

Colorado Library Consortium (CLiC)
Governing Board
Meeting Minutes
Belmar Library
August 13, 2004, edited 1/4/05

CLiC Board members in attendance:

Gail Dow, Diana Dwyer, Michele Seipp, Kendra Swope, Kathy Ziegler

State Library representatives in attendance:

Gene Hainer, Brenda Bailey-Hainer, Renee Emeson

CLiC Board members in attendance by phone:

Joanie Howland, Lyda May Hardy

CLiC Board members not in attendance

Leslie Manning

1. Call to order

The meeting was called to order at 10:15 a.m. by Gail Dow.

2. Approval of Minutes

CLiC would be willing to manage the No Stop contract with money from the State Library or Three Rivers with the details to be worked out later using Brenda's recommendations to limit the number of No Stop requests to 300. (This would change the number from 150 which was presented earlier.)

- Second was made by Kathy Ziegler
- Motion was passed and the Minutes from the July 23, 2004 meeting were approved as amended.

DPL NO STOP

Brenda continued the discussion on DPL No Stop. She explained that there are options available to libraries who are close to or over the maximum of 300 requests. Letters would be sent to those libraries detailing information on those options, which are to

- Look at contracting directly with OCLC
- Be more discriminating about what is sent to No Stop
- Pay \$5.00 per request over the limit

The contract could be set up so that excess would be billed annually.

Brenda handed out the final last years statistics for DPL No Stop.

- State Library will make some recommendations to the SWIFT libraries that need to monitor their ILL.
- Information would go out after CLiC approves the contract.
- Will receive the statistics monthly from DPL that can be posted on the website.

Motion to approve the CLiC No Stop contract was made by Diana Dwyer
Second was made by Kathy Ziegler
Motion was passed. Lyda Hardy abstained from voting since this was her first meeting with the Board.

3. CLiC Coordinator Discussion

A pre-discussion straw vote was taken to determine the ranking of the applicants for the position. Considerable discussion was held on the merits/strengths/weaknesses of each candidate.

Michelle recommended doing phone interviews first. It was suggested that a smaller group do the phone interviews. During the in-person interviews, all the members would participate.

Vote was taken to conduct phone interviews:
Agreed by all to do phone interviews first

Interview questions:

The Board agreed to come up with the phone interview questions by email.

- Interview committee for phone interviews will be established; most of the members present volunteered to participate.
- **Kendra will develop the preliminary questions**
- Date : Friday, Aug. 20 afternoon
- **Renee will send list of strengths and weaknesses discussed earlier to Gail to help with establishing questions.**
- **Renee will set up a phone conference**

Non-retirement benefits

Kendra suggested that CLiC could offer a monetary amount that could be applied to a private policy

Possibly offer consortia pricing for health benefits for all libraries

Michelle asked that a personnel policy be put in place.

- The Board can review the Central Colorado Library System policy.
- Can also look at High Plains and Southwest.
- **Diana volunteered to review the CCLS and SW policies and compare.**

At the conclusion of the discussion on the Coordinator position, Gail asked the members to review the interview questions that were sent out and give her their feed back.

Joanie Howland volunteered to prepare and send a letter to the applicants who were not selected to be interviewed.

4. Marketing CLiC

September State Library mailing

Gene Hainer and Brenda Bailey-Hainer explained that the State Library has a large mailing to Schools in September. He asked if CLiC felt they were ready to send out information in the form of a flier or brochure?

- Membership Drive opportunity

- Press Release announcing CLiC
- Bonnie McCune, Community Relations Consultant at the State Library could help with this. Mary McCarthy, Networking and Resource Sharing Consultant at the State Library could also help.
- Brenda will ask them to give something to Gail to review.

