

EXECUTIVE BOARD MEETING
November 12,2002
Conference Call
MINUTES

PRESENT:

Peggy Martin (public libraries), President
Robin Magee (at-large) Vice President
Steve Scroggins (school libraries)
Sherry Taber (at-large)
Joel Robinson (ex officio), Executive Director

ABSENT:

Valerie Horton (academic libraries),

President Martin called the meeting to order at 9:30am and called the roll to establish that a quorum was present for the conducting of business. The prepared Agenda was approved.

The Minutes of the September 5-6, 2002 Executive Board Meeting were approved upon motion by Sherry Tabor and second by Robin Magee.

Joel Robinson gave the following Executive Director report:

- We had a successful exhibit table at the Colorado Association of Libraries conference at Keystone. We were able to discuss concerns with our members and present our services to potential new members. Since this is the first time Marmot has exhibited, we were not sure what to expect. The consensus was that it was worthwhile and we will plan to exhibit again nest year. We had a good turn out at out "Sweets in the Marmot Suite" reception. It was a great opportunity for networking. We will plan to host a reception again next year.
- Mary Katherine and I had a productive Consortium Partners meeting at III headquarters. We learned a lot about product development, support, enhancements for consortia, and future modules. We were able to network with other consortia staff, and the consortia now have our own listserv. We were both able to meet one-to-one with III key staff, including a lengthy discussion I had with president Jerry Kline about pricing and our budget. Jerry made a statement to the group that should help us all keep Millennium in perspective: "◆ it is a moving target. We will always have a long way to go."

- The staff development conference was an overwhelming success. We're back on track now to have this workshop every fall. The member and staff presentations were excellent; the III update was informative; and the SWIFT discussion was lively.
- The Halloween party hosted at the office was well attended. It was a toss-up as to which library had the best costumes, but Grand County had the largest number and a skit to boot. Keith had the best Marmot staff costume, but Bob and Tristan looked very sharp in their dress-up outfits.
- I have made tentative arrangements with Pat Wagner to facilitate the Council meeting May 8-9, 2003.
- Workstation self sign up and print management software is closer to implementation for our members who need either of those products. We have firm quotes from the vendor and Don is working closely with each library configuring their set up.
- We are expecting the upgrade to Release 2002, Part 2 any day. As soon as that is done we will be turning on the functionality for WAM (patron authentication), e-mail notices, patron initiated self-renewals, and My Millennium.

As part of WAM, we are creating secure Web sites for member library staff and Marmot office staff to access a great deal of non-public system information.

The salary study report was not completed in time for the meeting. It was agreed to review the report via conference call when it is available.

The new Price Schedule was discussed as it relates to workstation maintenance. Some members may want Marmot to only maintain some of their workstations, but it has been the practice to either maintain all or none. This will be considered in revising the price schedule for the next fiscal year.

The new employee Job Description and Performance Review forms were reviewed and discussed. The timing and frequency of the performance reviews was discussed. It is anticipated that a new employee's performance would be reviewed just before completion of six months employment and all employees will be reviewed annually.

Joel Robinson presented his performance objectives and discussed them with the Board. They are based on the new Strategic Plan.

Mary Katherine Johnson, Member Services Manager, joined the conference call and presented the Holds Policy recommendation from the Circulation Task Force. There was discussion of the relationship between holds and interlibrary loan/SWIFT in the

context of resource sharing. It was recommended the Task Force explore further the membership's desire for resource sharing and related software capabilities.

Sherry Tabor moved the Holds Policy be adopted as presented. Steve Scroggins seconded the motion and it carried unanimously. It was noted that clear instructions would be needed for library staff to implement the policy.

In the absence of Valerie Horton, the agenda item for Prospector/INN-Reach was tabled until the next meeting.

There was discussion of the choice of facilitators for the next Council meeting. Several possibilities were discussed and the member library directors will be polled for input, with the final arrangements made by Joel Robinson.

The next Executive Board meeting will be held February 6-7, 2003, in Grand Junction. The following meeting will be April 10-11, 2003, in Montrose, Glenwood, Gunnison or Telluride.

There being no further business, President Martin adjourned the meeting at Noon.

Respectfully Submitted,
Joel Robinson
Executive Secretary