

**CLiC Board Meeting
Minutes
September 13, 2004**

CLiC Members attending: Gail Dow, Diana Dwyer, Lyda Mary Hardy, Leslie Manning, Michele Seipp, Kendra Schwindt Swope, Kathy Ziegler

CLiC Member attending by phone: Joanie Howland

State Library Staff attending: Gene Hainer, Brenda Bailey-Hainer, Renee Emeson

CLiC Coordinator Application

The board interviewed one candidate and after the interview it was agreed to remove his name from further consideration.

Discussion of additional candidates

The members unanimously agreed to discuss the applications from other candidates.

The names of the applicants were listed on flip chart paper. Each member was given an opportunity to voice their opinions of the candidates. Then a vote was taken to determine who would be considered for a phone interview.

The members will take home the applications and do an e-mail vote on Wednesday to see who will be interviewed by phone.

Some suggestions were made for procedures for the future interviews.

1. Each candidate will be allotted the same amount of time for the entire interview.
2. Take a 5 minute break at the end of the first hour
3. Need to have water available for the members and the interviewee

Telephone interview team, time and dates

The State Library will set up the phone conference for the interviews. The dates were set for September 20 and 21, in the afternoon. As many board members as possible will participate.

Dates for additional face-to-face interviews

Tentative times for face to face interviews are : September 30 (p.m. only), October 1,4, or 5 (anytime), and October 6 (p.m.). A final date will be selected after the telephone interviews are completed and recommendations made.

PERA Retirement plan

Joanie Howland will resend the resolution on the PERA retirement plan for Gail to e-mail to the board. A vote will be taken on Wednesday to accept or reject PERA as the retirement plan.

Non-retirement benefits package

Joanie Howland had additional information about the medical and life insurance plans available to choose from. A discussion of the options available to provide insurance to the

employees took place. No decisions were made. All the members agreed that the applicants would be told that there would be a plan in place before anyone was hired.

Approval of the Minutes from August 13, 2004

Michele Seipp asked to have additional wording added in the motion that was made during the discussion on Power Libraries. The corrected statement will read:

Motion was made to increase the allocation to the Power Libraries Project by \$2,000. This is to cover salaries through October and the fall training sessions, bringing the total allocated from the CLiC current budget to \$12,000. This amount is intended to cover all costs, including clerical support, to produce the 7 training sessions. The Power Libraries Project Managers are also authorized.....

Gail Dow reported that she sent an e-mail to Betty Bankhead and Joy Van Meter explaining this decision. They would like to come to the October meeting to make a presentation. It was agreed that they would be invited to attend the October 11 meeting to make a presentation.

The Minutes were accepted by the Board as amended.

Services Update

Courier service

Update on billing: Brenda Bailey-Hainer handed out copies of the information that was mailed to the libraries who now subscribe to the Courier. This is the renewal packet for service starting October 1, 2004 through September 30, 2005.

Gail Dow stated that Jody Howard had signed the agreement document with Sprint through June 30, 2005.

Brenda Bailey-Hainer stated that 45 application forms have already been received back.

Teresa Abeyta (the temporary office person at the CLiC office) will need help with billing, and Brenda will do this.

Brenda suggested that a mailing to promote the courier would be a good idea.

- Important to get the SWIFT libraries. They will be targeted first.
- Brenda will have the State Library print out a list of those libraries.

Adjustment to Budget. Gail Dow stated that additional funds might need to be put into the Courier next year.

Establish a courier committee and charge. Leslie Manning has agreed to chair a new Courier Committee. She will work with Brenda to identify people who might be willing to join this committee.

- She would like people from different types of libraries.
- Need to include Western Slope.
- Franca Rosen would like to be on the committee
- Look at the ILL committee for volunteers
- Barbara Jaques might be willing.

- Leslie will give a report at the October meeting

Brenda explained that the bid for a new contract will need to go out in January. The bid process will be presented to CLiC for approval.

A discussion took place regarding reimbursing Courier Committee members for travel expenses. Leslie was asked to look at the cost once the committee is established.

CLiC No-Stop contract ratification

Motion was made by Kathy Ziegler that the CLiC No-Stop letter of agreement, dated September 9, 2004, a copy of which will be attached to the Board Minutes, be approved and ratified and that Gail Dow's execution of this Contract be fully authorized by the CLiC Governing Board.

Second was made by Diana Dwyer

Motion was passed by the Board

Brenda Bailey-Hainer explained that some libraries are close to the 300 cap. Since none of the libraries have been told that there is a cap, she proposes that unless they go over the total for everyone, to just begin their cap (at an average of 25 items a month) once the explanation letter is sent. This will not really become an issue until the 10,560 item total for all libraries is exceeded.

She also explained that another issue for libraries that are not on OCLC has come up. In order to use CLiC No Stop library needs to be on SWIFT. She believes that some marketing of CLiC No Stop should be considered.

