



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

MINUTES

Date and Time: Thursday, August 31, 2017 – 5:30 p.m.

Location: 443 N. 6th St. Grand Junction, CO – 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 5:30 p.m. A quorum was present. BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Matt Alleman, Tim Davis, Nicole Fitzgerald, Bob Kretschman, James Price, Blair Wade, Gail Yerbic GUEST PRESENT: Patti Roberts, independent consultant for Mesa County Libraries
2	Action	Approval of Agenda <ul style="list-style-type: none"> Barnett moved to approve the agenda; Cyphers seconded. Motion carried.
3	Action	Approval of Minutes – July 27, 2017 <ul style="list-style-type: none"> Blanchard moved to approve the minutes; Mahre 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 attended “The Vietnam War: An Evening with Ken Burns” Rocky Mountain PBS event in Denver, representing MCL as a content partner on this project. State parks backpack circulation is robust this year: 2017 has 468 checkouts YTD. Summer Reading enrollment for 2017 was 4,867, which was up 28% from 2016. Library Deals library card promotion program is available this September and October—it is a partnership with local businesses offering discounts to patrons. Tim Davis gave a report on the new HVAC rooftop unit, which was delivered to MCL on August 31 to be installed by crane on Tuesday, September 5. <i>Financial Report from Cole</i> <ul style="list-style-type: none"> Comparative Balance Sheet: More than 50% of the year has passed, and the budget is on track for the year. Financial Update: MCL has expended 43.6% of the budget, with 58.3% of the year elapsed. Revenue collection is at 94% of budget, and Cole expects that MCL will receive some more property tax revenue this year. <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> MCL continued to see an increase in program offerings and attendance. Branch visits are up slightly despite the De Beque Branch closure throughout the summer. Wade reported that Factory has recently recorded 18-29 people per month visiting with library cards and 16-25 people attending monthly Lunch & Learn programs. <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> Mesa County Libraries Foundation received \$2,074 in gifts and donations in August, including \$2,024 in unrestricted funds. A Home Depot grant application in cooperation with Grand Junction Parks and Recreation is pending; the grant would fund installation of Story Walk in local parks. The Friends of Mesa County Libraries book sale is scheduled October 18-20.

		<ul style="list-style-type: none"> o Barnes & Noble agreed to hold a Comic Con book fair benefitting MCL in October.
6	Information/ Discussion	<p>Report from Blair Wade, Human Resources Manager</p> <ul style="list-style-type: none"> • Wade introduced herself as MCL's Human Resources Manager since November 2016. • <i>Background:</i> Wade has been with MCL since 2010, first working at the Clifton Branch and then MCL's Business Office. She has an Associate Professional in HR certificate. • <i>Human Resources Philosophy:</i> Foster a culture of trust and responsiveness; promote diversity, communication, consistency, and HR growth; maintain an open-door policy. • <i>HR Accomplishments:</i> <ul style="list-style-type: none"> o Improved job posting format to encourage applicants, added a recruitment video o New onboarding portal expedites new hire paperwork o <u>Recruitment:</u> 18 new employees YTD, 18% turnover (CO average is 18%), and the majority of employees who left MCL YTD cited personal reasons, not dissatisfaction o Paperless employee files (all new hires have 100% digital personnel files) o Paperless HR forms, which expedite obtaining multiple signatures and record keeping • <i>Upcoming HR Activities:</i> <ul style="list-style-type: none"> o Open enrollment for benefits in October and November o For the first time in 2017, the benefit fair will be online only and accessible 24/7 o All benefit forms will be accessed via the online portal o HUB International is collecting bids from RMHP, Cigna, Anthem, Humana o Staff Development Day in November o Compensation Plan Update and Employee Handbook Update
7	Information/ Discussion	<p>Introduction of Nicole Fitzgerald, Volunteer Coordinator</p> <ul style="list-style-type: none"> • Shana Wade introduced Mesa County Libraries' new Volunteer and Community Outreach Coordinator, Nicole (Niki) Fitzgerald.
8	Information/ Discussion	<p>Policy for Review: Reserve Policy 2015</p> <ul style="list-style-type: none"> • Cole noted minor format and style changes from the 2015 policy, as well as a proposed addition to the final sentence for better clarity.
9	Action	<p>Adopt Updated Reserve Policy</p> <ul style="list-style-type: none"> • Yale moved to approve the updated Reserve Policy as submitted for board review; Cyphers seconded. Motion passed unanimously.
10	Information/ Discussion	<p>Compensation Plan with Increased Minimum Wage</p> <ul style="list-style-type: none"> • Blair Wade distributed a paper summary of the 2018-2020 updated compensation plan. Wade reviewed the current compensation plan and detailed future changes with the board. • Administrative staff determined a need to update the compensation plan because it was last updated 2015, several positions needed updating, MCL seeks to remain competitive, and minimum wage increases will transition from the current \$9.30 minimum wage to \$10.20 in 2018. Entry-level staff must eventually shift to the \$12.00 minimum wage in 2020, although MCL hopes to hire above minimum wage to remain competitive. <ul style="list-style-type: none"> o From 2018 to 2020, the lowest pay grade level will be dropped each year until grade 22 is MCL's entry-level pay grade. o By 2020, all grade ranges will increase by 8%, which will correspondingly increase MCL's budget. • <i>Planned communication with current MCL employees:</i> <ul style="list-style-type: none"> o Meetings are scheduled this September with directly affected employees and their managers. o A plan is being developed to clearly communicate to aspiring employees how to advance to higher grade level positions. • Patti Roberts reviewed surveys used to determine wage averages guiding this plan update.
11	Information/ Discussion	<p>Personnel Committee Report – Employee Handbook</p> <ul style="list-style-type: none"> • Tashiro outlined proposed changes to the Mesa County Libraries Employee Handbook as detailed in the Personnel Committee minutes from the August 17 meeting. A redline version of the handbook was prepared by B. Wade and Smith for trustees to review that includes legal updates, grammar and style edits, and organizational updates/clarifications. • The board agreed by consensus to revert wording under vacation leave for full-time and 3/4-time employees from "encouraged" to "required to take one full week" after completing one full year of employment for employees Grade 24 and above.

