



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

MINUTES

Date/Time: Thursday, February 23, 2017 – 5:30 p.m.

Location: Factory, 750 Main Street / Fuse Center

No.	Item Type	Agenda Item
1	Opening	Call to Order and Attendance <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, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro • BOARD EXCUSED: Barry Blanchard, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Killanxhja, Shana Wade, Joseph Sanchez, Stacey Smith, Matt Alleman, Tim Davis, Bob Kretschman, Austin Mullenix, James Price, Wynell Webster
2	Action	Approval of Agenda <ul style="list-style-type: none"> • DiDario moved to approve the agenda as written; Barnett seconded. Motion carried.
3	Action	Approval of Minutes, January 26, 2017 <ul style="list-style-type: none"> • Mahre 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"> ○ Factory Grand Opening – Friday, February 24, 2017. ○ The appendix to the Director Report is a Network and Account Security Rules Draft. <ul style="list-style-type: none"> ▪ This document addresses internal policy and does not require a Board vote, but Sanchez intended to make the Board aware of these changes. ▪ Cyphers queried the legislation that mandated the creation of this document. Mesa County Libraries’ connections with the school system necessitated adding protection measures adhering to new legislation protecting student information. ○ A series of new 30-second MCPLD TV commercials will be ready to air in March. Trustees may contact Kretschman for previews. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Referring to the Comparative Balance Sheet, Cole stated that MCL is about halfway through to full accrual. Will have an updated 2016 year-end balance sheet in March. <ul style="list-style-type: none"> ▪ Accrued leave liability in January 2017 was lower than expected. ○ Unaudited Financial Update: 7.1% of expenses have lapsed with 8.3% of fiscal year lapsed, therefore MCL is already under budget for 2017. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ MCL currently has 70,600 active patrons after the purge of about 10,000 in February. ○ Wade noted that e-book and e-audio circulation continue to increase. ○ The Colorado State Library prescribed new guidelines that standardize counts for e-resource and database use. MCL began implementing the new method in January. ○ Adult program attendance for January significantly increased over 2016’s attendance due to the introduction of both Senior Care Day and the Tech Expo in 2017.

		<ul style="list-style-type: none"> ○ Mahre was impressed by the 30.9% increase in social media followers over last January. Wade commended the Marketing department’s work, citing the example that over 1,000 people engaged with one MCL Facebook live stream during Tech Expo. ● <i>Foundation Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Allocation panels for United Literacy Grants will take place in late March/early April. ○ GJ Commission on Arts & Culture should announce Culture Fest grant decision soon. ○ Table of Content fundraising event at Central Library March 4, 6:00 p.m. <ul style="list-style-type: none"> ▪ Kllanxhja listed the confirmed vendors and shared other event details. ▪ A free author book-signing event is scheduled 2:00-4:00 p.m. on March 4. ▪ Book Fair at Barnes & Noble—local store and online at barnesandnoble.com. ▪ Tickets have sold online, but may also be sold at the door.
6	Information/ Discussion	<p>Report from Austin Mullenix, Head of Public Services</p> <ul style="list-style-type: none"> ● Mullenix shared the names, photos, and duties of all Public Services staff—full-time and part-time Library Assistants, Library Pages, and Library Aides. ● <i>Day-to-Day Work</i>: check-in and check-out library materials, issue library cards, collect and issue fines, track statistics and metrics, process courier deliveries (current average of about 9 hours), shelve returned materials (turnaround time of 43 hours), assess shelving accuracy, send hourly pickup notices, conduct a variety of inventory reports, run Words on Wheels delivery routes, process books by mail, run disc cleaner ● <i>Monthly/Annually</i>: issue hundreds of Rotary Club applications, shelf-reading projects, shelf-shifting projects, share RFID inventory wand with branches to search for missing materials, deliver occasional presentations and attend outreach events, cover branch shifts ● <i>Common Themes</i>: customer service, develop and track new metrics, process improvement, training, process a high volume of library materials quickly, work at a fast pace ● <i>2016 Data</i>: <ul style="list-style-type: none"> ○ Central Library circulated 770,210 items ○ Words on Wheels circulated 30,844 items ○ All MCL locations circulated a total of 1,405,563 online materials and physical items ● Responses to Questions Posed by Board Members: <ul style="list-style-type: none"> ○ Mullenix clarified Words on Wheels criteria and operation for Mahre. ○ Mullenix confirmed for DiDario that implementation of RFID technology has improved efficiency. ○ Mullenix shared with Tashiro that the volume of books sent by mail is just a few per month, as most patrons prefer to visit MCL.
7	Information/ Discussion	<p>Report on New Colorado Public Library Standards by Sanchez</p> <ul style="list-style-type: none"> ● Sanchez informed the board that different state libraries’ purview and goals can vary significantly from state to state. Colorado State Library (CSL) encompasses diverse populations and is a leader in the country in innovation, organization, and support. ● Changes to standards this year are more organizational and less significant than past years. ● Full text of the new library standards is online at www.colibrarystandards.org. ● <i>Principles that guided the update of the 2016 standards</i>: (www.cde.state.co.us/cdelib) <ol style="list-style-type: none"> 1. Consider the public library’s role in sustaining a civilized society. 2. Value the public library’s role as a community learning institution. 3. Understand the public library’s role as a reflection of cultural heritage. 4. Recognize the diversity and uniqueness of libraries across the state. 5. Understand the needs of the communities that libraries serve. 6. Value intellectual freedom and access for all to information. 7. Acknowledge the skills, talents, and contributions of library staff. ● <i>The goals of the standards are to</i>: <ol style="list-style-type: none"> 1. Promote quality library services to all Coloradans. 2. Inform community users about what they can expect from their library. 3. Assist library staff in connecting with the communities they serve. 4. Provide an authoritative document to which library administrators and supporters may refer when justifying requests for funds. 5. Assist library leaders in planning, administration, and professional development.

