



Mesa County Libraries
BOARD OF TRUSTEES

— B O A R D M E E T I N G —

MINUTES

Date and Time: Thursday, April 27, 2017 – 5:30 p.m.

Location: Palisade Branch Library, 119 W. 3rd St., Palisade, CO 81526 / Large Community Room

No.	Item Type	Agenda Item
1	Opening	<p>Call to Order and Roll Call</p> <ul style="list-style-type: none"> • President called to order the regular meeting at 5:30 p.m. A quorum was present. • BOARD PRESENT: Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre (arrived at 5:33 p.m. after roll call), Laurie Tashiro, Jean Yale • BOARD EXCUSED: Elaine Barnett • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Tim Davis, Bob Kretschman, James Price, Wynell Webster • GUESTS PRESENT: Kathy Herzog, Amanda Miller from Alpine Bank Wealth Management (present through agenda item #8)
2	Action	<p>Approval of Agenda [with changes]</p> <ul style="list-style-type: none"> • A request was made to move Davis’ presentation from agenda item #15 to item #6. • Blanchard moved to approve the agenda with the requested change in order of business; Cyphers seconded. Motion carried.
3	Action	<p>Approval of Minutes, 3-30-17</p> <ul style="list-style-type: none"> • Cyphers moved to approve the minutes as written; Blanchard seconded. Motion carried.
4	Information	<p>Citizens to be Heard</p> <ul style="list-style-type: none"> • No citizens to be heard.
5	Information/ Discussion	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> • <i>Director Report from Sanchez</i> <ul style="list-style-type: none"> ○ Wade and Sanchez met with the president and CEO of Rocky Mountain PBS, which is interested in distributing select original MCL materials such as Veterans Remember. ○ Over 1,500 people watched the recent live poetry reading on Facebook. ○ Wade reported meeting with the Downtown Development Authority and the City of Grand Junction. The DDA disclosed that fiber optic was installed on Main Street. MCL plans to coordinate with DDA to install access points and infrastructure. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ The 2016 audit finished quickly and smoothly during the third week of April. Audited financial reports will be presented at the June board meeting. ○ Financial Update: Information technology expenditures are down \$102,000 MTD due to the timing of computer renewal this year. Year-to-date, 38% of revenue has been collected and 18.4% of the budget has been expended with 25% of the year elapsed. ○ Graphs: Cole has now extended the range to 13 months by condensing some graphics. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ A 2016 Postal Code by Patron Activity report was included with this meeting’s packet to show library traffic by geographic area. Trustees appreciated this information. ○ Wade explained that Cedaredge and Delta are included in the postal code report as the most active areas using cards via Colorado Libraries Collaborate at MCL. • <i>Development Report from Kllanxhja</i>

		<ul style="list-style-type: none"> o 2017 Table of Content was successful with a 39% revenue increase over 2016. The Foundation’s ToC Committee met April 12 and discussed possible changes for 2018. o In April, \$4,947 was received in grants and donations, including \$1,151 in unrestricted funds and \$3,796 for Literacy Services.
6	Information/ Discussion	<p>Update on Central Library HVAC Replacement by Tim Davis, Facilities Manager</p> <ul style="list-style-type: none"> • Davis shared that a contract is being finalized with Arctic Cooling & Heating. • Davis outlined a schedule for work planned to replace Central’s HVAC unit. • A closure of the Central Library August 21-22 will be necessary due to lack of cooling and the requirement for air turnover during the time between the old unit’s removal and the installation of the new unit. The HVAC will be running August 23 during final testing. • Davis informed DiDario that the cost will be slightly over \$215,000. • Workmanship will be warrantied for one year. Large unit components will have a 5-year warranty. The unit is expected to have a 15-year life span. Davis will service the unit. • Davis was excused from the remainder of the meeting to attend to another commitment.
7	Information/ Discussion	<p>Report from Wynell Webster, Head of Branch Services</p> <ul style="list-style-type: none"> • Webster demonstrated use of the traveling branch A/V kit and described its components. • <i>Locations and Staff:</i> <ul style="list-style-type: none"> o Webster displayed branch pictures and named the 20 MCL Branch Services staff. o Fruita: MCL programs benefit from the branch location in the Fruita Recreation Center o Orchard Mesa: especially busy with hold pickups o Gateway: MCL staff liaison works one day a week and does all courier service, another partial day is volunteer-staffed o Clifton: extensive programming involves all staff, averages 19-25 courier totes per day o Palisade: unique outdoor patio area, one staff, special programming during festivals o De Beque: one part-time staff, branch attached to school, new building in progress o Collbran: one full-time and one part-time staff doing all work and programming • <i>Statistics:</i> <ul style="list-style-type: none"> o Branches are open for 250 hours per week combined o 2016 total branch circulation: 383,140 items o 2016 total visits to branches: 287,861 • <i>Programming:</i> Webster shared an extensive list of branch programming done every week. • <i>Job Duties:</i> Branch staff and volunteers perform more diverse work tasks than at Central. • <i>Responses to Questions and Comments by Board Trustees:</i> <ul style="list-style-type: none"> o Webster updated Mahre on the De Beque move. Movers have been hired to move all library items into the school gym for storage on May 18 before demolition. o Tashiro commented that each branch serves a unique community. Webster added that local collections may vary accordingly, and keeping collections fresh is a challenge.
8	Information/ Discussion	<p>Investment Update from Amanda Miller, Alpine Wealth Management</p> <ul style="list-style-type: none"> • Miller distributed MCL’s account summary documents to all trustees and directors. • Performance Summary of Account (4-1-2016 to 3-31-2017): <ul style="list-style-type: none"> o During the past year, the account grew by \$15,300. The investment return YTD is 0.25%, and the investment return for the past year is 0.28%. • Federated Government Obligations Fund (summary of the money market investments): <ul style="list-style-type: none"> o These accounts have a AAA credit rating signifying high quality, secure investments. They are currently earning 0.35% annually with a 0.02% fee. o Cole pointed out that MCL has been earning since the money market’s inception. • Cole detailed for Blanchard that for accounts held to maturity as intended by MCL, unrealized loss does not need to be accounted for and will not affect the principal. • Cole apprised Yale of the account maturity dates staggered between 2018 and 2023. • Cole outlined for DiDario the investment procedure, which MCL initiates by contacting Alpine Wealth Management when interested in available investment opportunities.
9	Action	<p>Adopt Amended Meeting Room Policy [second reading]</p> <ul style="list-style-type: none"> • Cyphers moved to approve the amended Meeting Room Policy as submitted for board review; Yale seconded. Motion passed unanimously as final approval.

