

**CLiC Board Minutes**  
**February 6, 2008**  
**Approved April 8, 2008**

Edited for the web

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

**Absent:** Chris Painter participated until 11:25 when she had to leave to deal with a library issue.

**Guests:** Gene Hainer (State Library), Lisa Priebe (CLiC staff)

Meeting was called to order at 9:15 am by Jon Walker.

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

1. Locate a nominating committee member from outside the Board from the southern part of the state.
2. The Nominating Committee will select candidates by mid-March.
3. Molly Otto will clean up some of the language in the Assistant Director job description.
4. Valerie will identify any changes to the Assistant Director's job description that should be considered for the other job descriptions.
5. Gene Hainer will ask if the CDE Commissioner is interested in meeting the CLiC Board.
6. Molly Otto to send some grammatical changes to the Employee Handbook.
7. Valerie will send examples of director evaluations systems to the subcommittee.

## 1. Housekeeping & Administration

a) Approval of December minutes

Motion to approve December 11, 2007 minutes as is by Molly Otto; seconded by Sherrie Galloway. Motion accepted unanimously.

b) Confirm next meeting dates:

- Phone Calls, 9:00 – 11:00: April 8, 2008 & June 10, 2008
- In-person all day meetings, 9:00 - 2:00:
  - August 11 & 12, 2008 - Workshop and board meeting.
    - Training topics for August 11<sup>th</sup> – Valerie Horton explained the training helps to develop cohesiveness between board members and provides a venue to get to know CLiC staff and other library leaders from CAL, CSL, etc.

Suggested topics include:

- Sherrie Galloway would like to think about how training would fit into the long range planning goals that are decided this afternoon.

- Valerie Horton suggests training on how to run online meetings. CLiC is researching what online video tools are available today.
- Karol Sacca commented during the review of the Executive Director's evaluation process, training on evaluation systems.
- Ethical considerations for board members

c) Board Elections:

Current terms:

Rhonda Gonzales (term ends 2009) Southeast  
 Jo Ann Kruglet, Vice chair/ chair elect (term ends 2008) Northeast  
*Jon Walker, Board Chair (term ends 2008) Southeast*  
 Chris Painter (term ends 2010) Northwest/mountain  
 Karol Sacca, Treasurer (term ends 2009) Northwest/mountain  
*Sherrie Galloway (term ends 2010) Northwest*  
 Molly Otto, Secretary (term ends 2009) Metro

Jon Walker and Jo Ann Kruglet discussed whether they would serve a second term on the board. Jon Walker would prefer to step down so someone could bring forth new ideas. Jo Ann Kruglet will be happy to continue as a Board Member. So we need to find a larger public library director or senior manager.

Sherrie Galloway may need to step down based on job opportunities outside the state. (Note: Sherry will step down June 30<sup>th</sup>.) Gene wanted to make sure the Board was following the Bylaws. The answer is the Bylaws are being modified to fit this process.

- d) A subcommittee of Jo Ann Kruglet, Sherrie Galloway and a yet to be determined library director will run the election for the new board member. New terms begin July 1, 2008. Valerie Horton will find someone to serve on the nominating committee. (note: Barb Hudson from Security public served on the Nominating Committee.) The subcommittee comes up with a slate of candidates. The subcommittee will determine how or if the library community is canvassed to identify interested candidates. Rhonda Gonzales suggests that the large public library member come from the Denver metro area. Valerie Horton reminded the board the slate of candidates needs be approved by the Board before the election commences.

e) Assistant director signing authority

Valerie Horton stated the organization would be more efficient if another person could sign contracts and checks in the absence of the Executive Director, and with the Executive Director's approval. The Board had previously granted the Executive Director signing authority. Some slight modifications were recommended to the policy.

Motion to approve CLiC Signing Authority Policy as modified by Karol Sacca; seconded by Chris Painter. Motion accepted unanimously.

f) Assistant director job description revision

Valerie Horton explained the need to have a job description for this new position. Suggestion for change: Remove "and Board" from Second paragraph last sentence. Add "Other duties as assigned." in the major duties section. Molly Otto will send Valerie Horton other language clarification changes.

#### Director evaluation guidelines – proposed change

Jon Walker shared that Valerie felt uncomfortable drafting her own evaluation guidelines. He would like to see the Board draft guidelines for the Executive Director's evaluation. He proposed a committee be formed to do this. Valerie Horton shared the current evaluation is long and repetitive. The 360 evaluation has many questions that don't apply to some of the evaluators. Each year the number of evaluations has declined. She suggests the 360 evaluation be done every other year. Jon Walker recalls feedback that some evaluators were not able to comment on some of the questions asked.

Gene Hainer explained the new process for evaluation of senior CDE staff. All reviews are in-house. He recalls the same questions in evaluating the former regional directors. Valerie Horton would prefer to have the comments be more anonymous. Valerie agreed to find other consortium evaluation forms.

