

Edited for Web content

CLiC Board Meeting
November 12, 2004
Minutes

CLiC Board Members attending: Diana Dwyer, Lyda Mary Hardy, Joanie Howland, Leslie Manning, Kendra Swope, Kathy Ziegler, Gail Dow

CLiC Board Member not attending: Michele Seipp

CLiC Staff attending: Valerie Horton

State Library staff attending: Nancy Bolt, Brenda Bailey-Hainer, Gene Hainer, Renee Emeson

1. Gail Dow called the meeting to order

2. It was noted that on page 4 of the Minutes from October 11 that the Motion that was put forward should state “.....an LSTA grant with an additional amount of \$12,000 from CLiC to total \$38,000 to \$50,000 to support Power Libraries.....”

A Motion was made by Kathy Ziegler to accept the minutes with this correction

Second was made to the Motion

Motion was passed by the Board

3. CLiC Director

a. Valerie Horton was welcomed by the Board.

b. Review of employment contract. Gail distributed a copy of the Employment Agreement and Exhibit A, which was sent to her by Rayma Skeen (CLiC’s Lawyer).

- Exhibit A is the part that addresses salary
- Valerie would like to change some of the wording. She will contact Gail by Monday.
- Will arrange to sign and get to Rayma
- Members will read the contract over this week-end and let Gail know before 10:00 am.
- Valerie will start on Thursday, November 18

iii. Benefit issues

i. PERA Retirement plan has been signed

ii. Health Insurance status (handout)

iii. Other insurance (life, etc.) part of the handout

Motion was made by Leslie to accept the recommendation for health and life insurance.

Question about disability availability

Second was made by Kathy
Motion was passed by the Board

Valerie Horton will look into disability and report back to the board

- iv. Priorities (handout by Gail)
 - i. telephone needs added to her office (transferring and message)
 - ii. website (Kathy will work with Teresa at the CLiC office)
 - iii. membership form has been developed and will be put on the website
 - iv. list of all members should be put on the website

4. Regional consultants

- a. Applications and interview process
 - Have received some applications and phone inquiries
 - Deadline is November 24

There was some discussion on the process of hiring the regional consultants

- Assure geographical distribution
- Valerie has hiring authority
- concerned with accountability
- could interview before Christmas, hire to start by Feb. 23rd which is the Interaction Associates facilitation training

Nancy Bolt stressed the following points:

- there is a beginning job description already prepared in the Reconfiguration Plan
- need to be able to go to the legislature to show there is coverage throughout the state
- staff needs to be in place as-soon-as-possible, and a program planned especially for CE but with the understanding that it is quality and sustainable.

Additional discussion included the following:

- a contract person could do some of the CE training so that all areas of the state would be covered.
- interviewing panel could include regional representatives

5. Staff Policy manual recommendations (Diana Dwyer)

- Need to make sure that the employee contract is in the guide
- Need to put a date on the document
- Eliminate the word terminate, use grounds for disciplinary action which may lead to termination (Colorado is an “at will” state)
- The Board owns the document and it is for the employees
- Valerie will look the document over and get back to the board with suggestions
- Need to develop a timesheet for reporting
- Look at *ican* which is a listserv for multi-type cooperatives (**Nancy will get the listserv address for Valerie**). Part of ASCLA. Also the names of leaders in the country.
- Extension services might have some accountability guidelines for regional staff

- Still need to write in military leave and jury duty
- Suggest writing separate policies, don't have to be in the employee guide (such as computer policy)

Diana will make the suggested changes and email to Valerie.

Leslie Manning made a Motion to accept this draft employee guide as a starting point which will be changed as the organization changes. She moved to accept this as a base. Second was made by Joanie Howland
Motion was passed by the Board

6. Budget review

- b. Gail distributed the bank statements. She explained that she had been asked by the Board to come up with something to show revenues and expenditures, but she has decided to wait until there is an accounting system in place.
- c. LSTA funds and process
 - i. Betty Bankhead is preparing a grant proposal for the Power Libraries.
 - ii. Valerie will address other grant possibilities
 - Sept. 30, 2005 is the deadline for LSTA money to be spent.
 - Other ideas for grants are in the minutes from the last meeting
 - Ideas are also listed in the reconfiguration document
 - Leslie suggested a training for school library staff (boot-camp) be considered as another grant possibility
 - Suggest holding retreats in the four corners of the state (bringing together people and showcase what CLiC is about)
 - d. Legacy money (will show in the financial statements):

Nancy Bolt distributed copies of the budget from the Colorado Department of Education that covers the State Library.

- The Office of State Policy and Budgeting (OSPB) has approved the \$600,000 for CLiC be put forward. The State Library cannot lobby, but Colorado Association of Libraries can.
- Nancy expressed confidence that having CLiC as part of the base budget request from the Department of Education is some assurance that they will stay in the budget.

7. Governance

- a. Recommended changes to bylaws

Gail reported that the changes that were requested by the CLiC Board have been made. (part of the agenda package). There was only one issue she felt should be looked at. #6.

 - i. Should the chair of the CLiC Board be a member of the Colorado Library Advisory Board (CoLAB)?
 - ii. The State Board of Education would still need to approve an appointment
 - iii. Gail will bring this up at the next CoLAB meeting

Motion was made by Joanie Howland to accept the Bylaws as amended to indicate that the CLiC Board Chair sit on CoLAB. It is understood that the Chair would have to be appointed by the State Board of Education.

Second was made by Kathy Ziegler

Motion was passed by the Board

- b. Future Board representation, balloting recommendations
 - i. Need to stagger Board members leaving the Board
 - ii. Geographic distribution is not defined
 - iii. 3 of the 4 types of libraries need to be represented (this is mandated by state law)

A discussion about how future Board members would be selected took place:

- Once the bylaw revisions have been approved, Gail Dow felt that she should leave the Board. One of the remaining members would have to seek representation on CoLAB.
- Gail is willing to continue until July, 2005.
- Board agreed that they would like Gail to stay
- Nancy Bolt suggested appointing a subcommittee to discuss how future boards could be appointed (elected).
- Nancy Bolt volunteered to be on the committee. Other volunteers would be Joanie Howland. Michelle Seipp will be asked to join the committee. The committee will come to the next meeting with a proposal.
- When the process is set, the Board will need a nomination committee.
- Gail will talk to Michelle. Nancy will convene the group. They will address sequencing and the time frame.
- Terms for now will be determined by drawing straws.

8. Service updates

a. Courier committee and charge

Leslie Manning had emailed a draft of the charge developed by the Courier Committee. She also handed out copies. She led a discussion on the progress that has been made.

- i. Franca Rosen, Leann Cox and Pat LaBerra are three people who have agreed to be on the committee along with Leslie Manning and Brenda Bailey-Hainer
- ii. They will look for three more people. They would like a recommendation from the western slope
- iii. They have reviewed the charge. Have rewritten the sentence about committee chair to read the CLiC Board will appoint a committee chair.
- iv. Suggest that Valerie attend these meetings
- v. Some meetings can be held by phone, but at least two meetings would need to be held in person
- vi. CLiC will reimburse for travel expenses

Brenda Bailey-Hainer had some sample RFPs for the Board to look at

- i. She suggested that the Committee might consider polling the state for input
- ii. Also look at multi-state courier arrangement
- iii. It will be difficult to come up with a uniform pricing structure

b. CLiC No-Stop at DPL

Brenda reported that she did not have a statistical report from DPL in time for this meeting. She will request that DPL send these reports to Valerie in the future.

- i. Letter was sent out regarding the cap of 300. The larger libraries converted to OCLC. This caused the statistics to drop. Want to make sure to monitor this.
- ii. Question was raised; does the cap apply to the whole district or to individual libraries?
 1. could consider having a higher cap limit for districts
 2. consensus of the Board was to have Brenda and Valerie make a recommendation by evaluating the figures before a decision is made
- iii. Don't want to deny service to the libraries that need it most

c. Cooperative Purchasing

Brenda reported that John Campbell, former Director of the Pathfinder RLSS did this out of the Pathfinder office, than it was done by Arkansas Valley. The information she has is incomplete. She handed out a copy of an email that was sent to the Board on October 14th. She reported that the following has been done:

- i. Surveyed the library community
- ii. Sent the RFP to 30 vendors. Brenda is the contact person with the CLiC office as the mailing address.
- iii. Different categories. Decisions need to be made by Dec. 1

d. Continuing Education

- i. Nancy Bolt asked for Valerie Horton to sign the agreement for facilitation training with Interaction Associates.
 1. She explained that the contract includes follow-up so that the participants maintain the skills obtained in the actual training
 2. The new Director of CDP was suggested as a candidate if there is room for one more
 3. State Library will provide the in-kind amount of \$2,000 listed in the LSTA grant
- ii. SWIFT
 1. It was suggested that the new Regional Consultants, when hired, be trained as SWIFT trainers

Brenda gave information about a sponsorship opportunity for CLiC at the upcoming Interlibrary Loan (ILL) conference. She gave the following facts about the conference:

- There will probably be around 250 attendees with 1/2-2/3 from Colorado
- First day is a meeting of SWIFT members
- There will be a day and 1/2 of meetings with national speakers
- The ILL Committee is asking CLiC to make a contribution to the conference to help keep the conference fee low (especially for the smaller libraries)
- Registration fee is \$75.00
- The dates are April 27 pre-conference, April-28-29 conference

- Location is the Marriott City Center in Denver

Motion was made by Leslie Manning to give \$1,000 from the contingency fund, as a sponsorship

Second was made by Kathy Ziegler

Motion was passed by the Board

The Board agreed to revisit the suggestion to give additional money for scholarships after the budget has been reviewed

iii. School District 11, Colorado Springs

Gail distributed an email she had received from Gwen Giddens regarding a contract that existed between the Plains and Peaks RLSS and District 11 in Colorado Springs.

- The Board felt it was unclear as to what they were proposing to CLiC
- Suggested that Valerie contact Lorena Mitchell to find out the history
- Gene Hainer also said that he has a couple names for contacts at UNC

iv. Online database training for AIRS statewide databases

Brenda Bailey-Hainer explained that last year a Bill and Melinda Gates grant funded training on the databases. She would like to see a freelance trainer hired to go across the state.

1. She asked if CLiC was interested in doing this?
2. Last year BCR was paid \$8,000 for 20 sessions. Ann Schwab, who was the trainer, is leaving BCR, so probably could not do the training.
3. She suggested that this is training the new Regional Consultants could do.
4. There was consensus that this suggestion be put in the CE mix for future consideration
5. Leslie suggested that CLiC look at which training could be charged for and which would be free

v. New Horizons coupons

Brenda informed the Board that one of the services that Central System had provided for its members were discount training coupons from New Horizon. I

- Gene has the name of the vendor which he will give to Valerie

Nancy Bolt asked about the use of the lawyer whose services are very expensive. She suggested another name.

- Gail reported that CLiC has expended probably around \$8,000.
- Future use could be for advice for individual libraries. CLiC would provide the funding.
- Possibly an LSTA grant could be used this way.

There was consensus from the Board members that this would be a good service to offer the member libraries who are seeking a second opinion.

9. Marketing CLiC

- a. A Membership application has been developed and put on the website

- Need to add an 800 number to the form
- i. Membership council meeting should be conducted this year. This has not been done yet. Could do regionally.
- ii. Leslie asked about associate membership. The only way to change the wording from *publicly funded* is to change the state law.
- iii. Associate members cannot vote
- iv. Main purpose of the membership council is to elect the board
- v. Retreats would be good venues for marketing
 - most of the systems should be able to provide information about their past retreats
 - one day vs. multiple days was discussed
 - often the only thing that schools will pay for their staff to attend
- b. CLiC website
 - Kathy will work with Valerie and Teresa at the CLiC office
 - Brenda suggested that ACLIN/CVL could host the website
 - Steve Gregory, who is on Brenda's staff, will be able to help around mid Dec.

10. Interim office, housekeeping and staffing issues

- a. Continuation of Office Team services.
 - i. Teresa has agreed to an extension of two months on her contract, through January.

b. QuickBooks Pro

Gail reported that she had spoken with the auditor for the Central System, who has recommended QuickBooks Pro. There is also QuickBooks Premier for non-profits.

- i. Teresa has set up an account with Office Depot to receive a discount as a non-profit. Should be able to purchase the software from Office Depot.
- ii. Gail will look into educational/academic discounts for purchasing
- iii. Gail will look into amazon.com for purchasing QuickBooks Pro

There was Consensus by the Board to purchase one of the systems for accounting at the cheapest rate.

Gail reported that she had received a proposal from Hanson & Co to do the conversion to a QuickBooks file. The cost would be between \$520-650.00

- Board members felt this was a wise move
- would include payroll preparation for in-house

Motion was made by Kathy Ziegler to accept the proposal by Hanson & Co. CPA's/Consultants to convert the books to QuickBooks Pro.

Second was made by Lyda Mary Hardy

Motion was passed by the Board

Gail Dow was given permission by the Board to sign the contract with Hanson & Co.

There was a brief discussion on signature authority for Valerie Horton.

- CLiC might want to have a treasurer who would work with the director
- Suggest Valerie look into this and make recommendations
- The Board feels they have enough checks and balances in place to avoid having to have multiple signatures.

Motion was made that until recommendations are presented by Valerie Horton, the limit be raised to \$3,000 before two signatures are required. This precludes payroll checks.

Second was made

Motion was passed by the Board

Kathy Ziegler made a motion that Valerie be given signature authority on the bank account

Second was made by Diana Dwyer

Motion was passed by the Board

c. Audit proposal

Gail discussed a letter received from Terri Rupert at Hanson & Co.

- i. They were previously auditors for CCLS
 1. This would be an audit going back 10 months into when CCLS was active and two months of CLiC.
 2. include an increase in the fee of \$900
 3. will need to pay for another audit ending next July

Motion was made by Leslie Manning to continue with Hanson & Co with the increased cost.

Second was made by Kathy Ziegler

Motion was passed by the Board

Gail was given permission by the Board to sign the contract with Hanson & Co.

d. Accounting services

Gail explained that she had called CAMPO who agreed to post something on their website for \$35.00/per posting

- Terri Rupert, from Hanson & Co gave her 2 names; both are interested. Their rates vary.
- Gail will ask who CAL uses.

11. Future meetings

a. Dates and locations

- i. Dec. 10,
- ii. Investigate video conferencing
- iii. 9:00 – 5:00

Meeting adjourned