

MINUTES

APPROVED AUGUST 7, 2007
WEB VERSION

CLiC Board Meeting

May 8, 2007

9:00 a.m. – 11:00 a.m.

Attendees for phone meeting:

Board members: Kathy Naples, Karol Sacca, Jo Ann Kruglet, Jon Walker, Rhonda Gonzales, Joanie Howland, and Valerie Horton (executive director)

Board unable to attend: Molly Otto

Guests: Jim Duncan (State Library), Lisa Priebe (CLiC staff)

Upcoming Meetings: August 7; November 7

Action Items: Valerie to complete all items listed except those stated otherwise.

1. Send revised quarterly report with new columns.
2. Schedule new board member training in June.
3. Summarize budget line 9101 – Donations – other Organizations.
4. Prepare alternative budget with new staff member by end of May.
5. Plan for long term sustainability for the new staff position.
6. Set up meeting by second week in June to review new budget.
7. Executive Director Review Committee will complete Executive Director review by June 15th.

Meeting called to order by Kathy Naples at 9:10 a.m.

1. Housekeeping

- Approval of minutes for the February 2007 meeting. Motion to approve the Minutes as is made by Jo Ann; second by Joanie. Roll call to accept minutes, Motion passed.
- Board Election – new board members are Chris Painter (small public library); and Sherrie Galloway (large school library); 110 ballots were cast, no write-ins. Valerie to schedule new board orientation with both members in June.
- Confirm next meeting dates: August 7; November 7

2. Budget

- **Reviewed quarterly report.** Board requested explanation of % of Income column. Board wants to know are we on track for the fiscal year. Do this by showing current quarter, accumulating (year-to-date) for fiscal year, and % of expected budget.
- **Preliminary 2007/2008 discussion.** Accountant suggested breaking apart lines 6120, 6130. Gas surcharges from American Courier are up due to increase in gas prices. (These are based on Colorado's overall gas prices year to date.)

- Motion to approve the preliminary 2007/2008 budget as presented, motion made by Jo Ann; second by Rhonda. Roll call to accept budget, motion passed. Jon abstained due to missing part of the discussion.

3. 2007/2008 Annual Plan

- Discussion and clarification: Update footer dates. Needs Assessment on page 2 – this would be a perception study of CLiC’s mission and value to our member libraries. Reviewed goals and objectives. Suggestion to be more specific where possible in objectives. Correct typos and add “outline letters” for each objective.
 - Motion to approve the 2007/2008 Annual Plan as presented made by Jon; second by Jo Ann. Roll call to accept budget, motion passed.

4. Decision Item

- Discussion: Decision items and Crosswalks are CDE’s method of gathering information to request new funding from the state. Our part is submitted along with the State Library. We wrote a decision item to fund a permanent Cooperative Purchasing position.
 - Motion to approve the New Employee Decision Item in concept, with wording changes as defined by State Library or further work by Valerie and send it to CDE as presented made by Joanie; second by Jo Ann. Roll call to accept budget, motion passed.

5. Signing Authority Policy

- Discussion: Valerie proposed formalizing the signing authority policy for contracts and checks up to \$5000. Board bylaws state that authority is granted at board’s discretion.
 - Motion to approve the Signing Authority Policy as presented made by Rhonda; second by Jon. Roll call to accept budget, motion passed.

6. Jim Duncan

- Reported on top tier projects in Network and Resource Sharing Division of the Colorado State Library. They include AskColorado (working on sustainability), SWIFT (upgrading servers and integration), Historic Newspapers, CVL (next generation planning), Plinkit (host small library web sites), Virtual Reference Symposium. Considering upgrade to the Directory of Colorado Libraries, would like to integrate with new Courier Database.

7. Director’s Evaluation

- Executive Session 11:35-11:45

8. Thank you to outgoing Board Members: Joanie and Kathy

9. Board training

- Suggest a visioning training. This would include a social dinner, followed the next day by a facilitated visioning process with a vision statement for CLiC as the result. Board agrees we should schedule this training. Members from State Library & CAL would be invited to participate.

10. Adjourn

- Motion to adjourn made by Jo Ann; second by Karol. Motion passed. Board Meeting adjourned at 11:50 a.m.