



Mesa County Libraries  
**BOARD OF TRUSTEES**  
 — BOARD MEETING —

**MINUTES**

Date/Time: Thursday, April 28, 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; Approval of Agenda [changes] <ul style="list-style-type: none"> <li>• President Barnett called the meeting to order at 5:30 p.m.</li> <li>• BOARD PRESENT: Elaine Barnett, Cindy Cyphers, Dean DiDario, Laurie Tashiro, Jean Yale, Chris Mahre, Barry Blanchard</li> <li>• STAFF PRESENT: Bob Kretschman, Laurie Cole, Karen Kllanxhja, Shana Wade, Tim Davis, Jessica Munoz</li> <li>• Approval of Agenda               <ul style="list-style-type: none"> <li>○ Tashiro moved to approve, Blanchard second. <b>Motion passed unanimously.</b></li> </ul> </li> </ul>
2	Action	Approval of minutes, March 31, 2016 <ul style="list-style-type: none"> <li>• Yale moved to approve the minutes, Cyphers second. <b>Motion passed unanimously.</b></li> </ul>
3	Information	Citizens to be heard <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>
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>○ Four patron bans have been issued recently, most of them temporary for patterns of behavior that does not conform to the Code of Conduct.</li> <li>○ The new coffee cart is up and the owner plans for a soft opening next month.</li> <li>○ 558 Zinio magazines have been viewed/checked out.               <ul style="list-style-type: none"> <li>▪ Blanchard inquired about the monthly cost of Zinio. Wade said it is on the higher end of library databases in terms of cost.</li> </ul> </li> <li>○ Youth Services continues to conduct 1<sup>st</sup> grade visits.</li> <li>○ Marketing produced a Summer Reading logo.</li> <li>○ The 970West Studio has a studio coordinator position open to better serve a higher audio production desire in the community; artist in residence is a visual artist with three events planned; and more classes for the Studio are being added.               <ul style="list-style-type: none"> <li>▪ DiDario asked if the 970West Studio is meeting expectations. Sanchez noted audio classes are in high demand; the Studio is rescoping to meet that need.</li> </ul> </li> </ul> </li> <li>• <i>Financial Report, presented by Cole</i> <ul style="list-style-type: none"> <li>○ Cole reviewed the financial reports. Cole noted that revenue over expenditures has increased ytd. The budget is on track for ytd. Audit presentation is approaching.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• <i>Statistics Report, presented by Wade</i> <ul style="list-style-type: none"> <li>○ Circulation and visits have bounced back to 2014 levels.</li> <li>○ Downloadable circulation has increased 47%.</li> <li>○ The biggest usage increases are in e-books, wireless and study room use.</li> <li>○ Wade noted the decrease in teen audiences is cyclical and she expects the youth programming numbers to increase as Summer Reading rolls out.</li> </ul> </li> <li>• <i>Foundation, presented by Kllanxhja</i> <ul style="list-style-type: none"> <li>○ The Foundation Board has approved changes to the bylaws, voting in June.</li> <li>○ The Foundation will proceed with the process to trademark WildCO.</li> <li>○ April donations totaled approximately \$2,000.</li> <li>○ Kllanxhja reviewed how the Foundation supports the District by providing funds, gaining addition funding through various types of grants and coordinating capital projects. Sanchez noted that Friends is separate from the Foundation.</li> </ul> </li> </ul>
5	Information /Discussion	<p>Report from Tim Davis, Head of Facilities</p> <ul style="list-style-type: none"> <li>• Facilities' goal is to provide a safe and comfortable patron experience.</li> <li>• Security is also under Facilities; 112 years of accumulated experience in law-enforcement and 44 years of accumulated experience in various security roles; Dean Garcia and Greg Dokken are recent hires who both retired from CO State Patrol.</li> <li>• Davis explained that 6 patrons have been banned year to date for periods 30 days or longer, two for theft(odd outliers), two for intoxication, one for threatening behavior, one for inappropriate computer use. <ul style="list-style-type: none"> <li>▪ Blanchard asked if banned patrons apply for reinstatement. Davis explained the reinstatement process can and often does take place, but first they must agree to a behavioral contract.</li> </ul> </li> <li>• Improvement projects have recently included a sewer line repair in Palisade. Upcoming projects are to include new carpet in the Collbran Branch and possibly the Palisade Branch and a roof-top replacement on the Central Library has been budgeted for.</li> <li>• The Safety Committee meets bi-monthly to address concerns and topics for trainings.</li> </ul>
6	Information /Discussion	<p>Update Finance Committee</p> <ul style="list-style-type: none"> <li>• DiDario explained how the Finance Committee met to discuss possible changes in both the banking and investment policies. <ul style="list-style-type: none"> <li>○ Possible banking policy changes would require Board approval via check, signature, or verbally for transfer amounts of \$100,000 or greater.</li> <li>○ Possible investment policy changes would include adding a designated Board member(s) to the investment managers, who would meet as requested.</li> <li>○ At this time these are proposals. Once ready, changes will be presented for a Board vote.</li> </ul> </li> <li>• The Board would like staff to confirm withdrawals from Investment accounts can only be disbursed into existing Library banking accounts.</li> <li>• Staff will clarify with Alpine exactly what our investment vehicle options are (i.e., CD's, T bills, etc.).</li> <li>• Staff will provide the Board quarterly updates of the Investment Portfolio but not necessarily at the Board Meetings; email will be acceptable.</li> <li>• Staff will look into the details of hiring of a consultant to assess current investment strategy. Further discussion will take place when those details are known.</li> <li>• Blanchard explained that the Committee is building a system of checks and balances to maintain optimal operations and internal control so the process is robust with the added oversight of auditor.</li> </ul>

		<ul style="list-style-type: none"> <li>Sanchez noted that the Board didn't want to create undue burden, but the expectations and requirements are reasonable. The extra protection is appreciated and the staff is grateful for the delicacy in oversight.</li> </ul>
7	Information / Discussion	<p>Policies Due for 3-year Review:</p> <ul style="list-style-type: none"> <li>Non-Discrimination Policy – May 2012 <ul style="list-style-type: none"> <li>The second reading of the Non-Discrimination Policy was presented. Sanchez overviewed the changes to the document.</li> <li>The Board reviewed the suggested changes and noted typographical errors.</li> </ul> </li> </ul>
8	Action	<p>Re-Adoption of the Non-Discrimination Policy</p> <ul style="list-style-type: none"> <li>Cyphers moved to accept the Non-Discrimination Policy adding the redline text, deleting the greenline text, and correcting the typographical errors, Yale second. <b>Motion passed unanimously.</b></li> </ul>
9	Information / Discussion	<p>Other Board Business</p> <ul style="list-style-type: none"> <li>Suggested agenda items for next meeting <ul style="list-style-type: none"> <li>Audit Presentation</li> <li>Banking/Investment policy update</li> <li>Executive Session pursuant to CRS § 24-6-402 (4) (f) for the purpose of discussing personnel</li> </ul> </li> </ul> <p>Location of next meeting</p> <ul style="list-style-type: none"> <li>Thursday, May 26<sup>th</sup>, 2016, Central Library Monument Community Room at 5:30 p.m.</li> </ul>
10	Information	Announcements (Upcoming events or other information)
11	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> <li>Mahre moved to adjourn the meeting at 6:30 p.m., Tashiro second. <b>Motion passed unanimously.</b></li> </ul>



Board President – Elaine Barnett



Board Secretary – Dean DiDario

Date: *May 26, 2016*