

**Colorado Library Consortium Board Meeting**  
**1575 Sherman Street, Rooms 4<sup>th</sup> Floor**  
**Denver, CO**  
**May 2, 2005**

**Web version**

**Attending:** Gail Dow, Valerie Horton, Diana Dwyer, Kendra Swope, Kathy Ziegler, Michele Seipp, Lisa Priebe, Shelley Walchak, Brenda Bailey-Hainer, and Teresa Abeyta, Joanie Howland and Beth Filar Williams (via video conferencing)

**Call to Order**

The meeting was called to order by Gail Dow.

**Approval of the Minutes**

Minutes to the Board minutes for the January 28, 2005 meeting were approved as submitted.

**Introduction of CLiC Regional Consultants**

The CLiC regional consultants discussed their backgrounds and activities they have been doing since February 1, 2005.

**CLiC Director's Report**

Problems with the CLiC office continue. Valerie Horton is looking into what is involved in moving the CLiC office. The board discussed the workload demands on the CLiC staff. CLiC's strategic plan should help set priorities.

**Budget**

The Board approved the Colorado Trust resolution to allow CLiC to become a member. CLiC will store a substantial percentage of the operating budget at Colorado Trust and transfer funds as needed. Interest gained through Colorado Trust is currently 2.82%. Valerie Horton proposed some funds be held in reserves. Gail Dow asked for a motion to approve holding funds in ColoTRUST, the exact amount to be held in reserve to be decided later.

Motion was made by Kathy Ziegler.

Second was made by Diana Dwyer.

Motion was passed by the Board.

The Board approved a 5% administrative service fee, with Valerie having some discretion at setting lower fees if appropriate. The CLiC office will charge a \$25 service fee for banking transactions. Valerie agreed to create a fee document.

*Grants*

- The CLiC office received funding from two grants – Power Libraries and Facilitation training.
- CLiC No Stop grant has been approved for another \$40,000.

Valerie will make arrangements with Terri Rupert to have an audit begin after July 1, 2005.

## **Legislative Proposal**

The Board agreed that CLiC should go forward with planning to do legislative advocacy. Details still need to be worked out and we need to work with CAL Legislative Committee. Gail Dow and Lorena Mitchell will be asked to provide training for the consultants.

There was discussion about what topics should be included in lobbying efforts – whether the focus on CLiC or include all state funded library services. Gail Dow agreed to find a flier for the legislative alert network. This flyer is being added to the CLiC folder given to libraries when CLiC staff visit.

## **Governance**

The CLiC bylaws were approved by COLAB.

The CLiC bylaws need to be added to the web site. Changes to the bylaws will be made by Teresa Abeyta. The bylaws are in adobe acrobat format.

### *Board Election*

Membership – Brenda Bailey-Hainer said all we need is a plurality of people who vote on board elections.

Michele Seipp, Lyda Hardy, and Chris Painter (Steamboat) are members of the Nominating Committee. Two people will rotate off the CLiC Board this year, Kendra Swope and Michele Seipp. Many public librarians expressed interest in joining the Board. Candidates for public library position are Lynn Reed and Jon Walker, and Jo Ann Kruglet for academic libraries. There will be a paper ballot. Michele Seipp will write the cover letter. The ballot will be sent out by May 6 and are due by May 23, 2005. The ballots will be faxed to the CLiC office and tabulated. The Board voted to accept recommendations on the nominating committee and proceed with the election process.

Motion to accept was made by Kathy Ziegler.

Second was made by Diana Dwyer.

Motion was passed by the Board.

### *CLiC Strategic Planning Process*

Valerie Horton will find a location for a strategic planning retreat. Gail Dow said we should create a general vision and goal statements for the ensuing two to three years, with the hope of expanding the scope of the plan in the future. Valerie will take the lead in doing the strategic planning.

### *Membership Planning at CAL*

The Board approved a high tea meeting at CAL.

### *Director's Evaluation*

The director's evaluation will be from July 1 through June 30. Other CLiC employees will be evaluated from January through December. Joanie Howland, Kathy Ziegler and Diane Dwyer will pull together an evaluation for the Director and submit to the Board as a whole. Gail Dow said it would not be inappropriate to have Valerie Horton recap what she has done.

