



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

## MINUTES

Date/Time: Thursday, December 1, 2016– 5:00 p.m.

Location: 443 N. 6th St., Grand Junction, CO 81501 / Monument Community Room

| No. | Item type                  | Agenda Item   |
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| 1   | Opening                    | <p>Call to Order and Attendance; Approval of Agenda</p> <ul style="list-style-type: none"> <li>• President called to order the regular meeting at 5:05 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Elaine Barnett, Barry Blanchard, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale</li> <li>• BOARD ABSENT: Cindy Cyphers</li> <li>• STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Shana Wade, Joseph Sanchez, Stacey Smith, Matt Alleman, Gail Yerbic, Tim Davis, James Price, Blair Wade, Wynell Webster, Rachel Hanson, Austin Mullenix, Bob Kretschman</li> <li>• Approval of Agenda [no changes]               <ul style="list-style-type: none"> <li>○ Tashiro suggested waiting until January to approve the strategic plan to give the board more time to review it.                   <ul style="list-style-type: none"> <li>▪ Sanchez advocated taking action soon to allow timely implementation; Yale agreed. Mahre advised waiting to see how far the discussion progresses tonight.</li> </ul> </li> <li>○ Tashiro moved to approve the agenda; Yale seconded. <b>Motion passed unanimously.</b></li> </ul> </li> </ul>   |
| 2   | Action                     | <p>Approval of Minutes [no changes], Thursday, October 27, 2016</p> <ul style="list-style-type: none"> <li>• DiDario moved to approve the minutes; Mahre seconded. <b>Motion passed unanimously.</b></li> </ul>   |
| 3   | Information                | <p>Citizens to be Heard</p> <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>  |
| 4   | Information/<br>Discussion | <p>Director and Administrative Updates</p> <ul style="list-style-type: none"> <li>• <i>Director Report from Sanchez</i> <ul style="list-style-type: none"> <li>○ Staff developed shared organizational values during Staff Development Day.</li> <li>○ The Foundation annual letter will specifically encourage financial support for the new De Beque Branch.</li> <li>○ Factory has a soft opening this week with some more work to do, including heating.                   <ul style="list-style-type: none"> <li>▪ Grand opening planned in January—board will be notified of confirmed date.</li> <li>▪ Blanchard requested the Factory location—750 Main St.</li> </ul> </li> </ul> </li> <li>• <i>Financial Report from Cole</i> <ul style="list-style-type: none"> <li>○ Balance Sheet: Cole clarified that the notable decrease in total current liabilities from 2015 is due to Studio building expenses that year.                   <ul style="list-style-type: none"> <li>▪ Blanchard inquired about growing accrued leave. Cole explained that in 2015, there were more long-term employee payouts than usual, ending that year low.</li> </ul> </li> <li>○ Financial Update: Cole reported that more revenue was collected than budgeted. 2016 total operating expenses under budget at 78.6% with 83% of the year elapsed.</li> <li>○ The next financial report will be a year-end report, not yet converted for full accrual.</li> <li>○ Graphs distributed to the board illustrate revenues compared to expenditures throughout the year and show that MCPLD assets exceed liabilities.</li> </ul> </li> </ul> |

