

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

**MINUTES**

Date/Time: Thursday, January 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 <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, Joe Taylor</li> <li>• TRUSTEES ABSENT: Laurie Tashiro, Jean Yale</li> <li>• STAFF PRESENT: Sam Carter, Laurie Cole, Tim Davis, Hannah Evans, Karen Kllanxhja, Bob Kretschman, Diana LaCount, Manny Miracle, Christine Regnier, Joseph Sanchez, Shana Wade, Wynell Webster, Gail Yerbic</li> </ul> Approval of Agenda [changes] <ul style="list-style-type: none"> <li>• Cole asked to remove the last bullet point under Policies due for 3-year review. All financial policies were done August of 2015.</li> <li>• Cyphers moved to approve the agenda as amended; Taylor seconded. <b>Motion passed unanimously.</b></li> </ul>
2	Action	Taylor moved to approve the December 03, 2015 board meeting minutes; Cyphers seconded. <b>Motion passed unanimously.</b>
3	Information	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>○ The Library strives to regularly introduce programs &amp; events:               <ul style="list-style-type: none"> <li>• <u>Adult Coloring Gathering</u> – 60 attendance, <u>Fiber Arts Gathering</u> – 66 attendance, <u>Armchair Traveler Antarctica</u> – 160 attendance</li> </ul> </li> <li>○ Studio Update:               <ul style="list-style-type: none"> <li>• <u>13 different classes and orientations, 10 reservations, 177 visitors</u></li> <li>• More active than anticipated</li> </ul> </li> <li>○ Sanchez started a new practice of observing different events:               <ul style="list-style-type: none"> <li>• A <u>Google mapping workshop</u>, a <u>children’s event</u>, and intends to observe one every four to five weeks</li> </ul> </li> <li>○ Changing the annual report to an infographic with a cover page to reduce redundancy and labor</li> </ul> </li> <li>• <i>Financial Report, presented by Cole</i> <ul style="list-style-type: none"> <li>○ Cole reviewed the financial reports and answered questions. She noted year to date 2015 came in under expenditures and over revenue.               <ul style="list-style-type: none"> <li>• The Comparative Balance Sheet is on a modified accrual basis and will be transitioning to full accrual. A full accrual year-end draft will be presented at the March meeting with the audited version presented at the June meeting.</li> </ul> </li> <li>○ Special District Association is presenting a half-day Board Training June 15 at Central and has offered our board scholarships; let Cole know if interested.</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>○ In many categories, the year finished with statistics slightly lower than last year's numbers: <ul style="list-style-type: none"> <li>• <u>Overall Visits</u> decreased 2%; <u>Circulation</u> decreased 4.5%.</li> </ul> </li> <li>○ Still seeing growth in the following areas: <ul style="list-style-type: none"> <li>• <u>E-Book and E-Audiobook Downloads</u> increased almost 16%; <u>Wireless Usage</u> saw huge growth. <u>Social Media</u> (Facebook, Pinterest, Twitter, and newsletter) followers have increased as well as <u>Teen/Youth</u> programming attendance.</li> </ul> </li> <li>○ Presented an infographic highlighting Library webpage statistics</li> </ul> </li> <li>• <i>Foundation Report, presented by Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Received \$56,210 since Dec 1 – 28% increase over last year: <ul style="list-style-type: none"> <li>• <u>WildCo App</u>: \$16,111 from Kickstarter; <u>De Beque School Project</u>: \$100; <u>Youth Services</u>: \$50; <u>Literacy</u>: \$1,492; <u>Words on Wheels</u>: \$120; <u>Unrestricted</u>: \$38,337 (includes \$495 from sale of Trumbo's Eclipse softcover books)</li> </ul> </li> <li>○ Foundation approved spending up to \$5,000 for "Table of Content," a fundraising event to benefit Youth Services.</li> </ul> </li> </ul>
5	Information/Discussion	<p>Gail Yerbic, Head of Youth Services, introduced members of the Youth Services department and highlighted statistics:</p> <ul style="list-style-type: none"> <li>• <u>Trevor Adams</u>- a Grand Junction native with a theater background receives the most patron compliments; <u>Sam Carter</u>- new to the department, was recruited from the Fruita Branch; <u>Melissa Maldonado</u>- a half-time assistant, was recruited from the Public Services Department; <u>Hannah Evans</u>- teen librarian with a journalism background, provides mentoring and creates content for the website and blogs; <u>Gail Yerbic</u>- loves to serve the public and brings an education background; <u>Diana LaCount</u>- comes from a Montessori school and is a youth services librarian; <u>Cheryl Moe</u>- boasts the highest programming numbers of the group.</li> <li>• Yerbic gave a general overview: <ul style="list-style-type: none"> <li>○ The Youth Services audience includes ages birth throughout school and teens as well as caregivers</li> <li>○ Circulation statistics plateaued but programming attendance is higher than ever.</li> </ul> </li> <li>• LaCount presented the 1000 Books Before Kindergarten program intended to engage parents/caregivers to help them prepare their children for school.</li> <li>• Carter detailed a partnership with the Rotary Club and district schools to introduce all 1st graders (approx. 1700 students) to the library starting in February.</li> <li>• Evans discussed Teen Services and described their efforts to engage, serve and empower that population.</li> </ul>
6	Information/Discussion	Kllanxhja requested Board approval to serve alcohol at "Table of Content," a Foundation fundraising event.
7	Action	Cyphers moved to approve the request to serve alcohol at "Table of Content;" DiDario seconded. <b>Motion passed unanimously.</b>
8	Information/Discussion	<p>Barnett reviewed the Board Committee Assignments as determined by the Good Governance committee.</p> <ul style="list-style-type: none"> <li>• Blanchard volunteered to fill the vacancy on the Audit committee.</li> <li>• Barnett will check bylaws and with Yale regarding the Foundation Representative vacancy.</li> </ul>
9	Information/Discussion	Board members present signed Ethics and Conflict of Interest statements.
10	Information/Discussion	<p>Wade presented an update about the coffee kiosk/hut invitation to set up on the library premises to provide patron coffee service:</p> <ul style="list-style-type: none"> <li>• An RFP has been issued.</li> </ul>