CAL Conference possibilities

CAL conference

- Opportunity to introduce the new coordinator
- Gail has asked CAL for a spot during someone presentation to announce the creation of CLiC
- Suggest the members attend the business meetings and make announcements at each meeting.
- Could also volunteer to announce the speakers and take time to talk about CLiC.
- Their will be a table at registration where CLiC could have a flier.
- August 15th is deadline to reserve space in the catalog. Cost is \$75.00.
- Legislative Committee is doing fund-raising baskets to support PAC. CLiC could do a theme basket. Total value \$100.00.
- Could look at giveaway with the CLiC name, 1100 to 1200 total.
- The State Library has two spaces where they could distribute literature for CLiC.

CLiC is looking at a theme name for the website.

- “CLiC No Stop” thru DPL was suggested as a possibility to further recognition of CLiC’s name and services.
- CLiC website. Looking at a domain name.
 - Use CCLS website as contact point at this time.
 - Office phone is being answered with Colorado Library Consortium.
 - Michele is talking to Steve Martinez to continue contract for technical support.
 - **Kathy will take the ad copy and prepare for the website.**
 - Suggest going statewide to solicit logo design

5. Legal and physical RLSS closeouts

CCLS and CLiC update

- Hit a temporary snag in bank account turnover but are close to having opened account at First Bank. Should be completed by early next week.
- Gene Hainer will check with the Department of Education accounting office on the process for electronic transfer of funds
- Michelle reported changing the name on Workers Comp, liability insurance
- Michele distributed a handout on the current insurance policies held by CCLS
 - Premiums may be different since the consultants will be around the state
 - **Michelle will email the sheet to Lyda and Joanie on Monday**
- Brenda asked if the name has been changed with the Feds.
 - The attorney, Rayma Skeen is working on this.
 - IRS said it would take 30 to 60 days

Retaining Legal Council

- Funding to retain legal council is coming from the money left over from the infrastructure committee money and the legacy money.
- Continue with Rayma for at least the coming year.

Motion was made by Joanie Howland to retain Rayma Skeen as legal council for CLiC for at least the coming year. Her fee agreement will be signed.

Second was made by Lyda Hardy

Motion was passed by the Board.

- Reviewed email from Rayma indicating that Gail's position on the Board may be illegal.

Motion was made by Kendra Swope to have Rayma Skeen look at ways to reword the bylaws on the selection of the Chair of the Board. (Article 8 in the bylaws states that the Board can amend the bylaws).

Second was made by Kathy Ziegler

Motion was passed by the Board

Note: Gail will send the Bylaws to Lyda Hardy along with the whole reconfiguration plan.

Board indemnification

Motion was made by Joanie Howland to contract with Rayma Skeen to do the necessary work to get to the System Board Chairs the required documents to prepare letters of dissolution.

Second was made by Diana Dwyer

Motion was passed by the Board

Update on each former system

- Three Rivers has no information
- High Plains is having last Board meeting Sept. 17th. \$25,000 will go to CLiC
- South West will send their legacy money to the CCLS office.
- Arkansas Valley still does not have a clear amount
- Pathfinder will meet Sept. 11th. \$2,000 left but no decision what to do with it

Are audits being done?

- The State Library has audits for the year ending September, 2003 for both High Plains and South West Systems
- Pathfinder feels they have already sent in their audit

Further discussions for bylaw revisions will be done at a future meeting.

6. Interim office, housekeeping and staffing issues

- Michele Seipp reported:
 - No stationary until have a logo
 - Fax heading has been changed
 - Consolidating web services
 - Who can approve repairs? She asked the Board to appoint someone to approve services.

Motion was made to authorize Gail and Michele to authorize day to day office management decisions for office support.

Second was made by Kendra Swope

Motion was passed by the Board

Michele continued her report:

- The person who was contracted with to do the accounting does not want to continue. Need to decide what to do.
- The temporary employee, Teresa, asked for an increase in pay. She has been with CCLS 6 months. Michele told her that normally, reviews are done annually.

