

# **EXECUTIVE BOARD MEETING**

**March 1-2, 2001**

**Marmot Office**

## **MINUTES**

### **I. PROCEDURES**

Members present: Valerie Horton (academic libraries), Peggy Martin, Vice President (public libraries), Donna Miller (school libraries), Christine Painter, President (at large), Jane Ulrich (library systems), and Richard Woods, Executive Director (ex-officio). Peggy Martin was absent for the second half of the meeting.

The Minutes of the Executive Board Meeting of January 30-31, 2001 were approved. The Board approved the agenda as proposed.

### **II. REPORTS**

#### **A. Director's Report**

Rick Woods shared a letter of notification for a June 1, 2001 contract termination from the President of the Delta County Public Library District Board. Rick provided a mid-quarter update on staff projects scheduled for winter quarter. The Board discussed options for health care insurance plans. Rick alerted the Board that Colorado Mountain College was six months in arrears on payment for one invoice. The invoice is not being contested. Marmot has started to charge a late payment fee of 1.5% per month on the balance of the account. This is the first time in 10 years that Marmot has charged a late fee.

### **III. OLD BUSINESS**

#### **A. III Millennium System Implementation**

Rick Woods reported on the recent visit by Melinda Chesbro, Member Services Manager, to the CW/MARS and NOBLE library consortiums in Massachusetts. Both consortiums use the III Millennium system. Marmot has just begun the formal implementation planning process with III staff, having had the "introductory" telephone conference call earlier this week. Melinda and Rick will be attending a special meeting of Innovative Interfaces with library consortium directors in the Chicago area, April 1-3.

Rick Woods presented the Millennium System Implementation Plan Overview, a draft of a document to be distributed to member libraries. The Board held a lengthy discussion on the many issues that will affect system implementation, providing some improvements to the

document. The Board requested a more detailed review of branch/location code assignments and OPAC search scoping and limiting options at its next meeting.

#### **B. Directors Forum and Council Meeting**

The Board reviewed the agenda and discussed the arrangements for the next Marmot Directors Forum and Council Meeting on May 10-11, 2002. The forum will focus on III Millennium system implementation, including a system demonstration by III staff. Other than the Board election, there is no other official business slated for the Marmot Council meeting.

### **IV. NEW BUSINESS**

#### **A. Budget Impact Review**

Rick Woods presented a brief review of the mid-year impact on the operations budget from an income decline due to termination of three member agreements, Cortez Public Library, Delta Public Library, and Pathfinder RLSS, and the additional expenses associated with the acquisition of the III Millennium library system (while continuing to pay for the CARL system). As anticipated, the reserve funds have been used and there might be a negative fund balance at the end of this fiscal year. Rick anticipates that any negative fund balance can be made up quickly but that it may take several years to restore a healthy reserve fund. After more staff review, Rick will provide a budget revision proposal, including a three year budget projection at the next Board meeting.

#### **B. III Payment Authorization**

The Board authorized Donna Miller and Valerie Horton as signatories for the III Millennium system payment checks, which will amount to more than \$25,000 each and must be signed by an authorized Board member. The Board approved the addition of Donna Miller and Valerie Horton to the check signature bank register and the removal of John Campbell since Pathfinder RLSS is terminating its Marmot membership.

#### **C. Consortium Issues Discussion: Marketing and Pricing**

The Board began a review of consortium issues by discussing marketing and pricing. Rick Woods reviewed the marketing principles from the long-range plan, an opinion paper by Melinda Chesbro, and the current fee schedule. The Board held a lengthy discussion throughout this review. The Board took a quick look at expenses in an effort to identify obvious cost centers. At the next meeting, the Board will continue its discussion of consortium issues by focusing on staff resource allocation.

#### **D. Next Board Meeting**

The next Board meeting will be held on April 12-13 at the Marmot office in Grand Junction. The agenda topics for the next meeting will be:

- social styles analysis
- Millennium implementation plan issues
- operations budget revision
- Directors Forum planning
- consortium issues: staff resource allocation.