



Mesa County Libraries  
**BOARD OF TRUSTEES**  
 — B O A R D M E E T I N G —

MINUTES

Date/Time: Thursday, March 31, 2016– 5:30 p.m.

Location: 443 N. 6<sup>th</sup> St., Grand Junction, CO, Central Library/ Monument Community Room

No.	Item Type	Agenda Item
1	Opening	Call to order and attendance <ul style="list-style-type: none"> <li>• Barnett called the meeting to order at 5:30 p.m.</li> <li>• TRUSTEES PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale</li> <li>• STAFF PRESENT: Laurie Cole, Tim Davis, Betsey Dick, Karen Kllanxhja, Patti Roberts, Joseph Sanchez, Christine Regnier</li> <li>• STAFF ABSENT: Bob Kretschman, Shana Wade</li> <li>• OTHERS PRESENT: Seth Ashton and Adam Dentlinger, both of Alpine Wealth Management</li> </ul> Approval of Agenda <ul style="list-style-type: none"> <li>• Tashiro moved to approve the agenda as presented; Cyphers seconded. <b>Motion passed unanimously.</b></li> </ul>
2	Action	DiDario moved to approve the January 28, 2016, Minutes as presented; Yale seconded. <b>Motion passed unanimously.</b>
3	Information	Citizens to be heard – no citizens to be heard
4	Information/ Discussion	Director and Administrative Updates <ul style="list-style-type: none"> <li>• <i>Director Report, presented by Sanchez</i> <ul style="list-style-type: none"> <li>○ Regnier’s last meeting</li> <li>○ Networking, eBooks, and 970West materials</li> <li>○ Discussed recent social media, specifically Facebook success</li> </ul> </li> <li>• <i>Financial Report, presented by Cole</i> <ul style="list-style-type: none"> <li>○ Reviewed the financial reports and answered questions. Of the budget, 33.5% has been collected and 15.5% expended.               <ul style="list-style-type: none"> <li>▪ The Comparative Balance Sheet has fully shifted to full accrual, and an audited version is on track to be presented in June. Annual audit process completed smoothly in a record 3 ½ days.</li> </ul> </li> </ul> </li> <li>• <i>Statistics Report, presented by Sanchez</i> <ul style="list-style-type: none"> <li>○ Programming attendance experienced a larger-than-expected drop and while much of it can be explained, there is still a portion that is of unknown causes.</li> <li>○ Circulation, specifically Downloadable, increased, as did Patron eResource use</li> </ul> </li> <li>• <i>Foundation Report, presented by Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Received \$1769 in-kind donations this month.</li> <li>○ Foundation Board meeting was March 23, 2016 where, they approved the application for sales tax licenses and welcomed a new board member, Sherry Galloway, as the Plateau Valley Friends’ Designee.</li> </ul> </li> </ul>
5	Information/ Discussion	Betsey Dick, Head of Collection Management, presented a slide show detailing the responsibilities of the department: <ul style="list-style-type: none"> <li>• Collection Management duties:               <ul style="list-style-type: none"> <li>○ Acquisitions: Budgeting, selecting, ordering, paying, receiving, tracking with vendors</li> <li>○ Cataloging: Uploading/verifying vendor records, finding/using other records, keep clean database, original cataloging</li> <li>○ Processing: Physical processing, labeling, art creation</li> <li>○ Collection maintenance: Mending/repairs, weeding, periodicals, branch visits, lists</li> </ul> </li> <li>• Who We Are:               <ul style="list-style-type: none"> <li>○ Donna Bettencourt – Adult Collections, Sharlene Harvey – Acquisitions, Meiling Kesler – Assistant, Sharon Patton – Assistant, Amanda Pittman – Youth Collections</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• What's New over the past year: <ul style="list-style-type: none"> <li>○ Cataloged Library's artwork, completed TV series conversion</li> <li>○ City Commission on Arts &amp; Culture appointment, staff member joins Library's Art Committee, inventory wand, cataloged fishing flies, budget planning for 2016</li> <li>○ Significantly negotiated down processing costs from Library's largest vendor, branch visits, added database records to catalog, implemented Check Out CO Backpacks, Completed first full year using Acquisitions module</li> <li>○ Youth Collections Librarian started, Islandora, Zinio launched, received data from Colorado Parks &amp; Wildlife, item type shifts to better define collections, prioritizing digital collection</li> <li>○ Added over 40,000 items</li> </ul> </li> <li>• Collection Analysis revealed: <ul style="list-style-type: none"> <li>○ Items with the highest turnover: Juvenile DVD's, TV Series, Video Games (highest circulation increase), DVD and Lucky Day.</li> <li>○ Items with the highest cost per circulation: Adult Foreign Language and Teen Audio</li> <li>○ For the most part, the percentage of the materials budget allocated to a collection matches up with the percentage of that collection's annual circulation. DVD's circulation percentage exceeds the budget percentage.</li> <li>○ Fruita has the second highest circulation and turnover, after Central.</li> <li>○ The best performing areas in non-fiction are Art, Religion, and Cooking. (700-800, 200-300, and 600-700.) The areas with poor performance are Computers and Poetry. (001-100, 800-900.)</li> </ul> </li> </ul>
6	Information/ Discussion	Seth Ashton and Adam Dentlinger, both of Alpine Wealth Management, presented an overview of Library investments.
7	Information/ Discussion	Trustee Vacancy Update <ul style="list-style-type: none"> <li>• Chris Mahre, lawyer with Mahre &amp; Associates, was welcomed, filling the trustee vacancy.</li> <li>• Barnett appointed Mahre to the Finance committee.</li> </ul>
8	Information/ Discussion	Sanchez presented an update of the ongoing Strategic Planning process <ul style="list-style-type: none"> <li>• Began meeting with a new consultant; progress is slow but moving along and on target.</li> <li>• Tentative schedule is to finish research by end of May, focus groups in June/July, compiling data and looking for measurable components for an end date approximately in October to be ready for staff involvement at the annual staff development day in November.</li> </ul>
9	Information/ Discussion	After reviewing the Non-discrimination policy, the board agreed with Roberts' recommended changes to include/exclude certain language to bring the policy into alignment with law.
10	Action	Sanchez will present a clearer, red-lined copy at the next board meeting for re-adoption. No action taken at this time.
11	Information/ Discussion	Regnier presented an update on the sales of the Foundation's excess inventory of the Dalton Trumbo book, "Eclipse." <ul style="list-style-type: none"> <li>• Sold 15 books to date on amazon.com.</li> </ul>
12	Information/ Discussion	Other Board Business <ul style="list-style-type: none"> <li>• Suggested agenda items for next meeting <ul style="list-style-type: none"> <li>○ Update from Finance Committee regarding the formation of an Investment sub-committee</li> </ul> </li> <li>• Time &amp; location of April 28<sup>th</sup>, 2016 meeting <ul style="list-style-type: none"> <li>○ Library Monument Community Room at 5:30 p.m.</li> </ul> </li> </ul>
13	Information	Announcements: <ul style="list-style-type: none"> <li>• One of the Library's previous long-time volunteers, Patrene Rice, has passed away. In 2009 she received the CAL (Colorado Association of Libraries) Outstanding Volunteer Award.</li> </ul>
14	Closing	Cyphers moved to adjourn the meeting at 7:40 p.m.; Tashiro seconded. <b>Motion passed unanimously.</b>



Board President – Elaine Barnett



Board Secretary – Dean DiDario

Date: