

## **EXECUTIVE BOARD MEETING**

**September 4-5, 2003**

123 North 7th Street, Suite 302, Grand Junction, CO

### **MINUTES**

#### PRESENT:

Robin MaGee (At-large), President  
Dianne Machado (Academic libraries), Vice President  
Charlyn Canada (At-large)  
Terri Pickens (Public libraries)  
Steve Scroggins (School libraries)  
Joel Robinson (ex officio), Executive Director

#### ABSENT:

None

#### ALSO ATTENDING:

Valerie Horton

President Robin Magee called the meeting to order at 1:00pm and the roll was called to establish that a quorum was present to conduct business.

The Agenda was approved by consensus.

The Minutes of the July 24-25 meeting were approved upon motion by Di Machado and second by Steve Scroggins.

Joel Robinson distributed and discussed his report. There was a lengthy discussion of the members' use of extended technical support and the effect of that upon delivering basic support to all members.

Terry Pickens joined the meeting

The Financial Reports as of August 31st were reviewed and discussed.

The remainder of the afternoon was spent reviewing, discussing and revising the final draft of the Strategic Plan 2003-2005.

Terry Pickens left the meeting.

Charlyn Canada moved, seconded by Steve Scroggins, to approve the Strategic Plan as amended. The motion was approved. The Plan will be printed and distributed to all members and interested parties.

The meeting recessed at 5:30pm.

The meeting reconvened at 9:00am, Friday, September 5th.

Valerie Horton gave a presentation on the new INNReach software that has been installed for the Mesa State College Tomlinson Library. She recommended the Board consider using the software for all Marmot libraries as a value added feature of the consortium. The Board members each expressed an interest in the product for their own libraries and network wide. The costs will be investigated and discussed at the next meeting.

The Board reviewed the proposed budget for fiscal year 2003-4. Included in the discussion was a new salary schedule based on the recommendations of the salary consultant. The schedule for 2004 was increased across the board by a cost of living factor of 2.3% based on the latest information available for our region. Terry Pickens moved individual staff salaries be increased 4%, or at least to the salary schedule minimum, and .5% of total salaries from the current year be distributed according to the Merit Pay Policy adopted at the last meeting. The motion carried unanimously upon second by Di Machado. The merit pay process drafted by the staff was reviewed and amended.

Charlyn Canada moved, seconded by Terry Pickens, the 2004 budget proposal be approved as amended. The budget was adopted.

The final draft of the workstation maintenance agreement was discussed along with member feedback. After changes were made, Steve Scroggins moved its approval as amended. Di Machado seconded the motion and it carried.

As part of the director's annual evaluation, the Board reviewed the agreement for employment for a new two-year term. Additionally, Joel Robinson presented and discussed with the Board his review of his performance objectives for the past year and proposed objectives for the coming year.

The Board went into executive session to discuss the director's performance. Following that, President Robin Magee and Steve Scroggins presented the items discussed. Robin Magee will prepare a written document of the review for the files.

There being no further business, the meeting was adjourned at 1:30pm.

Respectfully Submitted,

Executive Secretary  
Joel Robinson