



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

**Good Governance Committee Meeting**  
**MINUTES**

Date/Time: Thursday, January 19, 2017 – 4:00 p.m.

Location: 443 N. 6<sup>th</sup> St., Grand Junction, CO, Central Library / Administrative Conference Room

No.	Item Type	Agenda Item
1	Opening	<p>Call to order and attendance; Approval of Agenda [no changes]</p> <ul style="list-style-type: none"><li>• Tashiro called the meeting to order at 4:05 p.m.</li><li>• PRESENT: Elaine Barnett, Cindy Cyphers, Dean DiDario, Laurie Tashiro</li><li>• COMMITTEE MEMBERS ABSENT: Jean Yale (excused)</li><li>• STAFF PRESENT: Joseph Sanchez, Stacey Smith</li><li>• The agenda was accepted as presented.</li></ul>
2	Information/ Discussion	<p>Review of Changes to the Board Handbook</p> <ul style="list-style-type: none"><li>• Cyphers reviewed changes made to the board handbook’s documentation of the Director Performance Evaluation Process (formerly known as the Director Performance Evaluation Instrument) as a result of changes accepted by the MCPLD Board of Trustees at the 8-25-16 regular board meeting.<ul style="list-style-type: none"><li>○ Tashiro solicited feedback from those present</li><li>○ All present agreed that the revised document clearly communicates the new evaluation process, and it will be recommended to the board for approval 1-26-17</li></ul></li><li>• There was general discussion of documenting and updating the process for recruiting new board trustees</li><li>• Smith presented an example of new possible formatting for the handbook—a single PDF document that is bookmarked, linked, and keyword-searchable—to replace the former paper-based format.<ul style="list-style-type: none"><li>○ The committee and Sanchez support development of the new format to increase ease of use and accessibility.</li><li>○ Smith will reformat existing documents to create a PDF handbook. Smith will coordinate with Cyphers on documents that may need content edits for later presentation to the Good Governance Committee.</li></ul></li><li>• A suggestion was made to create a collective PDF of all agendas and minutes for board meetings at the end of each year. Smith will begin making such a document to allow keyword searches for entire years.</li></ul>

3	Information/ Discussion	<p>Committee Assignments</p> <ul style="list-style-type: none"> <li>• The committee reviewed 2016 committee assignments and discussed new committee assignments. Committee chairs TBD by committees.</li> <li>• 2017 Committee Assignments: <ul style="list-style-type: none"> <li>○ Good Governance Committee – Cyphers, Barnett, Yale</li> <li>○ Finance Committee – DiDario, Mahre</li> <li>○ Audit Committee – DiDario, Blanchard</li> <li>○ Personnel Committee – Tashiro, Barnett</li> <li>○ Executive Committee – Tashiro, DiDario, Cyphers, Barnett</li> <li>○ MCL Foundation Liaisons – Cyphers, Yale</li> </ul> </li> <li>• Cyphers agreed to be 2017 Good Governance Committee Chair</li> <li>• General discussion of committee responsibilities</li> </ul>
4	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Meeting was adjourned at 4:50 p.m.</li> </ul>

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.