

CLiC Board Minutes
June 10, 2008

Web version

Attendees: Rhonda Gonzales, Molly Otto (secretary), Jon Walker (chair), Jo Ann Kruglet (vice chair), Sherrie Galloway joined at 10:09 am, and Valerie Horton (CLiC Executive Director)

Absent Chris Painter

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

Meeting was called to order at 9:00 am by Jon Walker.

Action Items:

1. Valerie Horton will make final arrangements for August Board training
2. Valerie Horton will find a one year replacement for Karol Sacca
3. Valerie Horton will send the final version of the Long Range Plan for approval and email vote by June 23rd
4. Valerie Horton will send the final version of the Annual Plan for approval and email vote by June 23rd

1. Housekeeping & Administration

- a) Approval of April minutes
 - Corrections – One correction was made to the minutes to change the document title from “Meeting” to “Agenda”.
 - Motion to approve April 8, 2008 minutes as modified by Rhonda Gonzales; seconded by Jo Ann Kruglet. Motion accepted unanimously.
- b) Confirm next meeting dates:

The next meeting will be an in-person all day meeting, 9:00 - 2:00, along with Board Training on August 11th & 12th in Denver. This will be the first board meeting for new member.

 - Training Update: Had trouble finding a vendor, but we have accepted an innovative proposal for a two day, Wimba-based online meeting training.
- c) Resignation of Karol Sacca (term ends 2009). Appoint one year replacement (deferred). The Board agrees to appoint someone for one year. Valerie Horton will look for someone to fill a one year term.
- d) Election results (informational)
 - Both Kim Meyers (school) and Shirley Amore (public) were elected to the Board for 3-year terms.

2. Budget

- a. Quarterly report review

Budget vs. Actual Expense/Revenue & Monthly revenue/expense April and May

- Valerie Horton discussed the Budget vs. Actual Expense/Revenue. Everything is where we would anticipate it to be. Note: There is an increase in continuing education fees, amount to be determined.
- Motion to approve quarterly reports as presented by Molly Otto; seconded by Rhonda Gonzales. Motion accepted unanimously.

b. Preliminary Budget for 2008/09

Notes: Valerie Horton said that due to current gasoline pricing trends she must budget for maximum gas price increases for the courier. The budget is higher than projected six months ago, but will likely meet projections by the time the official budget is presented at the August 2008 Board meeting.

3. Long range plan

- CLiC has received needs assessment input from around 600 people from a combination of online surveys, membership input at the Spring Workshops, and from a variety of meetings held around the state. Highlights include:
 - Based on feedback, we must increase continuing education opportunities to rural and non-freeway corridor libraries. We're looking at online options to enhance our person-to-person regional training.
 - Public library directors expressed an interest that the state explore an integrated ILS. Based on an ALA study, many consortia provide integrated library systems to members. This is a potential avenue for growth for CLiC. The objective would be to perform a feasibility study in conjunction with other interested parties. The Board agreed to add the exploration of this idea to the objective to the Long Range Plan.
- The final vote for the Long Range Plan will be done by email prior to June 23rd.

4. Annual plan

- This document is more streamlined than year's past after discussions with Gene Hainer. Overall, the direction of the Annual Plan was acceptable to the Board.
- The final vote for the Annual Plan will be done by email prior to June 23rd.

5. Job Descriptions (office manager and office assistant)

- Motion to approve office manager and office assistant job descriptions as written was made by Jo Ann Kruglet; seconded by Molly Otto. Motion accepted unanimously.

6. Director evaluation process (executive session) – Jon Walker

7. CLiC officer elections – Vice-President/President-Elect and a Treasurer.

- Rhonda Gonzales agreed to become Treasurer for a year.

- A new Vice-President/President-Elect will be elected after the new Board members join, at the August 2008 meeting.

8. Policy/Agreements:

a. CAL room sharing agreement

Valerie Horton presented an agreement that would be used by CLiC and CAL to formalize use of space by the CAL Office Manager in the CLiC office. The CAL Board must also approve the agreement.

- Motion to approve CAL room sharing agreement as modified striking item 9 by Jo Ann Kruglet; seconded by Sherrie Galloway. Motion accepted unanimously.

b. Conference Room Rental discussion

- CLiC was approached by another organization in our building to use the conference room. An agreement was drafted and presented to the Board.
- The Board is in agreement that the lawyer should review the agreement before a final Board vote.

9. Bylaws revision

- Gene Hainer recommended a change to Article 5 Section 10, to remove the clause “and same geographic area” in sentence 2.
- Motion to approve bylaws with the friendly amendment by Molly Otto and; seconded by Sherrie Galloway. Motion accepted unanimously.

10. Membership approval

After a study of the requirements of the Bylaws, the membership status of certain organizations was revised and presented to the Board for approval.

Motion to approve the modification of membership status as submitted by Rhonda Gonzales and; seconded by Molly Otto. Motion accepted unanimously.

Updates

a. Director report

- Valerie Horton is concerned with the continued increase in benefits cost due to being in both PERA and Social Security. The Board needs to be ready to make difficult decisions based on future research and recommendations.
- The Federal Gas reimbursement price is now .585.
- Erin Berndsen and Robin Dean, our efficient and capable office staff, are both leaving CLiC. We will start the hiring process shortly.
- Next year’s continuing education plan has added a wide range of exciting events and delivery methods.
- Valerie Horton expressed how much she has appreciated Jon Walker as Board President. Sherrie Galloway was thanked for her one year of service on the Board.

The meeting was adjourned at 11:54 am.

Email vote 6/23/08 Board voted to approve Long Range Plan and Annual Plan.