## **Statewide Strategic Plan – CLiC Board Feedback**

The CoLAB's strategic plan was presented. The Board gave feedback to the strategic subcommittee. The courier and statewide continuing education plan were seen as crucial to CLiC.

### *Courier Committee Report*

Leslie Manning said an RFP was out the first week in February to nine vendors. Only one bid was received by Sprint Express. The committee has met with Sprint Express. Basically, the bid received by Sprint Express was based on per stop, volume, and on cost of gas basis. Charges were based on monthly basis rather than annual. We could not really handle pricing that fluctuated throughout the year. We need annual pricing. Sprint has been quick to come back with another response. They want to move toward pricing they proposed in the bid, but they understand our need for one set price each year. Pricing still under negotiation. We would like to keep the price increase to no more than 5% to the libraries. There was a helpful discussion last Wednesday at the Interlibrary Loan Conference.

Some issues talked about include:

- How libraries will be charged
- Some western slope libraries use the courier as an internal courier.
- Differences in the cost of Western Slope versus cost on the Front Range. The discrepancy in pricing in these areas is due to subsidy payments from the old systems. We need to move to equitable pricing for all of the libraries.
- Discussed volume charges.
- Leslie pointed out in Sprint's favor that gas was \$1.15 per gallon last year. Our success with resource sharing has also had an impact. In 2002, we had 173,000 interlibrary loans, by the end of 2004 jumped to 421,000. Two big pieces to that is Swift who did 80,000 transactions and Prospector which now represents 65% of all statewide ILL.

Leslie said the committee was thinking of charging community stops something. Valerie pointed out if the libraries are using the courier, they must be a CLiC member. The courier committee will meet tomorrow and will look at various scenarios and models on how to price the courier service. The goal is to create a cost structure that is the same throughout the state and resolve community stop issues. Many on the western slope will lose stops. A pricing structure will be sent to the Board for comments and approval. The pricing structure will be emailed to the Board members.

### *CLiC No Stop*

There was a lengthy discussion regarding funding no stop. The Board agreed to fund \$12,500 to continue CLiC No Stop for six months with the hope that SWIFT connection into Wyoming and Kansas will be up and running in January 2006. Valerie Horton need to send a letter to all the current SWIFT users, and needs to negotiate a six month contract with the Denver Public Library. If CLiC gets more staffing, perhaps this is a service we can provide.

Motion to accept was made by Michele Seipp.

Second was made by Kendra Swope.

Motion was passed by the Board.

### *Cooperative Purchases*

The first cooperative purchase had over 25 academic libraries wanting to participate in the EBSCO package. Valerie has chosen Wilson's Library Literature as the next database.

### *Power Libraries*

The Board agreed that Valerie should work with Gene Hainer, Joyce Van Meter and Betty Bankhead in adding new areas of school library training for libraries that do not meet the criteria to become Power Libraries, but still need the training.

### *Continuing Education*

- The CLiC staff has been conducting an informal needs assessment. Valerie stated that CoLAB's plan will create a state-wide continuing education committee.
- AIRS training has been extremely successful. Eleven classes were initially planned, but due to requests, additional classes were added.
- CLiC is getting many requests for public library board training.

### *ASCC Library Software Consortium*

Diana Dwyer talked about the ASCC system. Valerie Horton will get fliers from Nexus and Marmot so that CLiC is equally advertising and promoting all libraries automation system in the state.

### *Website Changes*

The CLiC website is running well. Additional changes/updates have been made to the website.

### *Academic Library Summit*

The Academic website is working well.

### **Next Board Meeting**

The next Board meeting is scheduled on Monday, June 20, 2005. Teresa Abeyta will find a location for the meeting.

The meeting was adjourned.

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Additional Board vote held after the meeting (email):

On May 25, 2005, the board approved a change in check writing signatures authority. The Director now has the authority to be the single signatory on two check that are more than \$3,000 – the monthly courier check to Sprint Express and the BCR check.