

**Marmot Library Network, Inc.**

EXECUTIVE BOARD MEETING

September 20-21, 2007

123 North 7<sup>th</sup> Street, Grand Junction, Colorado

**MINUTES**

DRAFT

PRESENT:

Donna Miller (School libraries), President  
Lauren Cassatt (At-Large)  
Kathy Chandler (At-Large)  
Mary Anne Hanson-Wilcox (Public Libraries)  
Mindy White (Academic Libraries)  
Joel Robinson (ex officio), Executive Director

ABSENT:

None

ALSO ATTENDING:

None

President Donna Miller called the meeting to order at 1:30pm and the roll was called to establish that a quorum was present to conduct business.

Lauren Cassatt from Aspen School District was welcomed as a new Board member. She will fill the unexpired "at-large" term of Beth Avery until the next Council meeting.

Mindy White moved, seconded by Lauren Cassatt, to approve the Agenda. The motion was unanimously approved.

Mary Anne Hanson-Wilcox moved approval of the Minutes of the July 12-13, 2007 meeting. Mindy White seconded the motion. The Minutes were unanimously approved.

Joel Robinson gave his report. He distributed copies of "Principles and Practices for Non-Profits in Colorado". This is a draft document intended to help organizations like Marmot improve their operations.

The financial reports were reviewed and discussed.

The Resource Sharing Task Force is gathering information to evaluate patron initiated holds. After that, they will move on to other resource sharing initiatives. Becky Kramer, CMC Quigley Library was appointed to the task force.

The Circulation Task Force met recently and will continue to meet regularly.

Consideration of a "Futures" Task Force was tabled so it can be part of the Strategic Planning process at the Council meeting in May.

Kathy Chandler moved approval of the Member Service Agreement with Pitkin County. Mary Anne Hanson-Wilcox seconded the motion and it carried.

Joel Robinson presented proposed amendments to the Workstation Maintenance Agreement. The changes involve maintaining computers that are out

of warranty, and disposal of surplus equipment. After discussion, Mary Anne Hanson-Wilcox moved approval of the amendments. Mindy White seconded the motion and it passed unanimously. The Agreement is appended to these Minutes.

Beth Avery's resignation has created a vacancy in the office of Vice-President of the Executive Board. Kathy Chandler nominated Mary Anne Hanson-Wilcox, and she was unanimously elected.

The meeting was recessed at 4:35PM.

The meeting resumed July 13<sup>th</sup> at 8:30AM

The Board reviewed the proposed Budget for 2008. After discussion, Mary Anne Hanson-Wilcox moved to approve the Budget, pending final action on salaries for next year. Mindy White seconded the motion and the Budget was approved.

The Board discussed sites for the Director's Council May 8-9, 2008. Locations under consideration were AmericInn in Glenwood, Sleepy Cat Ranch outside Meeker, Powderhorn Ski lodge, YMCA Snow Mountain Ranch, C Lazy U, and Drowsy Water ranches. Subsequent to the meeting, the sites were narrowed to Powderhorn and YMCA.

Joel Robinson will contact Sue Walters about facilitating the Council's strategic planning work.

The MUG staff development workshop evaluation was tabled until the next meeting when participant evaluation forms have been compiled.

The Board then went into Executive Session to evaluate the director and Marmot staff.

There being no further business, the meeting was adjourned at 12:30pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Joel Robinson". The signature is written in a cursive, flowing style.

Executive Secretary

Attachment A, Maintenance Agreement, (Library):

**Workstation Maintenance Agreement  
Marmot Library Network Inc.**

Workstations and Servers (CPU and Monitor) purchased from Marmot and installed at the library site are considered the property of the library. Marmot will maintain workstation/server (hardware) and software (productivity and operating system) purchased through Marmot as described below for the annual fee according to Attachment B.