12	Action	Adopt 2018 Employee Handbook <ul style="list-style-type: none"> No action taken. Further discussion is planned for the September board meeting.
13	Information/ Discussion	Internal Audit Process <ul style="list-style-type: none"> DiDario and Blanchard expounded a new process, proposed by Cole and Sanchez, in which board trustees will be involved in quarterly internal financial auditing of MCL. Blanchard and DiDario will begin the internal audit process this October, and all trustees will eventually be involved in the process—rotated quarterly and coordinated by Smith. <ul style="list-style-type: none"> The purpose of the audits is to verify financial processes, increase trustees' knowledge and understanding, and identify potential problems. The intent is not to micromanage MCL employees. Trustees will report findings to the board. The additional time commitment is minimal, and MCL directors are not involved. The internal audit process will be refined over the coming year.
14	Information/ Discussion	Good Governance Committee Report – Director Records <ul style="list-style-type: none"> Cyphers recounted the Good Governance Committee's suggested changes to the Library Director Evaluation Process and the Library Director Job Description documents as described in the minutes of the August 1 Good Governance Committee meeting. <ul style="list-style-type: none"> <i>Director Evaluation Process</i>: trustees will submit by email, added a quantitative evaluation component similar to that used with all MCL employees, changed the timeline to correlate with the anniversary date of the current director <i>Director Job Description</i>: made updates needed to fit current job responsibilities
15	Action	Approve Amended Director Evaluation Process <ul style="list-style-type: none"> Barnett moved to approve the amended Library Director Evaluation Process; Mahre seconded. Motion passed unanimously.
16	Action	Approve Updated Director Job Description <ul style="list-style-type: none"> Mahre moved to approve the updated Library Director Job Description; Cyphers seconded. Motion passed unanimously.
17	Information/ Discussion	Upcoming Board Meetings <ul style="list-style-type: none"> <i>Location and time of next meetings</i> <ul style="list-style-type: none"> Regular Meeting: 5:30 p.m. September 28, 2017 – Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO <i>Suggested agenda items for upcoming meetings</i> <ul style="list-style-type: none"> First Draft Presentation of Mesa County Libraries 2018 Budget Community Solar Garden Project Employee Benefits Update Collection Development Policy Mahre requested information/discussion on MCL partnerships in the future Cyphers requested a meeting room use comparison for the October agenda
18	Closing	Adjournment <ul style="list-style-type: none"> Cyphers moved to adjourn the meeting at 7:06 p.m.; Barnett seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.

Laurie Tashiro – MCPLD Board President

Cindy Cyphers – MCPLD Board Secretary

Date: _____