Power Libraries

Gail Dow explained that CLiC did approve the Power Library project managers going forward with the application process. CLiC is suggesting that part of their proposal should include training of the new CLiC consultants.

Continuing Education offerings

- SWIFT
 - Brenda distributed a handout and explained that there is no cost to a library to be on SWIFT.
 - Brenda would like to have trainers trained.
 - Would like the new CLiC Regional Consultants to participate.
 - Training would benefit school libraries
- Facilitation training – Interaction Associates
 - Gene Hainer explained that the State Library is working with Interaction Associates in California to arrange for facilitation training for their professional staff. They would like to give CLiC a grant of \$25,000 for the training. All 5 of the CLiC permanent staff would be able to participate.
 - Need to choose set of days.
 - Each person would need to attend all three days.
 - Jan 25-27; Feb 15-17; Feb 22-24

- Gail will ask the Board members to vote for the set of days by email on Wed.
- Technical support/ CE through WebJunction Colorado

Brenda distributed a handout and reported that the State Library is doing a Colorado specific WebJunction portal and plans to use it extensively for technology support and as a continuing education vehicle.

 - The WebJunction Colorado portal is available now.
 - The portion of WJ CO that supports online courses will probably not be released until November.
 - In the meantime, the State Library has licensed Horizon Wimba, which is also used by BCR. Lori Smith will use it for SWIFT training. Cost is \$6,000 a year for one “room” with 15 seats
 - She suggested that CLiC could partner with BCR and the State Library to provide workshops.
 - She will have more to report at the next meeting.
- Other

Brenda distributed a copy of an email that was sent out to libnet by BCR. It mentioned CLiC as a supporter of the DuPage Teleconferences.

Budget Review

Changes to document

- Legacy income
 - Gail stated that this money has already been added to the budget
- LSTA funds and process

Gene Hainer reported that because of the cuts in state funding, the State Library is going to propose to CoLAB at the next meeting September 16th, that they use LSTA monies to support the programs that are most important to the states’ libraries.

 - There will not be competitive grants this year
 - The application process would be streamlined
 - The key to receiving federal funds is to have outcomes that are measurable.
 - Suggest applying for funds for individual projects, not as a group of projects.
 - \$40,000 of the LSTA funds will go to support the CLiC No Stop program. CLiC will have to submit a grant application
 - CLiC can submit a grant application to support the Power Libraries program(or can have someone else do it)
 - CLiC agreed at an earlier meeting to support Power Libraries as an LSTA project
Gene will send the URL for the Power Libraries Fast Facts, etc
 - If CLiC decided not to do support Power Libraries, Gene suggested they would need to do something else directly for schools.
 - The facilitation training money would not require a grant

The question was raised that as a fiscal agent (for CLiC No Stop and possibly Power Libraries) could CLiC charge for the services.

- Denver Public Library charges 10-15% handling fee

- BCR charges 5%

Governance

Group process: majority, consensus, other?

Protocol on e-mail discussions and voting

- The members agreed to discuss issues and then take a vote. The majority vote will decide
- They agreed that items requiring action should be listed first in the agenda
- If the vote is taken by e-mail there will be a specific deadline for replying
- Go with proposal made by Nancy Bolt in an email a couple weeks ago

Chair incongruities – recommended changes to bylaws

Gail stated that she had received an email from Rayma with suggestions for changing the CLiC bylaws to eliminate the problem of having a Chair who is a non-voting member. She will forward the email to the members.

- Will put on the agenda for the 11th
- Can discuss by e-mail

Marketing CLiC

September State Library mailing

Brenda explained that she had prepared a draft flier that could go out in the State Library's September Monthly Mailing.

- The members will review and e-mail her suggested changes

Legal and physical RLSS close-outs

Dissolution actions

Gail stated that she will check with Rayma to see if the dissolution process has been finalized and sent to the systems.

Interim office, housekeeping and staffing issues

Janitorial service

Teresa Abeyta has found a janitorial service, Day Nite Cleaning Service.

- \$150.00/month to clean the CLiC office one day per week and wash windows once a month
- To pay for the service would need to transfer money from the contingency account. Put in as a separate line item in the budget. Need a line for operating and supply expenses.

Insurance renewals

Michelle reported that they have reviewed the plans and will go ahead with renewals.

Personnel policies

Lyda stated that she has received copies of the Southwest Systems personnel book. She will prepare a draft for use by the CLiC staff.

CLiC website

- Kathy Ziegler volunteered to work on a website, if someone can find how to access the CCLS website and let her know.
- Kathy Ziegler also volunteered to put together a Membership Application form

Future meeting dates, locations

The next board meeting will be held October 11. Renee will look for a meeting room in the southeast Denver area.

Meeting was adjourned at 5:15 pm