**The Workstation Maintenance Agreement covers:**

- a. Workstations and Servers purchased from Marmot including hard disk drives, power supplies, DVD, CDR and CDRW drives, removable disk drives, additional PCI cards, all electronic components housed in the workstation cabinet at the time of delivery, keyboard, pointing device, and monitor.
- b. Monitors purchased from Marmot.
- c. Software installed on the workstation by Marmot Staff including operating system, remote control software, anti-virus software, Internet Browser, Adobe Acrobat Reader, and office productivity software.
- d. Bar code readers, receipt printers, printers and other hardware devices purchased from Marmot while under factory warranty.
- e. Additional devices or cards purchased from Marmot and installed by Marmot staff.
- f. Software upgrades for remote control software, anti-virus software, Internet Browser, and Adobe Acrobat Reader.
- g. Operating system software “patches” issued by Microsoft for their current operating system or other operating systems installed by Marmot.

**Not covered under the Workstation Maintenance Agreement are:**

- a. Software installed by library staff.
- b. Hardware installed and attached to the workstation by library staff.
- c. Software upgrades except for remote control software, anti-virus software, Internet Browser, and Adobe Acrobat Reader.
- d. Hardware upgrades.
- e. E-mail clients other than Open WebMail.
- f. Force majeure.

**Additional services under the Maintenance Agreement.**

- a. Additional hardware, software, and peripheral installation, maintenance, and upgrades not outlined herein may be performed at additional cost per the current Price Schedule.

**Marmot’s responsibility**

- a. Provide technical support for all hardware and software related problems. Software support is limited to those applications installed by Marmot.
- b. Repair or replace workstation components that fail.
- c. Repair or replace the workstation or monitor.

### **Library's responsibility**

- a. Assist Marmot staff in diagnosing the problem and performing tasks requested by Marmot staff in repairing the workstation.
- b. Maintain current and tested backups of all data stored on the workstation.
- c. Provide reasonable security and protection for the hardware to prevent theft and malicious damage.
- d. Purchase and install as a minimum quality surge protection devices or UPS devices.
- e. Provide technical support for software not installed by Marmot staff.

### **Workstations from date of installation to beginning of year 4 are covered for time and materials; workstations from year 4 and beyond are covered for time only.**

- a. If in Marmot's estimation the time and materials needed to repair an older workstation is excessive, the workstation will not be repaired. Marmot will replace disk drivers, removable media drives, power supplies and like components as part of the maintenance agreement. Marmot will not replace mother boards, BIOS chips, CPUs, and physical enclosures as part of this agreement. Marmot will determine if the system memory could be replaced at a reasonable cost.
- b. Marmot will ship via UPS a "loaner" workstation to the library for their use while the defective workstation is repaired at the Marmot office. The "loaner" will be a basic staff or public workstation with an operating system, Internet Explorer, Adobe Acrobat, anti-virus protection, and if needed, III client software. The "loaner" may or may not be of the same quality as the defective workstation and will not contain additional programs (office productive) or functionality.
- c. The library will swap the defective unit with the loaner and repackage the defective unit in the same shipping container. Marmot will issue a pickup order with UPS.
- d. Marmot will repair the defective unit and ship the repaired unit to the library. When the repaired unit arrives, the library will swap the "loaner" for the repaired workstation and repackage the "loaner" in the same shipping container. Marmot will issue a pickup order with UPS.
- e. When possible, Marmot will try to preserve programs and data that were loaded on the defective workstation. However, it is the responsibility of the library to keep timely backups of all data on the workstation and to have original installation disks for all library installed software. Marmot's responsibility is to rebuild or repair the workstation as originally installed.
- f. Marmot will assist library staff in reloading workstation data from their data backup and assist library staff in reloading library owned software.
- g. Marmot reserves the right to require library owned software programs be uninstalled if, in Marmot's opinion, the workstation problem is caused by non-Marmot installed or approved software.

### **Recycling and disposal of retired equipment**

- a. Workstations (including keyboard, mouse, and monitor) purchased from Marmot and covered under this maintenance agreement until retired will be recycled by Marmot at no cost to the library.
- b. Printers, barcode readers, receipt printers, and other peripherals purchased from Marmot will be recycled by Marmot at no cost to the library.
- c. Other library owned electronic equipment may be included in the Marmot Recycling Program for an additional fee for each item.

**Items covered under the maintenance agreement:**

MEMBER  
INC.

MARMOT LIBRARY NETWORK,

Initials \_\_\_\_\_

Initials \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Adopted by the Executive Board December 1, 2005  
Amended September 20, 2007