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|   |                            | <ul style="list-style-type: none"> <li>• <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> <li>○ Wade elucidated on the statistics report. Notably, MCPLD surpassed 80,000 cardholders in November for the first time. <ul style="list-style-type: none"> <li>▪ January is when inactive cards are purged, so this number will be adjusted then.</li> <li>▪ Wade clarified that library cards expire after 3 years of no use, and they are purged once they have been expired for over 2 years.</li> <li>▪ DiDario inquired if the number of library cardholders compared to the population of Mesa County is tracked. Wade shared that the state tracks this number, and it is included in the MCPLD annual report to the state.</li> <li>▪ Blanchard requested the projected number after the purge, and Wade replied that the number purged is typically 9,000-10,000.</li> </ul> </li> <li>○ With Comic Con numbers now included, teen attendance is up for the year rather than down. Program attendance for youth 6 and under has increased 14% this year, partially due to the addition of Story Time in Spanish.</li> <li>○ DiDario commented on declining e-resource use. Wade explained that this statistic is particularly volatile.</li> <li>○ Mahre commented that he accompanied the Rotary Club to Thunder Mountain for distribution of library cards to first graders, and he asked about the efficacy of this program. Wade explained that the program is too new for full evaluation.</li> </ul> </li> <li>• <i>Foundation Report from Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Friends will have year-end meeting on December 13. Kllanxhja related that they will be taking 2017 funding requests from departments at that time.</li> <li>○ Foundation web page has been updated. It is now easier to navigate and donate.</li> <li>○ Annual Foundation letter mailing the week of 12/5 will highlight the De Beque library project and include Save the Date bookmarks for the March 2017 Table of Content.</li> <li>○ Holiday Open House Volunteer Breakfast will take place December 6.</li> <li>○ The Foundation will hold their annual meeting on January 11, 2017.</li> <li>○ The Foundation Board will host a Lunch and Learn on January 17 at Central Library, with Sanchez presenting on the new Strategic Plan and new library activities.</li> </ul> </li> </ul> |
| 5 | Information/<br>Discussion | <p>Review of the Draft 2017 Meeting Schedule and Posting Locations</p> <ul style="list-style-type: none"> <li>• Sanchez clarified that the draft is reviewed now, and final approval will be on the January agenda in accordance with the board's by-laws. Smith added that board by-laws call for the meeting schedule and posting locations to be approved by resolution in January.</li> </ul>   |
| 6 | Action                     | <p>Nomination and Election of Board Officers for 2017</p> <ul style="list-style-type: none"> <li>• Barnett reported that the Good Governance Committee met to determine a slate of officers for 2017, and the meeting minutes are in the December board packet.</li> <li>• Barnett announced the nominees for 2017 officers: for President, Laurie Tashiro; for Vice President, Dean DiDario; for Secretary, Cindy Cyphers. <ul style="list-style-type: none"> <li>○ Barnett called for additional nominations from the floor. No further nominations.</li> <li>○ Barnett thanked those on the slate for volunteering their time to be officers.</li> </ul> </li> <li>• Yale moved to accept the candidates as stated; DiDario seconded. <b>Motion passed unanimously.</b></li> </ul>   |
| 7 | Information/<br>Discussion | <p>Presentation of the Final 2017 Budget for Adoption</p> <ul style="list-style-type: none"> <li>• Cole shared that the final budget draft has 3.2% decreased CP fund expenditures from the second draft, as MCL purchased a new van for the library in 2016 instead of 2017. <ul style="list-style-type: none"> <li>○ The new van was purchased for staff travel and to reduce rental expenditures.</li> <li>○ DiDario requested a listing of planned capital expenditures. Cole listed \$1.25 million for a Clifton land purchase and \$200,000 to replace the Central Library HVAC unit. Cole clarified that possible funds for a new Clifton Branch land purchase must be approved in a budget before progressing with potential land purchase plans.</li> </ul> </li> </ul>  |