11	Information/Discussion	<p>Wade presented an updated Patron Code of Conduct policy. Changes are:</p> <ul style="list-style-type: none"> <li>• To allow light snacks</li> <li>• No unattended pets/animals</li> <li>• Language added to include e-cigarettes</li> <li>• Added the notification of appeals process</li> </ul> <p>There was some objection to some aggressive language resulting in an agreement to change "failure to comply with any request or demand of library staff" to "failure to comply with requests of library staff."</p>
12	Action	<p>DiDario moved to accept the Patron Code of Conduct with the above change; Cyphers seconded. <b>Motion passed unanimously.</b></p>
13	Information/Discussion	<p>Sanchez reviewed the list of policies due for review in the upcoming year:</p> <ul style="list-style-type: none"> <li>• <u>Education Assistance(2009)</u>, <u>Employee Handbook(2012/2014)</u>, <u>Library District Fines &amp; Fees(2012)</u>, <u>Non-Discrimination(2012)</u>, <u>Privacy Policy(2010)</u>, <u>Public Comment(2012)</u>, <u>Registration(2012)</u></li> </ul>
14	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>○ Home Loan Insurance presentation</li> <li>○ Policy due for 3-year review: Privacy (October 2010)</li> <li>○ Trustee Recruitment</li> <li>○ Analytics presentation by Wade</li> </ul> </li> <li>• Time &amp; location of February meeting: <ul style="list-style-type: none"> <li>○ Thursday, February 25, 2016, Central Library Monument Community Room at 5:30 p.m.</li> </ul> </li> </ul>
15	Information	No Announcements (Upcoming events nor other information)
16	Closing	Cyphers moved to adjourn the meeting at 7:09 p.m.; Taylor seconded. <b>Motion passed unanimously.</b>

*Elaine Barnett*

Board President – Elaine Barnett

*Dean DiDario*

Board Secretary – Dean DiDario

Date: FEBRUARY 25, 2016