



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

MINUTES

Date/Time: Thursday, March 30, 2017 – 5:30 p.m.

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

No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none">• President called to order the regular meeting at 5:30 p.m. A quorum was present.• BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro• BOARD ABSENT: Jean Yale• STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Matt Alleman, Shanachie Carroll, Tim Davis, Betsey Dick, Bob Kretschman, Austin Mullenix, Wynell Webster, John Whipple
2	Action	Approval of Agenda <ul style="list-style-type: none">• Cyphers moved to approve the agenda; Mahre seconded. Motion carried.
3	Action	Approval of Minutes, February 23, 2017 <ul style="list-style-type: none">• DiDario moved to approve the minutes as written; Cyphers seconded. Motion carried.
4	Information	Citizens to be Heard <ul style="list-style-type: none">• No citizens to be heard.
5	Information/ Discussion	Director and Administrative Updates <ul style="list-style-type: none">• <i>Director Report from Sanchez</i><ul style="list-style-type: none">○ In March, two of Mesa County Libraries' valuable long-term employees retired—Cheryl Moe and Phyllis Knapp, who worked for MCL 25 and 26 years respectively.○ Update on the Career Online High School program scholarship applications—MCL received the 15 requested scholarships plus 15 more for distribution soon.○ Sanchez introduced John Whipple, the new Factory Coordinator.• <i>Financial Report from Cole</i><ul style="list-style-type: none">○ Comparative Balance Sheet: Decrease in revenue over/under expenditures YTD, with less tax revenue received as expected. CBS now shows 2016 full accrual numbers.○ Financial Update: 12.3% of the budget is expended with 16.7% of the year elapsed.○ At Blanchard's request, Cole will extend future revenue graphs to cover 13 months.○ 2016 Unaudited Financial Statements (adjustments may be made after the audit):<ul style="list-style-type: none">▪ Balance Sheet – governmental funds totaled \$12.02 million in 2016▪ Statement of Net Position – with no major projects or improvements in 2016, investment in capital assets included furniture, fixtures, and other minor purchases▪ Budget vs. Actual – General Fund was \$666,254 over and Capital Project Fund was \$263,949 over in 2016 (favorable for the district)• <i>Statistics Report from Wade</i><ul style="list-style-type: none">○ Use Statistics: Library cardholders are down 3% from 2016 after the card purge in February. Also trending down are print circulation, e-resource use, and computer use. Statistics trending up are wireless use, meeting room use, and programming.• <i>Foundation Report from Kllanxhja</i><ul style="list-style-type: none">○ Friends contributed \$3,000 to each of three 2017 programs: Summer Reading, Culture Fest, and Comic Con. They also agreed to fund a new low vision reader up to \$4,000.

		<ul style="list-style-type: none"> ○ Two Write a Will programs hosted at the Central Library were well received in the past month. With a backlog of interested people, this may become a quarterly offering. ○ 2017 Table of Content: The MCPLD Board will be given a final report once Killanxhja has met with the Foundation. The 2017 event was higher grossing than 2016's event. ○ Mesa County Libraries Foundation Board will meet at Central, April 12 at 4 p.m.
6	Information/ Discussion	<p>Report from Betsey Dick, Head of Collection Management</p> <ul style="list-style-type: none"> • Dick named the six CM staff who work with acquisitions, cataloging, and processing. • <i>CM's Responsibilities</i>: collection acquisition (with quality control), maintenance (weeding, mending, periodicals, branch visits, evaluating collection performance), and analysis (circulation/turnover by collection, cost per circulation, value, budget use). • Dick presented a calendar showing CM monthly activities over the past calendar year, including the introduction of Zinio (digital magazines), Lynda.com e-resource, hiking maps, backpacks for checkout, museum passes, Veterans Remember videos; contributions to the WildCO app; and implementation of online access to e-resources. • <i>Statistics of Interest</i>: <ul style="list-style-type: none"> ○ Over 39,000 items were added to MCL collection in 2016, averaging 3,300 per month ○ Received over 3,700 patron requests in 2016, averaging 71 per week ○ Zinio performed well in its first year with nearly 4,900 checkouts, rivaling print use • <i>Other Projects</i>: strategic planning/reviewing survey feedback (goal of 60% of patron requests filled, turnover goal to exceed average of 5, launch digital collections), I-type changes/Marmot consolidation, fines and fees policy changes, picture books no longer float, added more specific location codes, removed teen DVDs (combined with adults). • <i>Responses to Questions Posed by Board Trustees</i>: <ul style="list-style-type: none"> ○ Dick informed Mahre that upcoming new releases are already on order and available for holds before release, often months in advance. The new Lucky Day program is designed to address the popularity of new releases by improving availability. ○ DiDario inquired about MCL's collection focus—it is more data and patron driven than philosophy driven, after ensuring a comprehensive base collection is provided. ○ Alleman informed Barnett that camera checkout was first available in 2014. ○ Dick described to Mahre the nature of museum/park pass and backpack checkouts.
7	Information/ Discussion	<p>Investment Committee Report by DiDario</p> <ul style="list-style-type: none"> • The Investment Committee met on March 13 and reviewed current investment holdings. <ul style="list-style-type: none"> ○ The portfolio currently totals \$4.2 million, with 57% in U.S. government agencies. ○ DiDario commended the structure and timing of MCL's current investment holdings. • The committee determined a new process to follow when time-sensitive investment opportunities arise. Cole will reach out to Investment Committee members first. If there is no timely response, the Finance and Library Directors will determine reasonable action. <ul style="list-style-type: none"> ○ The February investment opportunity that exposed the need for a new process was an unusually favorable opportunity requiring expedient action. • The Investment Committee approved of current holdings and newly determined processes.
8	Information/ Discussion	<p>Policy for Review: Meeting Room Policy 2013</p> <ul style="list-style-type: none"> • Discussion of the amended Meeting Room Policy resumed from the February 23 meeting. • Cyphers inquired about the included statement, "Users must comply with procedures." The procedures are available on the MCL website ["Guidelines for Use of Community Rooms," "Guidelines for Use of Study Rooms," and "970West Studio Use Guidelines"]. • Tashiro requested clarification of "Users agree to abide by all regulations of MCL..." The regulations referred to are primarily found in the posted Code of Conduct policy, as stated. • Mahre discussed the priority of library use over open public use. Sanchez and Wade clarified that library use is usually for public programming, often in collaboration with community organizations. Limiting library use would hamper public programming. • Barnett predicts space constraint issues with increasing use of meeting rooms. • Blanchard expressed concern about limitations of the policy's hold harmless provision. <ul style="list-style-type: none"> ○ The library should be held harmless for unforeseen consequences of use. ○ The wording of this provision should be expanded to include personal injury.