7. Services update

- Courier service contract
 - Although the Courier committee agreed to continue at least until the fee schedule is established, in effect this committee is defunct. Decisions really need to be made by the CLiC Board until a new courier committee can be established.
 - Brenda brought up the contract fiscal year. The committee has renegotiated for a monthly price thru Sept. 30th (a 9 month period)
 - Does the Board want a 9 or 12 month contract?
 - price went up 10%
 - Should the billing structure remain the same or change? (bill at last year's rate?)
 - How does the Board want to use the \$80,000 that has been budgeted?
 - High Plains and South West are planning to subsidize their members again this year.
 - Transfer costs are not being separated out. The cost will be a flat monthly fee.
- Michele suggested that any library who participates in SWIFT has to join Courier.

Motion was made by Michele to increase the courier fee 5% over last year for 12 months.

Charge new members \$11.50 per stop.

Second was made by Kendra

Passed by the Board

- Letter should go out with the bills explaining that cost and billing are going to be looked at in the coming year. Could ask for volunteers to be on the committee.
- **Brenda will prepare the cover letter.**
- **Packet of information came with the Courier bill that needs to go to all the subscribing libraries. Michele will check with CCLS.**
- **Brenda will look at the records left in the CCLS offices and possibly give to Michele Gebhart to go through to see if it can be determined how the billing was done in the past.**
- Need to charge the new courier committee with coming up with a policy in the future for all libraries.

DPL No Stop contract

- No Stop Agreement has been changed to reflect the changes that Brenda recommended.
- Set the cap at 300 requests per library per year

- Change the DPL No Stop name to CLiC No Stop
- **Gail will draft a letter to all the libraries at or above the 300 cap and give them several options**
 - Can become an OCLC user themselves contracting with BCR
 - Ask those libraries to be more judicious about what they forward on
 - Anything above the 300 per annum cap they could be charged \$5.00 per request.
- Need to determine eligibility criteria, expand on 3 a. Need to review 3 a for accuracy. Now states “DPL NO STOP service means that Contractor will request items on behalf of libraries that meet the following criteria: are not OCLC members, or who are OCLC select users of ILL and have exhausted resources among GAC members; AND who submit requests to DPL via SWIFT.”
- Could limit to educational for profit; not available for corporate for-profit libraries
 - Leave as is for now
- Could require that they be a member of CLiC (full or associate) Kathy agreed to be the contact person if abuses arise)
- DPL will provide monthly statistics. Average is 25 a month to stay under the 300 per year.

Colorado Virtual Library/ACLIN/Swift contract

Motion was made by Kendra Swope that the Novation Agreement for the ACLIN contract, July 30, 2004, a copy of which will be attached to the Board Minutes, be approved and ratified and that Gail Dow’s execution of this agreement be fully authorized by the CLiC Governing Board. Second was made by Kathy Ziegler
Motion was Passed

Power Libraries

Gail Dow reported that

- Power Libraries will spend \$6,400 left over from last year.
- They will proceed with the training.
- The amount they were requesting to do the training did not cover their salaries. The \$6,400 will cover preparation for the training. In addition, they are requesting salaries for themselves through October.
- They have been asked to come to the October meeting to give more facts and to present on how they would use some of the CE money
- The members agreed that they need measurable goals. Would like an evaluation of the work of Joy and Betty done.
- If CLiC is given a grant of LSTA money for the Power Library project, a report will have to be done to the State Library.
- \$1,870 additional is requested to cover salaries through October and one additional training session.

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 to use the \$416 remaining from last year. This along with the \$130.00 additional amount in the appropriation is to hire clerical support.

Second was made by Michele Seipp
Motion was passed

College of DuPage Teleconference license

Brenda asked the members if they had read the information about the College of DuPage teleconferences. She explained that the College gives all libraries free download and copies of tapes. These are national level teleconferences. She is requesting \$3,000 from the CE money to fund the license.

Motion was made by Diana Dwyer that CLiC pay the \$3,000 to support the DuPage teleconference license thru BCR

Second was made by Kathy Ziegler
Motion was passed

The meeting had to be ended because Belmar Library was closing. The remainder of the agenda will be carried over to the next meeting, set for Monday, September 13. The meeting was adjourned at 5:00 p.m.