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 (ex-officio).

The Minutes of the Executive Board Meeting of July 13-14, 2000 were approved. The Board approved the agenda as proposed.

II. REPORTS

A. Alternative System Evaluation Committee Report

Valerie Horton, Co-Chair, of the Alternative System Evaluation (ASE) Committee presented a progress report to the Board. The ASE Committee has been meeting at a regular, perhaps blistering, pace over the past 15 months. The vendor selection has been narrowed to two finalists: Innovative Interfaces and Sirsi.

Tasks accomplished:

- Professional and vendor literature review
- Online review
- RFI (request for information)
- Scripted, first round vendor demonstrations
- Detailed, evaluative criteria
- Open meeting to review and revise the evaluative criteria

Tasks in process:

- Comprehensive vendor demonstrations, including an open meeting
• Decision making rubric
• Telephone interviews
• Site visits

Valerie reviewed the positive and negative features of the three vendor systems: Endeavor, III, and Sirsi. Also, Valerie suggested that the ASE Committee might be ready to make its recommendations to the Board following the ASE Committee meeting on November 16-17.

The Board reviewed plans for the upcoming vendor demonstrations.

B. Director’s Report

Keith Dedman, Member Services Librarian, outlined the feature of the Web Trends software that Marmot is planning to utilize for statistical reporting on the use of library web sites hosted by Marmot. Sample reports can be viewed on the web at http://www.webtrends.com/samplereports/allmarketing.htm.

Rick Woods suggested a June 30 deadline for Marmot libraries to upgrade their sites to a LAN environment. Any sites that do not schedule a LAN upgrade before April 1, 2001 would be given notice that their service would be discontinued as of September 30, 2001 and their contract would not be renewed. The Board concurred with the deadline.

Rick reported that the Marmot Internet Libraries would be removed from the Marmot web site at the end of November. Warnings of the pending removal have been posted on the web site.

Rick Woods reviewed the Marmot staff projects completed in summer quarter, July-September:

Site upgrades (including training) ♦ Adams State College LAN, LAN installations for Mesa County Valley School District four elementary schools and one middle school, Summit County's Silverthorne LAN connection, San Miguel County Library District LAN connection, Vail Public Library LAN connection and Garfield County's New Castle LAN.

Alternative System Evaluation Committee support.
Library Services ♦ exported MARC test file for Pathfinder and Three Rivers RLSS, and posted warning of pending removal of Marmot Internet Libraries.

Sales & Marketing ♦ Solo System demonstrations for Plateau Valley Schools and Cortez Public Library and Marmot Tracks renewal as quarterly publication

System Operations ♦ T-3 data circuit installation, equipment repair work area upgrade, and equipment inventory system implementation.

System Development ♦ Internet Explorer retrofit for early LAN sites, Everybody's Catalog 2.0 implementation, and Internet filter research.

Management ♦ new staff workstation furniture installation.

Staff Training ♦ Follett (Solo) system support certification workshop.

Rick reviewed the staff projects planned for completion in fall quarter, October-December:

Site upgrades (including training) ♦ CNCC LAN connection, LAN installations for Mesa County Valley School District eight elementary schools, and LAN installations for Garfield County's Carbondale, Parachute, Rifle, and Silt libraries.

Alternative System Evaluation Committee support.

Library Services ♦ load RLSS backlogs and export MARC file for Pathfinder and Three Rivers RLSS, remove Marmot Internet Libraries, and Web check gateway installation and testing, Eagle pilot site implementation, and other sites implementation planning.

Sales & Marketing ♦ revamp Marmot site map for web site, produce Solo System brochure, and conduct small libraries survey.

Operations ♦ prepare to install and support Solo System, and complete equipment inventory.

System Development ♦ Internet filter system replacement, LAN subnet reconfiguration planning, central NT servers upgrade planning, and CD ROM to disk drive database conversion research.

III. OLD BUSINESS
A. FY 2001 Budget Proposal

Rick Woods reviewed FY 2001 operations budget proposal, reviewing the FY 2000 end of year projection and then income and expenses for the upcoming fiscal year. The budget proposal starts with a projected operations budget balance of $133,151 at the end of FY 2000. FY 2001 income total is $1,148,511 and expense total is $1,167,113 for a fiscal year net loss of $18,602, resulting in an end of year operations budget balance of $114,548 (9.8% of expenses). Also, Rick presented a three year budget projection based on current operations with modest income growth. The three year projection provides a slightly improved operations budget balance of $124,491 at the end of FY 2002. The Board approved the budget proposal.

The Board requested a high level review of staff resource deployment and salary plans prior to development of the next operations budget.

B. Consortium Issues Discussion

Rick Woods presented a framework for discussion of issues to be spread over several Board meetings:

a. pricing review (w/minor fee adjustment requests)
b. library market opportunities (business lines, competition)
c. resource sharing opportunities
d. governance models
e. mission review and new directions

After discussion, the Board agreed to follow this framework in alignment with the development of a new long range plan.

IV. NEW BUSINESS

A. CARL Contract Renewal

Rick Woods reviewed the CARL maintenance contract including the riders that have been updated for the new fiscal year. Rick reviewed four sections that require minor adjustment. The Board approved the contract with the adjustments that Rick presented.

B. Executive Director Performance Evaluation

Rick Woods reviewed his status report on his performance objectives in brief. The Board excused Rick and moved into executive session to discuss the Executive
Director’s performance evaluation. Prior to the meeting, Marmot member library directors were solicited by the Board. Comments and suggestions of the Board were discussed. On behalf of the Marmot Board, Chris Painter will summarize these in writing to the Executive Director, Rick Woods.

C. Next Board Meeting

The Board discussed whether to hold a teleconference on November 21 or to meet in Grand Junction to receive the report of the Alternative System Evaluation Committee. The Board decided to plan for the November 21 meeting in Grand Junction. If the Alternative System Evaluation Committee falls behind its schedule, the Board meeting will revert to a conference call. Topics for the next Board meeting will include the alternative system evaluation committee report, Executive Director performance objectives, and consortium issues discussion (pricing review).

The Board approved the meeting schedule for 2001 with a caveat to reschedule the February meeting as necessary to accommodate the process to acquire a new library system.