9	Action	<p>Adopt Amended Meeting Room Policy</p> <ul style="list-style-type: none"> • Cyphers moved to accept the amended Meeting Room Policy with the additional change in wording for policy item #14: “All groups agree to compensate, indemnify, and hold harmless MCL for any damages to property or injury to persons caused by, or resulting from, the use of the meeting room(s).”; Mahre seconded. Motion passed unanimously.
10	Information/ Discussion	<p>Policy for Review: Display Policy 2013</p> <ul style="list-style-type: none"> • Wade stated that this policy’s implementation has been smooth since first adopted in 2007. Minor edits by Smith in this update were intended to improve consistency and grammar. • Barnett inquired if posted materials are dated. This is a staff procedure rather than policy.
11	Action	<p>Adopt Updated Display Policy</p> <ul style="list-style-type: none"> • Barnett moved to accept the updated Display Policy as submitted for board review; Cyphers seconded. Motion passed unanimously.
12	Information/ Discussion	<p>Downtown Wi-Fi Project Presentation by Wade</p> <ul style="list-style-type: none"> • Wade showed an informative video about TV white spaces that permit free public Wi-Fi. • Wade presented a plan for MCL to provide free public Wi-Fi in downtown Grand Junction. A map was displayed showing proposed locations for a TV white space antenna at the Central Library and three major receivers on Main Street between 3rd St. and 8th Streets. <ul style="list-style-type: none"> ○ The proposed project is not meant to replace business or residential Wi-Fi—the limited bandwidth would permit occasional use as a downtown amenity. ○ MCL will be considered for the Gigabit Libraries Network grant to provide network equipment and installation. MCL would contribute remote network maintenance. • Responses to Questions Posed by Board Members: <ul style="list-style-type: none"> ○ Wade shared with Tashiro that MCL intends to coordinate with the DDA and downtown businesses for installation of business window decals and other promotion. ○ Wade clarified that the MCL network would provide 100-200 MBps total. DiDario’s concern about monopolization of bandwidth was addressed—the technology currently used for MCL Wi-Fi would apply, which ratchets bandwidth among multiple users. ○ Blanchard expressed concern about people dropping paid internet service and about potential pushback from internet service providers. An early morning blackout time to discourage loitering may also prevent reliance. Sanchez does not expect internet provider pushback or litigation are likely. Precedent has been set with MCL locations’ free Wi-Fi and other Colorado libraries’ participation with Gigabit Libraries Network. ○ Wade clarified for DiDario that users would be protected by MCL’s Privacy Policy.
13	Information/ Discussion	<p>Colorado Public Library Standards: Governance Discussion by Sanchez</p> <ul style="list-style-type: none"> • Sanchez reviewed governance measures from the revised CO Public Library Standards. • MCL has a governing district board. The other type of library board recognized in Colorado is an advisory board (for libraries without districts). • Sanchez reviewed expected governance responsibilities, also defined in CO Library Law. <ul style="list-style-type: none"> ○ Governing should not be confused with managing. Management is delegated to the library director, who is hired and evaluated by the governing board. ○ Broadly speaking, the board also has responsibilities to advocate for the library, identify community priorities, follow state and national applicable laws, enact policies for public use of the library, plan for the library’s future, and self-assess. ○ The library director regularly reports to the district board and the county, employs and supervises staff, ensures that procedures are created to carry out policies, plans and directs services for the community, and evaluates the effectiveness of services. • Sanchez distributed and reviewed with the board a Library Governance Checklist covering obligations of the board, the director, the board and director together, and future work.
14	Information/ Discussion	<p>Temporary Closure of De Beque Branch by Webster, Head of Branch Services</p> <ul style="list-style-type: none"> • Webster discussed the construction timeline and circumstances requiring temporary closure of the De Beque Branch during demolition and construction of school buildings.

		<ul style="list-style-type: none"> Webster proposes a weekly pop-up library using the MCL van as a base to offer essential patron services, materials, and programs at nearby Gazebo Park. <ul style="list-style-type: none"> MCL can provide basic services until the new building's expected opening in August. Popular collection items will be temporarily redistributed to other branches. The core collection of the De Beque Branch will be stored in the school's gym until reopening. No vote was required; board trustees expressed support of the described branch plans.
15	Information/ Discussion	<p>CLiC Workshop Reports from Attendees</p> <ul style="list-style-type: none"> Tashiro, Cyphers, Smith, Blanchard, and Mullenix shared brief individual experiences and learning highlights from sessions attended at the Grand Junction Spring Workshop of the Colorado Library Consortium held at Colorado Mesa University, March 20-21.
16	Information/ Discussion	<p>Other Board Business</p> <ul style="list-style-type: none"> <i>Suggested agenda items for next meeting</i> <ul style="list-style-type: none"> Investment Update by Alpine Bank, Amanda Miller Review of Public Comment Policy Update on Rooftop HVAC Unit Good Governance Committee Report Action on Board Handbook Revisions Under Other Board Business: Review Board Record Keeping and iPad Use <i>Location and time of next meeting</i> <ul style="list-style-type: none"> Palisade Branch, 119 W. 3rd St., Palisade, CO 81526 on 4/27/2017 at 5:30 p.m.
17	Information	<p>Announcements (Upcoming events or other information)</p> <ul style="list-style-type: none"> Snootch's CD release show has been delayed Volunteer Appreciation Luncheon at Central Library, 4-18-17, 11:30 a.m. – 1:30 p.m. Poetry reading livestream from 970West Studio on April 25
18	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> Barnett moved to adjourn the meeting at 7:36 p.m.; Mahre seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.

President – Laurie Tashiro

Board Secretary – Cindy Cyphers

Date: _____