

EXECUTIVE BOARD MEETING
November 13, 2001 8:30 a.m.
MINUTES

PRESENT:

Christine Painter (at large), President
Peggy Martin (public libraries), Vice-President
Valerie Horton (academic libraries)
Steve Scroggins (school libraries)
Sherry Taber (library systems)
Joel Robinson (ex officio) Executive Director

ABSENT:

None

ALSO ATTENDING:

Terry Pickens, Director, Mesa County Public Library District

President Painter called the meeting to order and called the roll to establish that a quorum was present for the conducting of business.

The prepared Agenda was accepted.

The Minutes of the October 18, 2001 Executive Board Meeting were approved upon motion by Peggy Martin and second by Sherry Taber.

Joel Robinson reported on progress implementing Grand County Library membership in Marmot. Don Moeny has completed a site survey and he is there today meeting with their technical committee. Their six locations should be online using the Millennium system about April 1, 2002.

He also described progress on Millennium implementation organization wide and moving from implementation to operational support of the system.

A new configuration and pricing schedule for PC's and servers has been finalized for members needing to upgrade or purchase hardware. Mary Ann Grant has completed the E-Rate filings for year 4 and begun the application process for year 5. Marmot is exempt from the USF CIPA requirements because funding is only being requested for telecommunications. The management staff is also working on updating the member

service agreements and developing information for the Board's review of the pricing schedule. Meetings are scheduled to investigate the State's MNT, Internet 2, and Beanpole participation. Brenda Bailey-Hainer from the state library met with the management team recently and suggested Marmot apply for an LSTA grant for a digitization project.

Other activities underway include revising the long range plan, staff evaluations, securing unemployment compensation coverage, and replacing the failing photocopier.

Terry Pickens discussed the extended services agreement with Mesa County Public Library District. She stated the library is receiving a level of service better than what the library could do by hiring its own personnel. There was discussion of extending this service to other branches and member libraries. The Board agreed to the concept of continuing the agreement with the library. Projects under the current year's agreement will be completed and reviewed. A written proposal to renew the agreement will be formally approved at the next meeting.

After discussion, Peggy Martin moved, seconded by Sherri Taber, the new Marmot Library Services Contract with Mesa State College be approved. The motion was unanimously adopted.

The Board discussed the Moffat County Libraries' request to withdraw from Marmot at the end of the calendar year. Valerie Horton moved to agree to the request to stop services to Moffat County effective 12/31/01. Peggy Martin seconded the motion and it was unanimously adopted.

The Board discussed the implementation and functionality of Millennium. The software upgrade has been completed and new features are now available to Marmot and member library staffs. It was suggested III personnel might be retained on a contractual basis to help with implementation, training, and database clean up. Also, III is planning a Western Slope training session, perhaps as a videoconference.

There was further discussion of what is and what is not working with the system and Melinda Chesbro sat in at the end of the meeting to answer additional questions and give an update.

The Board discussed elements that could be considered as activities of a full consortium: resource sharing, shared collection development, cataloging and acquisitions, cooperative purchasing, group marketing, advocacy. There could also be sub-groups of consortia by geography, type of library, etc.

Valerie Horton volunteered to chair a committee to help define the type of consortium Marmot should be and make recommendations back to the Executive Board. Joel Robinson will work with her in selecting additional members for the committee.

Revisions to the Price Schedule were then addressed. The purpose of the discussion was to determine priorities and present a philosophical and practical basis for more concentrated work at the next meeting. Items brought up during the discussion included:

What are the 'sacred cows'? Geographic neutrality; base line integrated online automated system components include circulation, OPAC, cataloging, serials; "We will work with you" flexibility.

What amount should the membership fee be? What should it include?

Base cost plus value added services.

Does cost correlate with expense?

Consider fixed vs. variable costs

Should cost be based on population/FTE/volumes/circulation/budget per capita/holdings per capita/poverty level, or a combination of these or other factors?

Module/use-based cost?

Tiered costs/ranges of costs?

Target smaller libraries.

Review of shared memberships

Maintain same level of income to sustain current expenses.

Increase replacement equipment inventory.

Justifiable to governing authorities.

The Board decided to seek broad member input to revising the price schedule before the next meeting.

Melinda Chesbro joined the meeting for further discussion of Millennium implementation.

SUBJECT INDEXING:

The indexes in Millennium were set up to work with authority control, so keyword and subject searches only retrieve Library of Congress Subject Headings. Authority control was originally planned to start this December, but won't be done until summer at the earliest. In the meantime, re-indexing could be done at a cost of about \$10,000 to alter the indexing profile. Re-indexing may have to be done again after authority control, costing an additional \$10,000, depending on whether we alter both the subject and keyword indexes, or just the keyword index. Alternatively, the subject search button can be moved to the Other Searches screen in the OPAC.

Due the urgent nature and unilateral impact of this problem, Valerie Horton moved, seconded by Sherri Taber, to authorize the expenditure of up to \$20,000 for re-indexing, if the cash is available to pay the invoice. The motion carried unanimously.

OPAC SCOPING:

Marmot purchased 100 scopes and is currently using 35. Many members need to be scoped to the building level rather by member. It is estimated 105 scopes will be needed to scope to the building level for all member libraries. This needs to be done all at once, as they are added at the end of the present alpha list. Melinda could discuss the local preferences with members and have them added in December. At a later date III will be developing the ability to scope the scopes (allow an individual library to determine which scopes are displayed when changing scope).

Valerie Horton moved building level scoping be added at no additional member cost. Sherri Taber seconded the motion and it carried unanimously.

STATISTICS:

Members can now run their own monthly statistics and should call Keith Dedman if they need assistance. He can also help create lists for member libraries. Call number statistics are still being set up, we may need to add more SCAT (call number stats) tables and agree on the call number ranges to be reported upon.

CATALOGING:

Marmot uses two loaders, OCLC and non-OCLC. The OCLC loader matches on OCLC number and either overlays an existing record if there is one match, or adds a

new record of there are zero or multiple matches. As of today, overlay by encoding level has been turned off because it did not allow automatic creation of items. Non-OCLC loads match on ISBN. When a match is found, it does not overlay the bibliographic record, but adds the item information. If no ISBN match is found, a new record is created. The system cannot prevent other members from altering records.

HOLDS:

There is still a system bug with holds. This is not as great a problem for single building libraries, but very problematic for multi-branch systems. Patron placed holds in the OPAC are also not working properly, regardless of whether you are a single building or multi-branch. Melinda will keep after III to correct the problem so holds work as documented.

ENHANCEMENTS:

III has completed all three Marmot-initiated system enhancements: 1) Notices by homeroom; 2) Patron agency code; and 3) Z39.50 connections for each library to Colorado Virtual Library so individual holdings show up during searches.

The next meeting will be held on January 10-11, 2002, probably in Grand Junction, but possibly another location. The agenda for the meeting will include the revised price schedule, a report from the consortium committee, long range planning, and the audit report.

The spring Council meeting was set for May 9-10, 2002, probably at Mesa Verde. The potential agenda items included a panel or individual from other consortia to discuss how they run their network and future services of Marmot, and a demonstration of the Reports function in Millennium.

President Painter adjourned the meeting at 3:00pm.