

CLiC Board Meeting
MINUTES
9/30/05

Minutes approve 12/20/05

Location: The Manor House

Attending: Gene Hainer, Jo Ann Kruglet, Joanie Howland, Kathy Ziegler, Diana Dwyer, Jon Walker, Lyda Harding, Valerie Horton.

Guests: Carolyn Kampman, Shelley Walchak, Beth Filar Williams, Lisa Priebe

1. Call to Order: 11:20 Diana Dwyer
2. Approval of minutes of the June 20, 2005 meeting (handout)
 - Motion to approve minutes from June board meeting: Jo Ann made motion, Joanie 2nd. I move we accept the June board meeting minutes as written. All in-favor, none opposed.
3. Request to try action minutes for this meeting (handout)
 - No formal motion was made. It was agreed this format would be tried for this meeting.
4. Welcome to new board members, Jo Ann Kruglet and Jon Walker
5. Board meeting times:
 - Next board meeting: Breakfast meeting at CAL. Get final approval of Mission, Goal, and Objectives.
 - a. Valerie to notify date/time/location.
 - **Scheduled 2006 meetings: Feb 6, May 8, Aug 14, and Nov 6**
6. CLiC Director reports
 - No Questions
7. Budget
 - a. Approve final 05/06 budget (2 handouts)
 - i. CLiC has over spent in the travel and technology lines. Consultants will cut back on travel. New technology company hired that is more expensive, but much more reliable.
 - ii. \$15,000 gas surcharge will be paid by State funds. Additional State funds will be held for another gas subsidy and increases in courier costs next year.
 - iii. Hired part time temporary receptionist, Erin Berndsen.
 - iv. Increased costs for additional office time for Accountant.
 - v. Decreased legal fees due to MSEC subscription.
 - vi. Getting good return on interest from money held in ColoTrust.

- vii. Increased amount taken from reserve funds. Anticipate spending reserve down over the next year. Decreased the close down reserve to 3 months instead of 6 months.
 - viii. Motion to approve final budget: “I move we accept the 2005-2006 budget as presented.” Jon motion, Joanie second. All in-favor, none opposed.
 - ix. Audit starts Oct 3rd (handout)
 - x. Auditor will attend next board meeting to present a summary.
 - b. Reducing legal fees – MSEC
 - i. MSEC will review our contracts
 - c. Benefits update
 - i. Benefits will be changed to include a supplemental retirement package paid for by the employee. The only cost to CLiC is with our payroll management. Agreed to add dental insurance as long as costs to the. Finally, agree to change the ‘tiered’ vacation schedule to a single schedule were all full time, permanent employees get 20 days a year. Motion made by Jon Walker, seconded by Kathy Ziegler. All voted yah.
- 8. Retreat outcome the CLiC staff will revise the mission, goals, and objectives for final board changes and approval.
- 9. Office update: Office move completed and new contract receptionist (Erin Berndsen) hired.
 - Valerie would like to give Teresa and Lisa a big thank you for completing the office move. It was a tremendous amount of work.
- 10. CAL Conference
 - a. Membership meeting, Saturday, November 12, 3:30-5pm.
 - Board members are requested to attend and have one-on-one conversations.
 - Board members should encourage public library non-members to join.
 - Ideas for future membership meetings:
 - Tie into an event at CAL. Sponsor a keynote and have the meeting at the end.
 - Consider formal membership meeting for future years. Allow opportunity to address services and express ideas and concerns.
 - Valerie suggested mini-membership meetings at other regional conferences.
 - b. Booth
 - We will have our new display board, roulette wheel, and lots of literature about CLiC and other services. New Horizons is donating the two Grand Prizes, 6 months of online classes. In return, they will be allowed to be in our booth to discuss the training sale.
 - c. Registration reimbursement

- Board members will have conference registration paid for, if they sign up to work at CAL Conference booth.
- Shelley will email signup list to board members.

