



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 • BOARD MEETING •
MINUTES

Date and Time: Thursday, June 29, 2017 – 5:30 p.m.

Location: 443 N. 6th St. Grand Junction, CO 81501 – Monument Community Room

No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> • President called to order the regular meeting at 5:35 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre (left at 5:51 p.m., present through agenda item #5), Laurie Tashiro, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Killanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Matt Alleman, Tim Davis, Bob Kretschman, James Price, Wynell Webster • GUESTS PRESENT: Lisa Hemann from Chadwick, Steinkirchner, Davis & Co., P.C. (present through agenda item #6)
2	Action	Approval of Agenda <ul style="list-style-type: none"> • Barnett moved to approve the agenda as submitted; Mahre seconded. Motion carried.
3	Action	Approval of Minutes, May 25, 2017 <ul style="list-style-type: none"> • Cyphers moved to approve the minutes as written; DiDario 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"> ○ Sanchez remarked that more than 30 MCL staff participated in Bike to Work Day, and that MCL again won their business category's trophy. Tim Davis won third place in the commuter challenge. ○ De Beque Branch construction continues. MCL is still offering the weekly pop-up library in De Beque's park. Sixty patrons attended the Summer Reading magic show there. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: May 2016 and May 2017 were comparable. The 2016 column is now audited. ○ Financial Update: Expenditures MTD are over 2016, but still down YTD. The district has expended 30.2% of the budget with 41.6% of the year elapsed. ○ Graphs: Revenue exceeds expenditures YTD. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Statistics Report: Wade noted that visits are up slightly, program attendance is up in several categories, and circulation is down 5%. ○ Supplementary Charts: Charts provided to the board show 20-year trends from 1987 to 2016 in expenditures, growth, and revenue per capita (based on county population). <ul style="list-style-type: none"> ▪ Library visits over time have increased since 2009 in response to branch space expansions and the Central Library remodel and expansion in 2013. ▪ Circulation per capita was steady and then began increasing in 2009, while the print collection started decreasing and video and e-book collections increased. More selective collection development has increased desirable item availability. ▪ Trustees were appreciative of the supplemental graphs and trend information.

		<ul style="list-style-type: none"> ▪ Cole clarified for Blanchard that revenue per capita is solely property tax income. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja declared a total of \$34,292 in grants and donations in June. The Literacy Center received \$32,850 for the Career Online High School program. Remaining funds, donated in memory of Dr. Perry Rashleigh, were unrestricted.
6	Information/ Discussion	<p>2016 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C.</p> <ul style="list-style-type: none"> • Hemann was lead for the 2016 MCL audit in late April, working with two other field staff. • <i>Process:</i> Auditors evaluated performance and provided opinions on financial statements of the district. District management were responsible for fair reporting of financial statements. Hemann commended Cole's controls and procedures in accounting to streamline the annual audit procedure. • <i>Audit Report (a 32-page report was distributed to trustees and library directors):</i> <ul style="list-style-type: none"> ○ Hemann reported no material weaknesses or deficiencies found in 2016 statements. The auditors had full access to all MCL staff and information needed for the audit. ○ Auditors helped prepare Mesa County Libraries Foundation financial statements independent of the district, with oversight by Cole. The only material adjustments made for 2016 were to move MCLF statements from a cash basis to an accrual basis. • <i>Evaluation of Expenditures:</i> The district spent conservatively with no significant increases in hiring or improvements in 2016. The net cash position at the close of 2016 was strong. There was a decrease in expenditures of \$1,029,456 from 2015 attributed to capital outlay related to construction of the 970West Studio in 2015. • DiDario affirmed that the MCL Board of Trustees Audit Committee met to preview the audit results with Hemann on June 22, 2017, and the committee had no concerns.
7	Information/ Discussion	<p>Report from James Price, Head of Literacy Services</p> <ul style="list-style-type: none"> • <i>Introduction:</i> Price has been Head of Literacy Services for a year now. His department also includes Eusebia Garza and Emily Cuevas. • <i>Reports from Goals Set in 2016:</i> <ul style="list-style-type: none"> ○ Active students nearly doubled from September 2016 to April 2017, and the number of classes significantly increased. In the same time, tutors increased from 71 to 108. ○ From September 2016 to April 2017, the student waitlist reduced by 75%. Tutor training is now available quarterly, trimming the tutor waitlist as well. ○ About 50% of students have been progress tested as of June 2017 (goal was 80%). ○ About 90% of students tested had made progress by June 2017 (goal was 60%). • <i>Career Online High School Program</i> <ul style="list-style-type: none"> ○ MCL received a grant for 30 seats in the COHS program. Forty people have applied for the program, and six have started so far. ○ Participants can work for up to 18 months to receive a high school diploma through online courses. Upon completion, students receive high school diplomas. • <i>Responses to Questions and Comments by Board Trustees:</i> <ul style="list-style-type: none"> ○ Price explained COHS's enrollment age, program length, and career specializations. ○ Trustees expressed interest in future COHS completion rates, progress monitoring at MCL, and graduate matriculation rates. ○ Price affirmed for Barnett that chosen COHS career specializations are tracked. ○ Price notified Sanchez that the ESL class size averages just over 2:1, with a goal of a 3:1 ratio. Classes have students of mixed races, cultures, and native languages.
8	Information/ Discussion	<p>Policy for Review: Audit Compliance Policy 2015</p> <ul style="list-style-type: none"> • Cole observed that updates to the policy are minor edits and grammatical changes. • After consideration, the board proposed modifying the first sentence of the final paragraph of the policy to read, "The Audit Committee, comprised of members from the Mesa County Libraries Board of Trustees, and the Finance Director will initiate a formal Request for Proposal (RFP) to acquire the services of an auditor."
9	Action	<p>Adopt Updated Audit Compliance Policy</p> <ul style="list-style-type: none"> • Cyphers moved to accept the updated Audit Compliance Policy with the proposed change to the final paragraph; Blanchard seconded. Motion passed unanimously.

