



Marmot Executive Board Meeting
Marmot Office, Grand Junction, Colorado
November 15, 2012, 11:35a-3:10p

Present: Nancy Gauss, Gayle Gunderson, Eve Tallman, Jimmy Thomas, Mary Vernon
By WebEx: Sherry Holland and Barb Brattin

Meeting was called to order by Barb Brattin at 11:35.
Minutes of July 27, 2012 Board Meeting were approved unanimously.

Membership Policy – This draft was distributed by email Jul 16 from Jimmy Thomas to Directors re “Marmot Board mtg 7/27 Agenda and Materials”. It was reviewed by the Board Jul 27, and posted at <http://www.marmot.org/node/42>. No further comments have been received at Marmot.

Eve moved that the board approve the Membership Policy as amended below. Nancy seconded the motion. It was approved unanimously.

Amendments:

- Indent layout or bullet points
- **About Marmot** - Delete second paragraph and replace it with the following: “Marmot is driven by a need to share the cost of a stable and functioning ILS. Efficient resource sharing is added motivation for membership. Resource sharing service is closely integrated with a statewide courier system.”
- **Terms of Membership** – Edit second line to read “Membership in Marmot is by calendar year or member fiscal year.”

Database Policy - First draft was distributed by email July 23 from Sherry Holland to Policy Committee re “Catalog Policy Committee”. Second draft was distributed Aug 3 from Jimmy Thomas to Policy Committee re “Marmot Database Policy (draft)”. By Aug 13 all Policy Committee comments had been incorporated in the latest draft, which was included in MUG packet Sep 20-21, and posted at <http://www.marmot.org/node/42>. No further comments have been received at Marmot.

The Board will approve the Database Policy assuming they are acceptable to the DBTF:

- Change title to “Union Catalog Policy”
- Change name of DBTF to match policy “Union Catalog Committee”
- Remove the URL and replace it with the statement “The Union Catalog policy is posted on the Marmot website.
- Constructive enforcement – examples of good and bad cataloging
- How to encourage catalogers to use resources on Marmot website

Nancy moved that the board approve the Database Policy as amended. Gayle seconded the motion. It was approved unanimously.

Action item: Next meeting review taskforces and committees to review title, purpose, and members.

Englewood migration - JT reported the planned go-live is Dec 1. Englewood will participate in the Marmot collection, but not Prospector.



MUG 2012 Action Items – JT

- Database Task Force reviewed and recommended the draft Database Policy
- Ebook Task Force reviewed and recommended Econtent Collection Development Guidelines

Two tasks that may take more time:

- Access Services Committee (ASC) improve the “Best Practices” document
- JT get ILL to solve nagging resource sharing issues in Millennium and Prospector
- Approve Strategic Plan before Marmot Council meeting April 2013

Action item: JT will remind Committees and Task Forces to review the Strategic Plan within the next two weeks and report back to the Board.

Action item: JT will arrange a Board phone meeting to address Strategic Plan sections before February.

Marmot academic member concerns – See attached handout. Jimmy noted that sprints and demos are recorded and posted on the Marmot website along with detailed VuFind documentation.

Action item: JT, NG and ET will respond to academic concerns with Conflict of Interest policy and its relationship to the Douglas County Ebook project.

Reconciliation of lost items – JT reported Marmot is on a good track for reconciliation of damaged and lost-in-transit items.

Resource Sharing Best Practices – The Best Practices document posted on the Marmot website is a work-in-progress and continues to be reviewed by the Access Services Committee.

Board questions for ASC:

- Retitle document “Resource Sharing Standards”?
- How does Marmot handle people who ignore best practices?
- Label tasks as required or recommended?
- How do you designate an item as lost?

Lingering weaknesses or opportunities “Marmot Council Meeting 2008-Director’s Survey”

Eve propose each Board member pick ten SWOT analysis items and discuss them by email. Nancy will convert the 2008 pdf to a working Google document. Members will highlight items that pique their attention. The revised document will be presented at the April 2013 Council meeting.

Board outline plan for Marmot Council meeting April 22-23, 2013 – Discussion tabled until the February 2013 Board meeting. Recommended guest speaker: Lynn Connaway, Ph.D. (leads the OCLC Research User Behavior Studies & Synthesis activities theme.)

Action item: JT will review format from previous Marmot Council meeting minutes.

Action item: MV will search for locations near Glenwood Springs.

Barb Brattin logged out of the meeting at 2:30pm.

Evoke Task Force – Jimmy gave a brief explanation and tour of evoke.cvlisites.org. Evoke is a group of organizations spearheading, experimenting, learning and communicating to resolve problems with Ebooks. Each of the following organizations has a stake in the future of Ebooks and other E-content: Colorado State Library, CLiC, The Alliance, Douglas County Libraries, Marmot Library Network, Auraria Library.

2013 Marmot Audit – Jimmy shared the Chadwick audit quote with the Board.

Meeting adjourned at 3:10pm.



Marmot Academic Member Concerns

A conference call of Marmot academic librarians and library directors occurred on October 30, 2012. The following summarizes the issues discussed and recommendations to the Executive Board.

- The Marmot mission statement includes two elements: hosting an integrated library system and delivering related information technology services to its members. Based on this mission, the 1st priority for the network is maintaining a stable and functioning catalog. This is a requirement.
 - When changes in VuFind cause unanticipated problems, these need to be fixed immediately. Mark is working on some required fixes and has been very responsive to our concerns. But, the goal is minimizing the problems that arise from rapid updating.
 - Library staff are spending huge amounts of time working on Marmot projects to help make the catalog functioning. This shifts priorities for library positions.
- Substantive changes to the catalog need to be reviewed by the Database Task Force. These include:
 - Changes that affect cataloging practices
- Example: moving 856 field from the item record to the bib record.
 - Customization to the MARC record and needing to make the changes retroactively to existing records
- Example: adding a customized 037 to the bib for electronic items.
 - Ensuring that all affected parties are involved in vetting changes.
 - Creating a subset of the Database Task Force as a screening committee for reviewing potential VuFind/MARC changes.
- Require more time after a sprint to review changes in Opac2.
 - Give members a week to review changes before Opac2 is deployed.
- Draft Database Policy needs review by the Database Task Force.
- Review Conflict of Interest Policy, in particular definitions of “Nature of Conflicting Interest” (Section 4) and the interpretation of the policy (Section 5).

These Recommendations by Academic Member Libraries were accepted and approved by the Marmot Board (with qualifications in parentheses):

- Board agrees that a stable and functioning catalog is a requirement and a 1st priority. (The Board asserted this principle with an amendment to the Membership Policy 11/15/2012.)
- The Database Task Force reviews any substantive changes before implementation.
- The Database Task Force reviews the draft Database Policy.
- An extra week is added between sprints and implementation of Opac2.
- Board agendas are submitted to Directors (but not also to Committee chairs or Task Force chairs—Directors are counted on to share Board agendas as appropriate within their organizations).
- Conflict of Interest Policy is reviewed.