Jon Walker asked who would be interested in serving on a committee to review the evaluation process. Rhonda Gonzales, Molly Otto and Jo Ann Kruglet will sit on this committee. Jon Walker will also be part of the committee and will be Chair. The committee will have the Board review the documents in April so the Executive Director's review may be completed in June.

#### g) Revision of CSL annual report format

Valerie Horton and Gene Hainer reviewed changes to the Annual Report Template. These were based on a review of the applicable statutes and guidelines. Language was refined. The report is meant to show the value CLiC provides to the state. The State Library is the only organization that reviews the documents. However, the State Library uses some of the information to request funding each year. Valerie Horton also uses the data for other purposes. Jon Walker asked if both Valerie Horton and Gene Hainer are comfortable with the new format. There was agreement.

Valerie Horton asked if the new commissioner would be interested in meeting the CLiC Board. Gene Hainer will ask if he is interested. Another opportunity might be to present a short overview of the organization when the State Library is chosen to present to the CDE Board.

## 2. Budget

### a. Quarterly report review

Valerie Horton: Our current level of spending and the organization is right where we want it to be. Clarification questions were answered to the Board's satisfaction.

Motion to accept month revenue/expense for Dec 07 and Jan 08 as is by Jo Ann Kruglet; seconded by Sherrie Galloway. Motion accepted unanimously. Motion was amended to accept the July 2007 to January 2008 Profit/Loss performance.

### b. 2007/08 mid year budget revision

Valerie Horton stated the budget is revised each Jan/Feb so that we are working from a balanced budget at year end as required by the Auditor. The few revisions were discussed in detail, including double rental payments for the new space until

the old lease runs out. (NOTE: we were able to postpone paying rent on the new office until June 1<sup>st</sup>. There was only one month of double rent payment.)

Motion to accept mid-year budget revision as is by Rhonda Gonzales; seconded by Sherrie Galloway. Motion accepted unanimously.

c. Office Space

Valerie Horton discussed the option of allowing CAL to use the vacant office. CLiC could ask for something like free exhibit space at the CAL conference. Gene Hainer said there is precedence as CAL shared office with CCLS. He thought there was a more official agreement. The Board recommends we continue talking with CAL and that a formal agreement be created if negotiations work out for both parties.

d. Flex Plan & Credit Union

Both plans should be revenue neutral and are of benefit to the employees especially those who have dependents that utilize the CLiC health insurance.

**3) Handbook revision** (Please note only changes are in red)

Valerie Horton rewrote the Family Medical Leave section of the Handbook. It has been reviewed by Mountain States Employer's Council (MSEC) legal department. She discussed other smaller changes suggested by MSEC. The last version of the handbook was approved knowing the Family Medical Leave section would be rewritten. Molly Otto will send some grammatical changes to Valerie Horton for the Handbook.

Motion to accept the Employee Handbook Revision as is by Rhonda Gonzales; seconded by Jo Ann Kruglet. Motion accepted unanimously.

**4) Updates**

a. Director report

- 1) Mileage is now .505 per mile (linked to federal rate by Board Vote)
  - Valerie is renegotiating pricing part of contract.
- 2) Vendor discounts – survey 125 respondents -- overall people rate the service highly and would like to see CLiC add vendors to the list. Many good suggestions were shared.
- 3) "How are we doing" online survey
  - (1) Rate 1-5: courier, coop purchases, continuing education & consultants services
  - (2) What are we doing well
  - (3) What can we do better
- 4) All issues related to the employee hiring agreement document have been resolved.
- 5) Bylaws update: Updates have been sent to Valerie Horton for comment. A draft will be sent to the Board via email so the Board can vote on change for the April meeting.
- 6) We are changing from PayChex to MSEC One Source for payroll management. The new payroll system includes features like PERA automatic updates and vacation tracking at little additional cost.
- 7) Cooperative purchasing
  - a. AIRS statewide database selection could impact what we do in the future
  - b. We are developing a 2-year cooperative purchasing plan, by June 2008
  - c. Next cooperative purchases: DIY and PLAYAWAY
  - d. Study of other consortium practices

i. Experimenting with a new way of doing academic db purchasing

b. State Library update

Gene Hainer discussed how the State Library is driven by four separate plans at the state and federal level.

- The State Library is doing a self assessment as to how it fits within CDE and needs to be met outside CDE.
- There may be some “town meetings” in association with CAL and CLiC in summer and fall to present and ask questions.
- Federal level budget was signed in November and a reduction in funding is expected.
- The state request is for \$1,000,000 as part of the State Grants for Libraries that is a partial restoration to libraries. This would most likely go toward electronic databases negotiated through AIRS.
- There have been discussions to modify the school library standards. These would be tiered standards that could be used for long range planning by school districts.

Motion to adjourn meeting at 12:15 pm by Molly Otto; seconded by Rhonda Gonzales.

Email Vote:

The week of March 3-5, Board members voted that CLiC should be the fiscal agent agency for a grant to support the Diversity Conference.