

Marmot Library Network  
Executive Board Meeting  
10:00 AM – 12:30 PM, Thursday, October 15, 2009  
Conference Call

Present: Mary Anne Hanson-Wilcox (Public Libraries), President  
Betsy Brodak, (Academic Libraries), Treasurer  
Kathy Chandler (At-Large)  
Amelia Shelley (At-Large), Vice-President  
Di Herald (School Libraries)  
Jimmy Thomas (Executive Director – Marmot Library Network) Secretary  
Mary Vernon (Executive Assistant – Marmot Library Network) Recorder

President Mary Anne Hanson-Wilcox called the meeting to order at 10:15 AM and the roll was called to establish that a quorum was present to conduct business. The agenda was approved upon motion by Kathy Chandler and second by Betsy Brodak.

**I. Banking and Investment Accounts Update**

On 10/14/2009 Betsy and Jimmy took a check in the amount of \$250,000 written from the Marmot Wells Fargo account to Alpine Bank, but Alpine would not accept it because CDAR paperwork was not yet complete. FDIC coverage should be revisited in December of 2009. Betsy stated that Alpine does not have business accounts.

Di will sign off at Alpine that Betsy and Jimmy have authority to open accounts at Alpine on behalf of Marmot Library Network. [On Oct 20 Alpine accepted the \$250,000 check and deposited it in an interest-bearing money market account pending paperwork that must be redone at Alpine after Betsy is back to Grand Junction.]

Mary Anne Hanson-Wilcox reminded the board of a prior resolution to keep the main Marmot checking account balance above \$500,000.

**II. September Financial Statements**

Revenue for III software is up due to a jump in staff sessions for member libraries. Mary Anne requested more detail for CD's on balance sheet. Jimmy agreed to do this in the next monthly financial statements for the Board.

**III. Progress Report on Dalby, Wendland &Co. Recommendations**

Jimmy stated that Help desk software will log requests from member libraries. Email requests will be tracked in a folder as backup for Library orders to Marmot. Don Moeny and Mary Vernon will get Quickbooks training on Oct 16 & 23.

**IV. Auditor RFP**

Betsy Brodak will complete a RFP draft and send to for review by the board and finance committee. Target dates [as subsequently revised by Finance Committee Oct 22]:

Mail to selected CPA Firms: Oct 23, 2009

Proposals due by: Nov 13, 2009

Award: Dec 1, 2009

Anticipated date of completion Feb 1, 2010

**V. Policy manual vs. Employee Handbook**

Jimmy discussed changes in travel reimbursement. The main goal is to have a clear policy, applied fairly to all Marmot staff, following cost-conscious principles. Kathy Chandler expressed the need to rewrite the bylaws, handbook, and create policy.

**VI. Bylaws Review and Proposed Revisions for the Council**

Kathy, Mary Anne, and Jimmy will develop a plan for revision. No time has been set to discuss the 1<sup>st</sup> draft of this revision.

**VII. Parameters for Executive Director's 6-month Contract Review**

Jimmy will convert priorities stated by the Board into a set of goals and timeline, and submit to the board by end of October 2009.

**VIII. Selection of Task Force Members**

Jimmy expressed concern about how Task Forces are assembled. He said each task force should know its scope of work, time commitment, and ending date. Jimmy will draft position guides for task force roles so members can join with a clear idea of time and effort commitments that can be approved by library directors. At the next quarterly "Tech Forum" ("Task Force Summit") Jimmy will present his "take on the strategic plan" and ways to refocus Task Force efforts within the context of the Strategic Plan.

**IX. Resolution Declaring JMT as Executive Director**

A motion was made to declare Jimmy as Executive Director of Marmot Library Network. It was moved by Betsy Brodak and second by Kathy Chandler.

**X. Unemployment Claim**

A motion was made to enter into executive session (only for this point X). – Mary Vernon was excused. Within the executive session Joel Robinson's unemployment claim was discussed. Mary Anne presented legal advice she had gathered. The following resolution was moved by Amelia Shelley, seconded by Kathy Chandler, and approved unanimously:

**"The Marmot Executive Board will not deny or dispute Joel Robinson's unemployment claim in spite of the fact he announced his retirement and was paid salary thru his announced retirement date."**

**XI. Press Release on JMT's appointment.**

The Board reminded Jimmy he had volunteered to draft a press release. [Jimmy distributed a draft to the Board Oct 23.]

**XII. Credit Report for JMT**

Still not complete as of Oct 15 [completed by Oct 22 with no problems reported].

The meeting was adjourned at 12:40pm by motion of Mary Anne Hanson-Wilcox and second by Amelia Shelley. The next regular meeting will be February 10, 2010.