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|    |                            | <ul style="list-style-type: none"> <li>• Cole reminded the board that wording of financial resolutions must include that they are being approved with any amendments as needed for final assessed valuations.</li> <li>• Yale inquired how much must be paid for storm drain tax. Cole estimates it was \$1,650 for all locations in 2016, and it is now listed as a facilities budget item.</li> </ul>  |
| 8  | Action                     | <p>Resolution No. 16-03, A Resolution Adopting an Annual Budget</p> <ul style="list-style-type: none"> <li>• Barnett called for a motion with the disclaimer for final assessed valuations.</li> <li>• DiDario moved to accept Resolution No. 16-03 to adopt the annual budget with amendments as needed for final assessed valuations; Blanchard seconded. <b>Motion passed unanimously.</b></li> </ul>   |
| 9  | Action                     | <p>Resolution No. 16-04, A Resolution Appropriating Sums of Money</p> <ul style="list-style-type: none"> <li>• Cole clarified that this resolution will not need any amendments, as it solely addresses expenditures (no income).</li> <li>• Yale moved to adopt Resolution 16-04 appropriating sums of money; Mahre seconded. <b>Motion passed unanimously.</b></li> </ul>  |
| 10 | Action                     | <p>Resolution No. 16-05, A Resolution to Set Mill Levy</p> <ul style="list-style-type: none"> <li>• Cole reiterated that this resolution will need verbiage for adjustments once final assessments are known.</li> <li>• Tashiro requested clarification of this resolution, and Cole explained that the mill levy must be certified by the board or MCL's revenue will be reduced by 90%.</li> <li>• Based upon board comments, this resolution next year may be worded differently.</li> <li>• Tashiro moved to accept Resolution 16-05 to set the mill levy with amendments as needed for final assessed valuations; Yale seconded. <b>Motion passed unanimously.</b></li> </ul>  |
| 11 | Information/<br>Discussion | <p>Presentation of MCPLD Strategic Plan Draft</p> <ul style="list-style-type: none"> <li>• Sanchez reviewed the glossy version of the strategic plan for presentation to the public. Vision for MCL developed through summarized results of community conversations. <ul style="list-style-type: none"> <li>○ Goal 1 "The library is an education center" is a deliberate response to research and what is heard in the community.</li> <li>○ Goal 2 "The library is patron driven" relates to acquisitions, organization of spaces, events, etc.</li> <li>○ Goal 3 "The library is a hub of civic engagement, fostering new relationships, celebrating cultural diversity, and building partnerships that connect the community and individuals." MCL does this already, but the hope is to add more direction.</li> </ul> </li> <li>• Sanchez used a pyramid graphic with Activities (top), Objectives, Goals, Values, Mission Statement (bottom). They should all connect seamlessly rather than working in isolation.</li> <li>• A goal is for the plan to help staff decide how to wisely invest time, preventing burn-out.</li> <li>• Comments and questions posed by Board of Trustees: <ul style="list-style-type: none"> <li>○ Mahre asked if some things have been removed due to assessments and goals. Sanchez described how One Book was replaced with Table of Content at less cost.</li> <li>○ Mahre inquired about the history of MCL strategic plans, which was outlined.</li> <li>○ Blanchard commented on challenges posed with the significant emphasis on objective and quantitative criteria in this plan. There was some general discussion regarding reporting on the application of the strategic plan.</li> <li>○ Blanchard was impressed with the document's level of detail, but commented it may require annual updating rather than leaving it static for three years; Sanchez described how ongoing modifications will allow forward momentum.</li> <li>○ Mahre noted how community input was in line with mission statement. He asked if the mission statement has remained static, and if public meetings revealed anything new not previously addressed. Sanchez related that the mission statement was updated last year and confirmed that it aligned with public comments.</li> </ul> </li> <li>• Barnett gave the board the option to progress with accepting the strategic plan.</li> </ul> |

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|    |                            | <ul style="list-style-type: none"> <li>Some questions of clarification were expressed. Mahre suggested board members individually email specific questions to admin staff.</li> <li>Sanchez anticipates no significant setbacks if the board chooses to further consider the Strategic Plan and postpone the vote until January.</li> </ul>   |
| 12 | Action                     | <p>Approval of the MCPLD Strategic Plan</p> <ul style="list-style-type: none"> <li>Mahre moved to postpone approval of the Strategic Plan until the January 2017 meeting after further review; Tashiro seconded. <b>Motion passed unanimously.</b></li> </ul>   |
| 13 | Information/<br>Discussion | <p>Other Board Business</p> <ul style="list-style-type: none"> <li><i>Suggested agenda items for next meeting</i> <ul style="list-style-type: none"> <li>Strategic plan discussion and approval</li> <li>Committee appointments</li> <li>Signing of ethics and conflict of interest statements</li> <li>Resolution to approve meeting dates and locations</li> </ul> </li> <li><i>Smith asked for a discussion of board handbook updates. It was agreed that Smith and Tashiro would work on this in coming weeks, then consult Good Governance Committee.</i></li> <li><i>Location and time of next meeting</i> <ul style="list-style-type: none"> <li>Central Library, 443 N. 6<sup>th</sup> St. Grand Junction, CO 81501 on Thursday, January 26, 2017, at 5:30 p.m.</li> </ul> </li> </ul>  |
| 14 | Information                | <p>Announcements (Upcoming Events or Other Information)</p> <ul style="list-style-type: none"> <li>Mahre commented that he enjoyed touring the branches October 28.</li> <li>Sanchez thanked the board for another great year, expressing gratitude for their work.</li> <li>A board group photo will be taken just after the meeting. Smith asked for consent to post the updated board picture on the website board page. There were no objections.</li> <li>Barnett reminded the board to inform Smith ahead of time if they must be absent from a board meeting.</li> <li>Smith announced that she will be emailing each board member in the coming month with their current biography and contact information to request updates.</li> <li>All board members are invited to the volunteer breakfast Tuesday, December 6, any time between 7-9 a.m., in the Central community rooms.</li> </ul> |
| 15 | Closing                    | <p>Adjournment</p> <ul style="list-style-type: none"> <li>Tashiro moved to adjourn the meeting at 6:15 p.m.; Yale seconded. <b>Motion passed unanimously.</b></li> </ul>  |

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.

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President – Laurie Tashiro

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Board Secretary – Cindy Cyphers

Date: \_\_\_\_\_