10	Information/ Discussion	<p>Director Evaluation Process</p> <ul style="list-style-type: none"> Smith reviewed the new director evaluation process and timeline. Smith detailed the email evaluation surveys to be sent to all board trustees and described upcoming meetings.
11	Information/ Discussion	<p>Special District Association Workshop Reports</p> <ul style="list-style-type: none"> Yale, Tashiro, Cyphers, Kretschman, and Sanchez attended the SDA workshop. Tashiro noted that board members' contributions to the board vary depending upon their backgrounds and experiences. The MCL board agenda structure has been modified to tighten up topics discussed and increase transparency. In addition, the time limit was added to the "Citizens to be Heard" agenda item. Cyphers appreciated the workshop's information on changes to Colorado Open Records Act. MCL's diligent posting of records on the MCPLD website should satisfy most open records requests.
12	Information/ Discussion	<p>SB 152 Exemption Discussion / Ballot Process</p> <ul style="list-style-type: none"> Sanchez reminded board members of the informational email sent on June 19 regarding MCL seeking a potential SB 152 exemption in order to proceed with the downtown Wi-Fi project. The question arose during a meeting with Grand Junction's Downtown Development Authority (DDA), which would collaborate with MCL on the project. After consulting legal counsel, the Colorado State Library, and the county clerk, MCL staff concluded that the cost and time involved in pursuing this ballot measure would be not be worthwhile. Cost estimates could run as high as \$55,000, not including staff time. <ul style="list-style-type: none"> As an independent governmental entity, MCL is bound by SB 152, which prohibits most uses of municipal or county funds for infrastructure to improve local broadband service without first going to a vote. An exception is not possible for MCL. Wade is confident that the DDA, which is exempted from SB 152, will pursue the downtown Wi-Fi project with or without the library district. Following discussion, trustees agreed with the staff recommendation against pursuing a ballot measure for an SB 152 exemption to participate in the downtown Wi-Fi project.
13	Information/ Discussion	<p>Executive Session: pursuant to C.R.S. § 24-6-402(4)(a) for discussion of real estate</p> <ul style="list-style-type: none"> Cyphers moved to adjourn the regular public meeting of the MCL Board of Trustees to convene an executive session for the sole purpose of discussing the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest as authorized by C.R.S. § 24-6-402(4)(a), particularly to discuss real estate; Blanchard seconded. Motion passed unanimously. The executive session of the MCL Board of Trustees convened at 6:55 p.m. <ul style="list-style-type: none"> Attending the executive session were Trustees Barnett, Blanchard, Cyphers, DiDario, Tashiro, Yale and board invitees Cole, Davis, Kllanxhja, Kretschman, Sanchez, Smith, and Wade. During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4)(a). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. Tashiro announced that the executive session of the MCL Board of Trustees was adjourned at 7:39 p.m., and the board reconvened its regular meeting at 7:40 p.m. A quorum was present. <ul style="list-style-type: none"> BOARD PRESENT: Barnett, Blanchard, Cyphers, DiDario, Tashiro, Yale STAFF PRESENT: Cole, Davis, Kllanxhja, Kretschman, Sanchez, Smith, Wade
14	Information/ Discussion	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <i>Location and time of upcoming meetings</i> <ul style="list-style-type: none"> Executive Committee Meeting: 12 p.m. July 24, 2017, at the Central Library Administration Conference Room, 443 N. 6th St., Grand Junction, CO 81501 Regular Meeting: 5:30 p.m. July 27, 2017, at the Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO 81501 <i>Suggested agenda items for July regular board meeting</i> <ul style="list-style-type: none"> Policy for Review: Capital Debt TIF Financial Report and TIF Resolution

		<ul style="list-style-type: none">○ Executive session pursuant to C.R.S. § 24-6-402(4)(f) to discuss personnel matters, specifically the library director evaluation
15	Closing	Adjournment <ul style="list-style-type: none">• Yale moved to adjourn the meeting at 7:42 p.m.; Cyphers seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Administrative Assistant.

Laurie Tashiro – MCPLD Board President

Cindy Cyphers – MCPLD Board Secretary

Date: _____