		<ul style="list-style-type: none"> • Technology has diversified libraries and made each library unique, but has also resulted in fragmentation of services. State standards can help unify statewide library activities under broader themes and help libraries strategize choices of new programs. • Responses to Questions Posed by Board Members: <ul style="list-style-type: none"> ○ Sanchez confirmed for Mahre that the state library standards fit well with MCL’s Mission Statement. ○ Tashiro queried if the purpose of library standards is to homogenize Colorado libraries. Wade indicated a goal of thematic consistency rather than homogenization. ○ Barnett sought clarity of CSL outreach efforts. The state library reaches out to local libraries via CLiC workshops, CAL, and targeted training. ○ Sanchez specified for Mahre that state library funding supports training, resource sharing, and state courier services. CSL serves to guide local libraries without having direct authority over them.
8	Information/ Discussion	<p>Policy for Review: Meeting Room Policy 2013</p> <ul style="list-style-type: none"> • Wade presented a revised draft of the Meeting Room Policy with a simplified header, minor rewording, and reordering of numbered points. • The primary question before the board is wording/inclusion of 5, 6, and 7 on the draft: <ol style="list-style-type: none"> 5. <i>All meetings shall be free of charge. No admission fee, registration fee, or monetary solicitation may be sought from meeting attendees.</i> 6. <i>Meetings involving the sale, advertising, or promotion of commercial products or services are prohibited.</i> 7. <i>Commercial use of the large Community Rooms is prohibited.</i> • Discussion of if/what commercial use will be permissible in large community rooms: <ul style="list-style-type: none"> ○ Commercial use has been permitted in small study rooms, but not community rooms. ○ A separate policy is in place for Factory, which is not on MCL property. ○ Wade and Sanchez elaborated on various libraries in the state that choose to charge or not charge for meeting room use, and that either allow or prohibit commercial use. ○ Points of discussion: competition with private business space rentals, financial planner and pyramid business use, regular expected business use, public perception that events hosted at MCL are endorsed by MCL, security concerns. ○ Wade asserted that 5, 6, and 7 could all be removed from the policy or only one could be retained; 6 is the most challenging for staff to negotiate with patron reservations. ○ Cole pointed out that commercial businesses contribute MCL tax revenue. ○ Mahre suggested that MCL require commercial businesses reserving rooms to add a disclaimer to advertising that clarifies MCL does not sponsor the business or event. ○ Board members solicited the opinions of managers present who work with the Meeting Room Policy daily. They recommended keeping 5 and striking 6 and 7 from the draft. • Trustees informally agreed upon striking 6 and 7 from draft policy, and adding that event advertising must include a disclaimer that MCL does not endorse/sponsor the event/user.
9	Information/ Discussion	<p>Proposed Changes to Collbran Branch Operating Hours</p> <ul style="list-style-type: none"> • Current Hours: Tuesday, Thursday, Friday 10:00 a.m. – 6:00 p.m. with 12:00 – 1:00 lunch closure; Saturday 9:00 a.m. – 1:00 p.m. Proposed changes take effect March 7, 2017. <ul style="list-style-type: none"> ○ Wade proposed changing the branch’s hours to open at 9:00 a.m. on weekdays and change the lunch hour closure time from 12:00 – 1:00 p.m. to 1:00 – 2:00 p.m. ○ The intent of the change was to add three hours of service per week, adjust the lunch closure for the benefit of both staff and patrons, and support branch consistency.
10	Action	<p>Approve Changes to Collbran Branch Operating Hours</p> <ul style="list-style-type: none"> • Barnett moved to accept the changes to Collbran Branch operating hours as written; Cyphers seconded. Motion carried.
11	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"> ○ Continued – Policy for Review: Meeting Room Policy 2013 with Action to Vote ○ Review of Board Records Keeping and iPad Use ○ Investment Committee Report ○ Policy for Review: Display Policy 2013

		<ul style="list-style-type: none"> • <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 Thursday, March 30, 2017 at 5:30 p.m.
12	Information	Announcements (Upcoming events or other information) <ul style="list-style-type: none"> • Smith will share CLiC regional workshop registration information with board trustees • Kretschman expects the GJ Sentinel to publish an article about 970West Studio soon
13	Information	Overview and Tour of Factory by Wade (to immediately follow adjournment with no business)
14	Closing	Adjournment <ul style="list-style-type: none"> • Mahre moved to adjourn the meeting at 7:07 p.m.; Barnett seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.

President – Laurie Tashiro

Board Secretary – Cindy Cyphers

Date: _____