

INCOL Director's Meeting

May 18, 2001

Clark House, Hayden Lake, Idaho

Revised August 15, 2001

1. Call to order:

The meeting was called to order by Mary Ann Goodwin at 9:30 a.m.

Members Present: Mary Ann Goodwin, Chair (SFCC); Janet Lyon, Secretary (Pend Oreille County Library District), June Stewart (Gonzaga Law); Ron Force (University of Idaho); Denise Clark (North Idaho College) Alicia Clark (Coeur d'Alene Public); Hans Bynagle (Whitworth College); Regan Robinson (Stevens County Rural Library District); Bob Pringle (College of Nursing); Mike Pollastro (Neill Public – Pullman); Kristie Kirkpatrick (Whitman County Library); Scott Walter (WSU); Roger Pearson (Spokane Public); Diane Lloyd, CE Chair (Spokane Falls Community College)

2. Approval of agenda:

The agenda was approved.

3. Approval of Minutes

The minutes of the February 23, 2001 meeting were approved by voice vote.

4. Treasurer's Report: Hans Bynagle

Hans Bynagle explained the INCOL budget as of May 17, 2001. Balance carried forward in the General Fund was \$11,524.82. Total revenues received to-date \$4,345.09. Total disbursements to-date (\$1,352.59) leaving a balance in the general fund of \$14,517.32.

Total billings outstanding 0. Total encumbrances (\$885.00) leaving a net balance (cash + billings – encumb.) of \$13,632.32

Courier Fund Balance carried forward \$1,320.63. Total revenues received to-date \$6,890.71. Total disbursements to-date (\$7,228.87) leaving a cash balance of \$982.47 in the courier fund. Total billings outstanding 0. Total encumbrances (\$2,941.20). Net balance (cash + billings – encumb.) in the courier fund negative (\$1,958.73).

Combined funds Net balance (cash + billings – encumb.) \$11,673.59

All membership dues have been collected for 1999-2000. Membership dues and assessments for continuing education for 2000-2001 will be going out sometime in July.

\$600 was budgeted for the retreat.

\$500 was set aside to pay for INCOL's web site. Eastern Washington University is hosting the web site. They will not be charging INCOL.

Continuing education had a budget of \$4000, but they will be staying under that amount for the year 2000-2001. An Honorarium for Susan McGlamery and other bills relating to the CE workshop on May 2nd have yet to be paid.

5. Courier Update:

Courier fund is in the whole at this point, but billing will be going out in the next few weeks.

Spokane Falls Community College stated that it was easier for them to mail or use UPS at this point than to be part of the courier service.

Bob Pringle stated WSU libraries have to participate as individual drop sites in the ORBIS courier to gain the benefits of the CASCADE shared catalog.

Hans stated that the agreement with City Parcel says "no fuel charge." The billing will be as it has been in the past.

Hans followed up with a letter to Pony Express on February 24th. Hans received a corrected billing on March 12th for services rendered between June 1 – 9, 2000. Hans asked INCOL members whether the invoice should be paid since he stated in a letter that everything would be final as of March 1st. INCOL members agreed that the corrected invoice should be paid since service was received.

6. Incoming chair will be Janet Lyon, Pend Oreille County Library. Secretary will be Ron Force, University of Idaho. Janet will check to see if meetings can be held at the North Spokane Library or at the Argonne Library. Fall meeting will be in October. Janet will inform everyone soon on where the meetings will take place and when the first meeting will be.

7. Web site Update:

The INCOL web site is working. Check it out at <http://www.library.ewu.edu/incol>

Lisa Weirich (EWU) is the person to contact if any changes or additions need to be made to the web page. Anyone can send changes to Lisa via e-mail with an attachment showing the changes to be made. Lisa's e-mail is: lweirich@ewu.edu or call her at (509) 359-6855.

It was recommended and agreed that Mary Ann should send Dave and Lisa a thank you note and a box of candy to be paid out of administrative expenses for the fine job they did in putting the INCOL web page together and for hosting the page and making necessary, additions, deletions, and corrections to the web page.

The strategic plan will be put on the web page.

8. CE Committee Report:

CE workshop was held May 2 at the Spokane Public Library from 9 a.m. until 1 p.m. The topic 24/7 web-based reference service was presented by Susan McGlamery. The CE committee is negotiating an honorarium with Susan.

9. Reference group

The reference group held a meeting this spring. INCOL members decided to continue to support the Reference group. The reference group should continue to explore virtual reference.

10. E-books – look at creating a consortium or joining another?

eBooks –

The community colleges have not coordinated yet.

The Washington State Library is trying to put together a consortium and possibly go through BCR for e-books from netLibrary. Each library, on their own, can decide if they want to participate in the consortia once it has been finalized.

It was decided that it would be best not to create a consortium with INCOL members since the state is taking the lead in this area.

Scott Walter stated that e-books at the Washington State University are being used somewhat and Ron Force state that e-books at the University of Idaho are not being used real heavily.

11. Strategic Planning – Review current plan

The INCOL directors reviewed and revised the strategic plan. The long term objectives and annual objectives were updated and revised to reflect current plans.

INCOL's mission statement remained the same. Mission Statement: "INCOL's mission is to engage in cooperative activities, which enable member institutions to improve library services to their constituencies.

Long term objectives: 1998- 2002

- Continue to support the Continuing Education committee activities and the courier service.
- Conduct on-going evaluations of INCOL member needs that can be addressed by the Board.

a. evaluate the approach to be taken to address any identified need.

b. evaluate potential funding sources, to meet identified needs.

c. evaluate opportunities to use INCOL funds to support regional information and/or library initiatives.

- Encourage the formation of and support of special interest groups such as the Reference Interest Group.
- Share information on issues of interest to the library community with other library directors on a regular basis.
- Expand the scope of the INCOL web site to include all pertinent documents and any additional information deemed useful to INCOL libraries.

Annual objectives 1999-2002

- Form a task force to better define the geographical boundaries and membership eligibility and report to the Board.

Accomplished. Boundaries were defined and there is no interest at this time in extending membership beyond current membership.

- Conduct an assessment related to INCOL member needs and determine what the Board can address

Pending. Pat Kelley. Original target date February 2000

- Define telecommunications interests and determine and implement methods for advocacy.

Determined to be too big an issue for INCOL to manage. Will continue to monitor the region's telecommunications infrastructure and advocate for K-20 access in the public libraries of Washington State.

- Develop a plan to encourage the formation of ILL and automation interest groups.

Accomplished. Determined that the existing regional ILL support group serves the needs of INCOL ILL staff and that no interest exists in establishing an automation interest group at this time.

- Recommend to CE Committee that they use an electronic survey of INCOL library staff to ensure they develop new ideas for continuing education programs.

New. Bob Pringle and Janet Lyon. December 2001

PROGRAMS:

LSSI Demonstration

Kay Hanshall from LSSI presented a virtual reference desk demonstration of LSSI's software.

Information Literacy Project

Rhona Klein presented information about the Washington State Library's Information literacy Project. The results of the market survey data will be released soon.

Adjournment: The INCOL Director's retreat adjourned at 3:10 p.m.

Next INCOL Meeting: October 12, 2001 – North Spokane Library

INCOL Director's Retreat Minutes by Janet Lyon, Pend Oreille County Library