

## **CLiC Board Agenda**

### **April 8, 2008**

**Approved June 10, 2008**  
**Edited for the web**

**Attendees:** Jon Walker (chair), Jo Ann Kruglet (vice chair), Rhonda Gonzales, Karol Sacca (treasurer), Chris Painter, Sherrie Galloway (joined at 9:47), and Valerie Horton (CLiC Executive Director)

**Absent:** Molly Otto (secretary), Chris Painter (left meeting at 10:42)

**Guests:** Gene Hainer (State Library) left meeting at (10:30), Lisa Priebe (CLiC staff)

Meeting was called to order at 9:02 am by Jon Walker.

**Action Items:** To be completed by Valerie Horton unless otherwise noted.

1. Bylaws will be presented again at the next meeting
2. Valerie will find a 'how to run an online meeting' trainer for the August Board meeting and look at different method of doing ethical reviews

### **1. Housekeeping & Administration**

a) Approval of February minutes

Motion to approve February 6, 2008 minutes as is by Rhonda Gonzales; seconded by Jo Ann Kruglet. Motion accepted unanimously.

b) Confirm next meeting dates:

- Phone Calls, 9:00 – 11:00: June 10, 2008
- In-person all day meetings, 9:00 - 4:00:
  - August 11 & 12, 2008 – Board and Staff Workshop and Board meeting possible topics:
    - Branding CLiC – how does branding differ from marketing and other pr activities
    - How to run online (video or phone) meetings; tips and tools for better meetings
    - Ethical considerations for board members
  - Molly Otto indicated she preferred either How to run an online meeting or Ethical Considerations in an email to Valerie Horton. Jon Walker was concerned Ethical Considerations may not be of interest to staff. Valerie Horton explained that consultants frequently work with library staff and their boards on issues such as this. Rhonda Gonzales would like to support whichever Valerie Horton believes to be the most valuable. Valerie Horton believes “How to run an online meeting”, would be very beneficial. Board agreed.
  - Jon Walker suggested a new topic – principles in Resource Sharing. Agreement that this was topic central to CLiC’s mission. Valerie Horton will discuss with Brenda Bailey-Hainer, who is involved in this

topic nationwide. Valerie Horton will write a summary after she attends the “Rethinking Resource Sharing” pre-conference at ALA annual.

- Rhonda Gonzales suggested the topic – negotiations for licensing databases that CLiC provides.

c) Board Elections – approve nominating committee’s slate of candidates

Jo Ann Kruglet summarized the process the committee used to determine the slate of candidates. It was decided to run the election uncontested this year but to revisit idea in the future.

- Shirley Amore – DPL
- Kim R. Meyer -- Teacher – Librarian, West Jefferson Elementary, Jefferson County Public Schools

Valerie explained the election information was physically mailed to CLiC Membership Representative, and that votes will be cast electronically.

Clarification point - Sherrie Galloway will no longer be employed by a Colorado library next year and must step down from the board.

Motion to approve the slate of candidates with write-in slot for election by Jo Ann Kruglet; seconded by Chris Painter. Motion accepted unanimously.

## 2. Budget

a. Quarterly report review

Valerie Horton discussed the quarterly profit/loss year-to-date and monthly Feb/March expense/revenue reports. Notes of interest: High Plains Regional System has resolved legal issues and sent CLiC remaining funds.

Motion to accept quarterly budget reports as is by Rhonda Gonzales; seconded by Karol Sacca. Motion accepted unanimously.

## 3) Ethics and accountability

Valerie discussed how CLiC is a maturing organization after being in existence for almost four years. We aim to follow the highest ethical organization principles. But, what could we do even better? She presented the Colorado Nonprofit Association’s Principles and Practices for Non-profit Excellence in Colorado.

