

EXECUTIVE BOARD MEETING
September 2-3, 2004
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)
Donna Miller (School libraries)
Joel Robinson (ex officio), Executive Director

ABSENT:

Terry Pickens (Public libraraies)

ALSO ATTENDING:

None

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

The Agenda was approved as amended to include discussing merit pay and establishing a capital reserve fund.

The Minutes of the June 17-18 Board meeting were approved.

Joel Robinson discussed his report. Additionally, he has received an invitation to join a delegation of librarians to Russia next May. The Board discussed his contribution to the delegation and the advantages of his attendance to Marmot and agreed that he should go. The trip conflicts with the 2005 Council meeting dates, so the Board suggested changing the Council meeting to April 28-29, 2005. The directors will be polled to determine their availability on the re-scheduled dates.

The Financial Reports as of August 26 were reviewed and discussed. The Balance Sheet was explained in detail with the earlier assistance of our accountant, Don Moreland.

President Robin Magee arrived at the meeting.

The OPAC Task Force has not met in some time and needs to be reconstituted. Their primary tasks will be the redesign of the OPAC screens and making the KidsOnline catalog more useful. Valerie Horton has offered to Chair the Task Force. After

discussion, Di Machado moved to appoint her and Becky Bernal, Donna Miller, Lenore Nicolay, and Shana Wade to the Task Force, with Keith Dedman, Marmot staff liaison. Donna Miller seconded the motion and it carried.

The following report prepared by Mary Katherine Johnson on the fall staff development workshop was discussed:

2004 MUG ANNUAL WORKSHOP

Final report

Judging from the evaluation forms we received, the MUG workshop was a success. A third of the attendees returned the evaluation forms and many more were heard to make various positive comments. Some of the comments were: ♦ great workshop, ♦ ♦ thanks for the lunch, ♦ ♦ great chance to network, ♦ ♦ hard to choose which session to attend, ♦ ♦ liked having the vendors there, ♦ ♦ enjoyed the reception, ♦ ♦ very good workshops, ♦ ♦ great variety, well planned, ♦ ♦ I wanted to attend all the sessions! ♦

Almost all the sessions were considered either very useful or useful. Only a few received a ♦ not useful ♦ check mark. Suggestions for sessions for next year ♦s MUG workshop include: more ♦ idea ♦ classes, updates on new technology, special programs offered by member libraries, Web pages ♦ from design to launch, personnel issues relating to employee law, front desk policies, round table discussions, overview of features in the Marmot catalog that specific libraries are using. When we plan the schedule for next year, we will take these suggestions, as well as the positive and negative feedback, into consideration.

Most attendees liked the facilities and the schedule. The breaks and reception were well attended and well received. From the planning committee ♦s point of view, the Holiday Inn was easier to work with than previous sites and the cost was better as well. The availability of high-speed connectivity in each room was terrific and made the scheduling of sessions much easier.

We definitely appreciate all those who presented sessions. Thank you all! We will be asking the membership again next year to volunteer to share their ideas, programs, experiences, and expertise with fellow Marmot members. We have many talented people and this opportunity is open to everyone.

Total number of attendees for both days ♦ 109

(Does not include the 15 vendors and 10 Marmot staff)

Total number of sessions ♦ 17 concurrent sessions plus 2 keynotes

The Board discussed options for implementing internet filtering to comply with the new Colorado statute. These include a product purchased from and maintained by a vendor, including one that would interface with PC Reservation, shareware programs created and maintained by Marmot staff, and Web based products with associated costs. Final decision will be made in October so the filter will be in place by December 31.

The Board reviewed the Merit Pay Policy and agreed that it does not need revision

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Joel Robinson followed up on the discussion at the previous meeting concerning creating a capital reserve fund. He consulted with our auditor and a certified financial planner. It was agreed the fund should be created for future major capital purchases, such as a new millennium server or substantial software upgrades, and only invest the funds within the constraints of our members, which are governed by statute. It was decided to create an investment account to purchase CDs of varying duration. The investment account will be tied to our checking account in the event cash is needed before CDs reach maturity.

The Board reviewed the final budget proposal for fiscal year 2005. After discussion, Charlyn Canada moved to approve the Budget, including 1% of total salaries to be distributed as merit pay. Di Machado seconded the motion and it carried.

The meeting was recessed and reconvened at 9:00am Friday, September 3.

The Board discussed Joel Robinson's review of his performance objectives for the past year.

The board convened in executive session to evaluate the director's performance. Following the executive session, the Board discussed their review and recommendations with the director. The evaluation was positive and useful to all involved.

There being no further business, the meeting was adjourned at 12:05pm.

Respectfully Submitted,

Executive Secretary