11. Service update: (summary handout)

a. Courier

- Courier committee will look for efficiencies that can be gained by reviewing and updating the courier use rules.
- Courier committee will become a standing committee.
- Teresa is invited to courier committee meetings as appropriate.
- Will begin a marketing campaign targeting SWIFT members that are not on the courier. Kathy thought this had already been tried unsuccessfully.
- 3-year contract, can get out with 60 days notice. There is a surcharge we will need to pay because gas went above \$2.50/gal. CSL has given us the money to cover the surcharge for this year.
- Next years contract may be above 5% increase due to gas prices and continued volume increases (doubling every two years).
- State (through CLiC and CSL) is funding roughly 20% with 80% of direct costs paid by libraries.
- \$400,000 was requested in a decision item. Looking to subsidize 50%, and keep it sustainable for additional years.
- Valerie will communicate to Courier Committee the need to get information out early and keep communication open and about impacts to contract.

b. Power Libraries

- LSTA grant forms will be available soon. Valerie will complete grant application. Money has been set aside for this years funding.

c. Cooperative purchases

- i. Next years discounts
 - Valerie getting ready to put together next years discounts. Will try to expand to 10 vendors this year. Mailing will go out to 3000 libraries in January.
- ii. Library Literature
 - Great success. Thirty-nine libraries and 400 librarians taking advantage.
- iii. Chiltons Auto Repair and Learn-A-Test
 - Forty libraries have responded that they are interested in learning more.

d. Continuing Education

- i. CAL programs (4) Valerie, Beth, Shelley, and Lisa are each doing a CE program at CAL.
- ii. School Library Training (8) workshops will take place in January April.
- iii. Trustee Training Hope to advertise starting in January.

- iv. Spring Workshops (6, Co-op opportunities)
 - o Agreement - CLiC will look for more co-op training opportunities.
- v. Supervisory Training (2) Valerie looking to offer 2, two-day training sessions, one on each side of the continental divide. MSEC will be providers.
- vi. Online classes Reference 101
 - 1. Hiring a contractor to redo the Reference 101. Contractor could be used to create CE database.
 - 2. Diana to copy Archives 101 information, from a class that she found valuable.
 - 3. We will talk to users to verify direction of online classes.

12. Reports

- a. CoLAB update Jon Walker
 - i. CoLAB advises on LSTA funding.
 - ii. Made up of citizens and professional librarians from all specialties.
 - iii. Created bylaws.
 - iv. Last meeting defined role of CoLAB.
 - v. CoLAB is looking at Continuing Education. Need to look for collaboration between CLiC and CoLAB. Jon looking to make a bridge in this area.
 - vi. Gene added CoLAB has no budget or staff. It is an advisory board. It holds committees accountable for what they do.
- b. State Library Gene Hainer
 - i. Hired Jean Heilig as the “Financial Manager/Special Projects Consultant. Example of a special project - Recruitment and Retention. Will be looking at internal programs.
 - ii. Library Development Director – will close posting on October 3. Hope to have someone on board by November.
 - iii. Planning Staff Retreat, Oct 20. Doing same process that CLiC just went through over last two days. Questions to answer during planning retreat - What roles are being fulfilled adequately? How to work better with other groups? Look at who we are and where we want to go.
 - iv. Kathy Ziegler wonders if CoLAB, CSL, and CLiC should come together to discuss roles. Gene sees this in the CE area.
 - v. CLiC and CSL will have a full staff meeting in November.

13. Legal Issues

- a. CLiC to join MSEC.
- b. MSEC will allow libraries to get discounts because CLiC has joined.
- c. MSEC will review CLiC employee handbook for free.
- d. Valerie will use them for personal CE – in the Human Resources area.
- e. Jon believes it is a top notch organization.

i. Motion CLiC should join MSEC. I move we join MSEC.
Motion made by Joanie, 2nd by Jo Ann. All in-favor, none opposed.

14. Other Action Items:

- Diana to send formal thank you to Carolyn on behalf of board and CLiC staff.
- Diana to investigate use of their Polycom video phone equipment and multi-point video conferencing for future board meetings.

15. Meeting Adjourned: 2:00 p.m.

After meeting decisions:

1. On October 5th, the CLiC Board voted by phone poll to approve switching couriers from the defunct Sprint Express to American Courier. Valerie was given permission to quickly get a contract signed.
2. On December 6th, the Board voted by email to approve a continuation of the No Stop Service. The service switched from a subsidized system to a pay-as-you go system for libraries.