

(Revised and Approved 11/12/04)

**CLiC Board Meeting
Minutes
October 11, 2004
Glendale Community Center**

Attending: Kathy Ziegler, Diana Dwyer, Michele Seipp, Leslie Manning, Joanie Howland, Gail Dow, Kendra Swindt Swope, Lyda Mary Hardy

State Library Staff Attending: Nancy Bolt, Brenda Bailey-Hainer, Gene Hainer, Renee Emeson

Call to Order

Meeting was called to order by Gail Dow, Chair

Approval of the Minutes

The Minutes from both the August 13 and September 13, 2004 meetings were approved.

CLiC Coordinator Applications

A discussion took place regarding the selection of the CLiC Coordinator. This part of the meeting was not recorded. A decision was reached and Gail Dow agreed to tender an offer of the Coordinator position to the selected applicant and to notify the other applicant.

Motion was made by Leslie Manning to offer the candidate for Coordinator, a base salary plus an amount not to exceed 25% from external revenue sources that could be applied to the salary.

A Second was made to the Motion

The Motion was passed by the Board

Motion was made by Kendra Swope that Gail Dow enter into discussion with Rayma Skeen to develop an employment contract.

A Second was made to the Motion

The Motion was passed by the Board

PERA Retirement Plan Update:

Gail Dow announced that an email vote had been taken on the PERA retirement plan. Using PERA for the retirement benefit was approved. Joanie Howland explained that a signed document needed to be sent to PERA. Michele Seipp and Joanie Howland agreed to sign and Joanie will send it to PERA.

Gail Dow suggested giving the Coordinator and other new staff the option to use COBRA up to 3 months to provide health coverage. This would give the Board more time to explore options.

Power Libraries presentation

Joy Van Meter and Betty Bankhead were introduced and then made a presentation explaining the Power Libraries Program. They distributed a handout outlining the important points of the project.

- Impact is greater than the membership
- Are training the trainer
- Suggestion was made that they develop a third category for the paraprofessionals
- A suggested partnership would be between a public library that was willing to meet with the school library to develop collaborative events
- The CLiC Board would like to see multi-type partners
- The presenters feel their greatest weakness is that can't make long range plans
- Presenters were asked if they would be willing to write a grant for LSTA money?
- The State Library, CLiC and the presenters need to make a decision soon.

Gene Hainer stated that the State Library feels this is a strong project. They are willing to give an LSTA grant for \$38,000 to the Power Libraries Project with CLiC as the fiscal agent. This process would not require any money from CLiC.

The discussion that followed this statement included the concerns of the CLiC board regarding:

- The need for the grant proposal to include reporting and accountability wording.
- The need to broaden the number of libraries reached
- Possibility to do a multi-year grant.

After the Power Libraries presentation, the Board returned to their discussion on benefits.

Other insurances (health, life, etc.)

Leslie Manning suggested that 1-3 members of the CLiC Board put together a proposal for the insurance part (health, life and disability) of the benefits package: Joanie Howland, and Kathy Ziegler, and will bring a proposal to the meeting in November .

Staff policy manual recommendations

Changes and corrections to the manual were done by hand, so this part of the meeting is not recorded.

Budget Review

A draft budget outline was part of the agenda packet. Gail Dow will email to the rest to the Board.

- Gail will ask Rayma for a breakdown on her fees

Legacy and other revenue possibilities

- Legacy money will be applied to the dissolution charges from Rayma
- Audits are due at the end of March, 2005 from the old systems (depending on when they shut down)
- Some of the Systems were holding off closing until a final e-rate check was received, but now e-rate has been suspended.

Gail Dow agreed to work with Teresa to try to determine the expenses so far and the budget for CLiC only. It was agreed that there is a need for an income financial sheet.

- The book-keeper/accountant who was hired by the Central Colorado Library System has been helping with the CLiC books. She is no longer going to be able to work for CLiC.
- Need to start looking for a replacement

- Gail will contact the Board of Accountancy for a recommendation for an accountant
- CAMPO could be contacted
- Allan Charnes, Executive Director of the Colorado Alliance of Research Libraries, might be able to recommend someone
- Peachtree, the accounting spreadsheet presently being used, is being discontinued. Lyda Mary will send some information on accounting software she is familiar with.
- Any new accountant would probably have their own preference for software.

Gail stated that the State Library has given CLiC an invoice for \$2226.53 for meeting expenses paid by them while CLiC got established.

Nancy Bolt explained that it appears that the request for \$600,000 from the state budget next year has gone forward from the Joint Budget Committee (JBC).