10	Action	<p>Adopt Updated Display Policy [second reading]</p> <ul style="list-style-type: none"> Yale moved to approve the updated Display Policy as submitted for board review; DiDario seconded. Motion passed unanimously as final approval.
11	Information/ Discussion	<p>Policy for Review: Public Comment Policy 2012</p> <ul style="list-style-type: none"> Sanchez stated that the changes to this policy are editorial and not substantive. The content of the 2012 policy has effectively served MCL thus far.
12	Action	<p>Adopt Updated Public Comment Policy [first reading]</p> <ul style="list-style-type: none"> Yale moved to accept the updated Public Comment Policy as submitted for board review; Cyphers seconded. Motion passed unanimously.
13	Information/ Discussion	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> Cyphers reported that the Good Governance Committee met April 20 to discuss MCL’s bylaws and board handbook. Meeting minutes were subsequently distributed to trustees. The committee advised that the board adopt changes to the district bylaws regarding the amendment process for administrative policies. <u>MCPLD Bylaws Article XI, Section 11.1, will be retained except for the removal of any reference to administrative policies. The proposed addition to Section 11.1 states: “Administrative policies may be added, altered, amended, or repealed on first reading by majority vote of a quorum of the Trustees.”</u> Cyphers presented the rationale and recommendation to update the Board Handbook. <ul style="list-style-type: none"> Changes included significantly reducing the handbook’s length, organizing into a searchable PDF, and removing redundant information and conflicts with the bylaws.
14	Action	<p>Amend MCPLD Bylaws Article XI [first reading]</p> <ul style="list-style-type: none"> Mahre moved to approve the change to the bylaws to allow the majority vote of a quorum of the board to change policies; Yale seconded. Motion passed unanimously.
15	Action	<p>Approve Updates to MCPLD Board Handbook</p> <ul style="list-style-type: none"> The board approved the updated Board Handbook. No vote was necessary.
16	Information/ Discussion	<p>Other Board Business</p> <ul style="list-style-type: none"> <i>Review of board record keeping</i> <ul style="list-style-type: none"> Smith clarified the current contents of the board’s Google Drive files. Records not found in Google Drive that are stored on the MCL server with backup include: board admin forms, meeting archives, policy and resolution archives, and previous bylaws. <i>Suggested agenda items for next meeting</i> <ul style="list-style-type: none"> Public Comment Policy action [second reading] Bylaws amendment action [second reading] Insurance presentation by Home Loan either on the May or June agenda Colorado Public Library Standards by Wade in Sanchez’s absence Policy for Review: Library Card & Borrowing 2014 A future update on meeting room use implementing new policy (e.g. October agenda) <i>Location and time of next meeting</i> <ul style="list-style-type: none"> Central Library, 443 N. 6th St., Grand Junction, CO 81501 on 5-25-17, at 5:30 p.m.
17	Information	<p>Announcements (Upcoming events or other information)</p> <ul style="list-style-type: none"> June 14: SDA Training, 8 a.m. to 12:15 p.m., at the Central Library. May 20: Art on the Corner installation of “Spike” at the corner of 5th Street and Ouray.
18	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> Mahre moved to adjourn the meeting at 6:31 p.m.; Cyphers seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.

President – Laurie Tashiro

Board Secretary – Cindy Cyphers

Date: _____