are we going to present things to the membership? Together, we should work toward finding common ground on overdue fines for PIH.

The Board reviewed Amelia Shelley’s motion from May 2011 Director’s Council meeting: Amelia moved to discontinue item by item reconciliation billing between libraries for lost items requested via Marmot system holders and move toward a semi-annual reconciliation until it can be determined that an annual reconciliation will meet the needs of Marmot libraries. An analysis of this process will be completed and presented at the 2012 Council meeting.

Reconciliation proposal: Barb recommended through June 30, 2011, libraries continue to send bills to other libraries for lost or damaged items. Beginning July 1 through December 31, 2011, each library should track lost or damaged items by spreadsheet. Items will be reconciled after the information is compiled and reviewed. Rules will be reviewed at the 2012 Council meeting.

Action item: Barb will send out a memo to directors and copy access services taskforce to remind them of Amelia’s motion from the May Council meeting.

Action item: Barb will ask a select team from the Access Services Taskforce to create procedures for reconciliation, including alternative instructions for recordkeeping.

2) Board Best Practices: The Executive Board agreed:
   • When communicating through email, recipients will open the most recent email thread and reply to the latest response. Reply all is to the group, reply is only to the individual you want to reply to.
   • The Board will meet four times per year with the exception of special meetings or unusual events.

3) Committee Membership Lists: Committee and Taskforce membership lists were included in the Board manual. Jimmy clarified that Committee members are appointed by the Board President and the Executive Director appoints members to Taskforces.

Action item: Barb will email Joyce Dierauer (Director of Summit County Library) to invite her to participate on the Finance Committee.

4) Technology Advisory Committee: Update Eve & Gayle
   • People from various libraries will attend ALA to visit with vendors.
   • Marmot RFP will be issued July 1, 2011

Action item: Jimmy will send an email to the Board that includes a list of key ILS vendor events at ALA

5) Policy Committee: Sherry will focus her attention on writing two new policies – Membership policy and Data Base (data base integrity, rules, best practices.) She plans to work closely with the Technical Services group and Policy committee during this process.

6) Next Board Meeting: The next Board meeting is tentatively set for the first week in Sept. Topics of discussion:
   • Changing Marmot’s fiscal year
   • Recommendations of TAC in regard to the ILS.

7) Administratrizia: Jimmy distributed Board manuals and gave a brief explanation of Marmot financial statements and investment policy.
   • President’s file was transferred to Barb Brattin.
   • Election minutes were signed by Barb Brattin and Jimmy Thomas
   • Resolution naming signatories to Marmot financial accounts was signed by Barb Brattin, Nancy Gauss, and Eve Tallman.
   • Copies of signed documents were given to representatives of Wells Fargo and Alpine Bank
   • Bank representatives gathered signatures to remove Betsy Brodak and add Barb Brattin as signer

8) Executive Session: The meeting moved to Jimmy’s office to discuss his workforce reduction plan. Mary Vernon was dismissed.

Meeting was adjourned at 4:45 pm

Minutes by Mary Vernon