- Need to get the \$50,000 increase in front of the JBC with a lobbying effort.
- Carolyn Kampman is CDE's analyst with the JBC. She called and asked how CLiC was doing. She asked to see the minutes. Renee will send the next two sets of minutes to her once they are approved.
- Nancy feels that this interest in CLiC is good.

LSTA Funds and Process

Gene Hainer addressed the LSTA proposal process:

- Streamlined
- Multiple requests can be requested separately
- Deadline suggested as November 30th, but can submit after that date.
- The State Library is not doing a competitive round of grants this year
- They are looking to support the infrastructure that has been established.
- Any money distributed as grants needs to be spent within the timeframe set by the Institute of Museums and Library Services (the federal agency). The federal requirement is by Sept. 30th.

Gail asked the Board what other CLiC programs, besides the Power Libraries, would need money.

- Direct costs can be built into the grant to pay for administrative costs (a reasonable amount for cost recovery)

A Motion was made to approve using an LSTA grant with an additional amount of \$12,000 from CLiC to total between \$38,000 to \$50,000 to support Power Libraries. With the additional higher amount to develop a program to train para-professionals; and to develop multi-type partnerships; and to work with the CLiC Regional Consultants as they are hired to develop a program that can be sustained. Administrative costs would be included in the grant request.

Second was made

Discussion:

- BCR tacks on 5% for administrative costs
- The grant must include accountability strategies. Outcome based
- The Board wants to know how the money is used by the Project Directors? They will need to submit detailed invoices.

Motion was passed

Gail Dow will call Betty Bankhead and Joy Van Meter to inform them of the Board's decision.

A brief discussion took place on possible continuing education programs that could be funded with LSTA grant money:

- Gail suggested that she send an email to the Board members in the next few days to ask for suggestions.
- Boot camps, SWIFT,
- Look at the Reconfiguration document for ideas
- CALC asked for basic supervision training sessions
- Automation and communication issues could be addressed with a grant
- Wait for the hire of the coordinator to make some of these decisions
- Marketing CLiC

Nancy Bolt asked to discuss the facilitation training that the State Library has arranged through Interaction Associates.

- Cost to train is \$25,000 for 20 people.
- The State Library is asking CLiC to act as the fiscal agent.
- CLiC would have 5 slots for the CLiC staff (Coordinator and Regional Consultants).
- February 22, 23, and 24 are the dates of the training.
- 15 State Library staff will attend

Nancy Bolt asked the CLiC members to look over a resolution that will be presented at the CAL Conference to thank the seven Regional Library Systems, and the Denver Public Library Resource Center.

- Within the next 2 days contact Nancy with any changes or corrections
- Hope to invite the last Board Chairs for each System to the CAL reception and board meeting so they can be recognized (Gene Hainer has the latest list)

There was a brief discussion on whether to continue using the term Coordinator or Director. A Motion was made to change the title from Coordinator to Director. This change will be reflected in all documents.

Second was made

Motion was passed by the Board

A brief discussion took place on what the relationship of CLiC would be to CoLAB if the Chair cannot be selected by that Board, but has to be elected. In the past there was a position on CoLAB for a System representative. Could a CLiC representative assume that position?

The Board went through the revisions to the bylaws that were suggested by Rayma Skeen. A Motion was made to send the Board's decisions about the revisions to the bylaws by email to the Board for approval. An email vote will be taken. A deadline for receipt of an email vote would be given and those who do not meet the deadline will be seen as abstaining.

Motion was approved

The attendance of State Library staff to CLiC meetings was brought up. Brenda Bailey-Hainer explained that she, Gene and Nancy had been trying to attend all the meetings in order to be of

assistance with the start up of CLiC. They would not all attend every meeting in the future. Further discussion was put on hold.

The following were listed as agenda items for the next meeting:

- Courier report from Leslie Manning

The information in the agenda packet/handout on the CLiC No-Stop is an information item for the Board to look at.

Brenda Bailey-Hainer gave a brief report on the Courier billing.

- The CLiC office has been receiving checks.
- Have had no cancellations
- Some increase in high volume

Membership applications

Brenda also expressed the need for CLiC to develop a membership application.

- The Central Colorado Library System did not have a form; they approved letters asking for membership
- Gene Hainer gave Gail Dow a sample ballot, which had a part in it that could be used as a membership form
- Some requests for information regarding membership have been received at the CLiC office. Gail will follow up on these requests.

CLiC Website

Kathy Ziegler reported that development of a website has been put on the back burner until after the Courier bills are done

- The membership form when developed will go on the website
- A list of the members will be posted to the website

Meeting was adjourned at 5:30 pm

Next meeting date is November 12, 2004

Renee will look for a location. There was some consensus that the Glendale Community Center was convenient. The members would like to see one location selected for all future meetings.