<http://www.coloradononprofits.org/documents/PandPPublicDraft.pdf>

Valerie asked if the Board would be interested in reviewing our ethical and best practices at future meetings? Board members agree this would be a good exercise. Parts of the document do not apply but it stands as a good starting point to spur discussion and allow for Board reflection. Valerie suggests pulling one section or sub-section at each meeting for discussion. Jo Ann Kruglet and Gene Hainer would like to see a written document produced that demonstrates the Board’s commitment to this topic. Valerie will continue to do research and will bring this topic back to the board for further action.

## 4) Bylaws change – final vote

a. Bylaws approval:

Valerie Horton discussed the changes to the Bylaws – most changes were stylistic and with significant rewording to make the document’s intent clearer. The most significant content change removes the idea of a “membership council”. The “membership council” is replaced with the term “representative”. Another change was to limit CLiC board eligibility to directors and senior library managers.

Gene Hainer suggested the following friendly amendments:

- Article II – change statute citation to 24-90-110.7
- Article IV – Section 2 removing “or school” – question on how to handle “for-profit” special libraries. Valerie Horton will consult with Gene Hainer.
- Article IV – Section 4 suggest rewrite that defines “cost basis” and “differential”.

Motion tabled to approve Bylaws modification to address language in Article IV as suggested by Gene Hainer.

## **5) Long Range Plan status**

We have received numerous comments and suggestions about possible future directions for CLiC. We have had input from a joint Board and staff retreat, from spring workshops membership meeting activities, and from an online survey. Courier service is the only unique service CLiC provides and is the most highly rated service. Valerie offered a proposal for exploring value-added services related to the courier. We could pick up withdrawn materials and provide a service to resell books, redistribute materials at greatly reduced cost to small libraries, and/or recycle materials. Valerie proposes we develop a formal Business Plan to explore these ideas. Jon Walker thought that one of the previous regional systems provided a book exchange. He believes a book exchange would continue to be popular. The Courier Committee supported bringing this idea to the Board. The Board agreed that we should continue work on the Business Plan for this idea.

The Long Range Plan is due June 30, 2008. The Board will need to approve the plan at the next Board meeting in June. Board will vote by email.

## **6) Approve Courier Committee’s recommended 3% price increase on stop costs.**

Courier Committee made the above recommendation to the Board for a price increase. The amount is modest in light of the increases in gas prices.

- 3 Day - \$325 to \$335
- 4 Day - \$1175 to \$1210
- 5 Day - \$1800 to \$1855

There is no increase in high volume charges. Motion to approve an increase courier fees for stops by 3% this year by Jo Ann Kruglet; seconded by Sherrie Galloway. Motion accepted unanimously.

## **7) Updates**

- a. Director’s Report

- i) Payroll change cutover – April 15<sup>th</sup>
- ii) The office is moving to Arapahoe and Quebec on April 10 & 11<sup>th</sup>. We do not start paying rent until June 1<sup>st</sup> however.
- iii) “How are we doing” online survey shows that overall 144 respondents judge our services as either “Very Good” or “Excellent”.

<b>Survey Monkey 1/25/08 - 3/31/08</b>	<u>Poor</u>	<u>Needs Improvement</u>	<u>Good</u>	<u>Very Good</u>	<u>Excellent</u>	<u>N/A</u>	<u>Rating Average</u>	<u>Response Count</u>
<b>Colorado Library Courier</b>	1	7	20	45	53	18	<b>4.13</b>	144
<b>Continuing Education Workshops/events</b>	0	9	27	51	30	23	<b>3.87</b>	140
<b>Cooperative Purchasing Agreements</b>	1	1	40	40	18	37	<b>3.73</b>	137
<b>Consulting Services (worked with Regional Consultant)</b>	1	4	14	28	22	68	<b>3.96</b>	137
<b>Overall CLiC Rating</b>	1	3	25	64	30	1	<b>3.97</b>	124

b. State Library update

Valerie explained on Gene’s behalf about the \$1 million is still part of the state budget and the money would go toward the purchase of a statewide database package. We’ll know when the Long Bill is signed in early May whether the funding will be available.

Motion to adjourn meeting at 11:05 am by Sherrie Galloway; seconded by Karol Sacca.