

EXECUTIVE BOARD MEETING
September 5-6, 2002
Cascade Village, Durango, Colorado
MINUTES

PRESENT:

Peggy Martin (public libraries) President
Robin Magee (at large) (first day)
Valerie Horton (academic libraries) Vice-President
Steve Scroggins (school libraries)
Robin Magee (at large) (second day)
Sherry Taber (at-large)
Joel Robinson (ex officio) Executive Director

ALSO ATTENDING:

Mary Katherine Johnson, Member Services Manager, via conference call

President Martin called the meeting to order at 1:00pm and called the roll to establish that a quorum was present for the conducting of business.

The prepared Agenda was amended to add discussions of consortia holds and purchase of additional consortia software. The Agenda was also re-arranged to have the budget and evaluation items on the second day.

The Minutes of the July 11-12, 2002 Executive Board Meeting were approved upon motion by Sherry Taber and second by Valerie Horton.

Joel Robinson gave the following Executive Director report:

- The picture above is taken at my desk with a Web cam. During one of our weekly "Troubleshooting" meetings, it was suggested a Web camera might be an additional aid at the Help Desk in diagnosing problems and installing hardware and software at member library sites. In addition, with readily available free software, it might be possible to conduct meetings as videoconferences. I plan to demonstrate this at the Board meeting, perhaps with Mary Katherine Johnson participating from the Marmot office on the Data Base Task Force and staff workshop agenda items.
- We are over one-half completed switching District 51 from our circuits to their network. Problems were encountered with cabling, speed incompatibility and insufficient ports, but these are being solved. We are also in contact with Steamboat Springs School District to switch their circuit over to their network. Wilkinson Public is now coming to us over the Web.
- Our new public relations brochure is almost ready for printing. Special thanks to Valerie Horton for arranging for the design work for this piece.
- Lucy Kerr and Linda Garey from Mesa County conducted serials training for new users of this module, Eagle Valley and Bud Werner, on August 20th. Mary Katherine trained Adams State earlier in the month. Mesa State has purchased Acquisitions, but is not ready to begin using the module.
- Mary Katherine and I will be attending the Consortium Partners meeting at Innovative headquarters September 29th-October 1st. The purpose is to "discuss how Innovative and its large consortium sites can optimize their partnership, share ideas, and prioritize needs". There will be tracks for both of us and some joint meetings.
- Coincidentally, Mary Katherine was already registered for Loader training at Innovative October 2nd-3rd. It will be very helpful to have this capability in-house again. We're fortunate we have not had to pay III to do this in the nine months we have been without this expertise.

- We were not successful in our grant request to Gateway for laptops for training. Only seventy organizations in the US were successful. The awardees are listed at: <http://www.gateway.com/olympics/donations.shtml>
- At the CAL conference we are sponsoring "Sweets in the Marmot Suite" on Friday, 2-4pm. We will be sending out invitations to our members and we will hand out invitations to potential members at our exhibit booth. The room number will be available at the conference.

The web cam demonstration resulted in consensus that it could be a valuable tool for our membership.

Joel Robinson updated the Board on III Millennium functionality. Web Access Management (WAM) has been enhanced with the upgrade to Release 2002 Phase 1 that was loaded on July 26th. Marmot staff has been working on implementing the module to provide remote patron authentication. It is nearly ready, but awaits further assistance from III. Additionally, My Millennium has been enhanced and contains features that will improve the functionality of the homebound module. Electronic Notification is high on the list for implementation, because it will be used by many of our members.

The draft of the new Strategic Plan was reviewed. Several suggestions were incorporated into the final draft. The next step is to send the draft to the members for review and make any final changes before printing it for wider distribution.

Valerie Horton moved the Strategic Plan's approval subject to member review. Sherri Taber seconded the motion and it carried.

Final drafts of new member agreements were reviewed. There is one template for four-year college libraries and another for public, school and private libraries. Valerie Horton moved, seconded by Sherri Taber, the contract templates be approved. The motion carried. The new contracts will be distributed to all members that do not have current ones.

A conference call was held with Mary Katherine Johnson to discuss the staff development workshop and task forces. The staff development workshop is scheduled for the afternoon of Thursday, October 31, and the morning of Friday, November 1, at the Two Rivers Convention Center in Grand Junction. There will be a series of topical workshops the first day and round table discussions, and presentations on SWIFT and Millennium the second day. A Halloween reception will be held at the Marmot office Thursday evening.

The Data Base Task Force has met several times and has prioritized issues leading up to database clean up and instituting authority control. The highest priority has been the creation of statistical cataloging (SCAT) tables. The Circulation task force has met once and the OPAC, Serials and Acquisitions groups will convene in the near future.

The Board reviewed the new contract submitted by Pitkin County. After discussion, it was approved as presented.

There was a discussion of the possible value of consortia wide holds in light of the budget reductions at the state level. Valerie Horton pointed out that the academic libraries probably would probably not participate in such a program. The issue of consortia wide holds was deferred to the Circulation Task Force for a recommendation.

The Board also discussed the potential benefits of acquiring the new software III has written specifically for consortia. It was agreed Joel Robinson and Mary Katherine Johnson would investigate this further at the Consortia Partners meeting and report back to the Board.

The meeting was recessed at 5:00pm until the next morning.

The Board reconvened at 8:30 am on Friday with Robin Magee present. President Martin briefed her on the previous day's proceedings.

A proposal for a salary study was received overnight from the Englewood firm of Lee and Burgess, and the Board reviewed its contents. It was agreed that Marmot staff salaries and benefits needed to be compared to other organizations by an independent consultant. The offered cost of \$5-6,000 plus expenses was considered too high. It was decided to seek other proposals or negotiate a lower price.

Valerie Horton moved to authorize a salary study at a cost not to exceed \$3,000. Sherri Taber seconded the motion and it was unanimously approved.

The Board reviewed the proposed Budget for fiscal year 2003. After a lengthy discussion of the use of e-rate funds to fund operations, salaries, cash reserves, and the implication of the new Price Schedule, the budget was approved.

The Board and executive director reviewed the position description and discussed performance during the first year of the new administration. The Board then went into closed session to complete the annual executive director evaluation.

Future meetings of the Executive Board:

- November 12, 2002, 9:30am, conference call
- February 6-7, 2003, Grand Junction
- April 10-11, 2003, location to be determined
- May 8-9, 2003, Council Meeting, Grand Junction

Sherry Taber was thanked for hosting the meeting.

President Martin adjourned the meeting at Noon.