



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

Date and Time: Thursday, September 28, 2017 – 5:30 p.m.

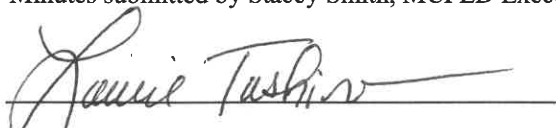
Location: 443 N. 6th St. Grand Junction, CO – Monument Community Room


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 5:33 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Laurie Tashiro • BOARD EXCUSED: Dean DiDario, Chris Mahre, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Tim Davis, Bob Kretschman, Gail Yerbic
2	Action	Approval of Agenda <ul style="list-style-type: none"> • Blanchard moved to approve the agenda as written; Cyphers seconded. Motion carried.
3	Action	Approval of Minutes – August 31, 2017 <ul style="list-style-type: none"> • Barnett 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"> ○ Comic Con will take place on October 7 at Two Rivers Convention Center. Brooke Safken, current Artist in Residence, will participate in Comic Con. ○ The De Beque Branch opened September 20 after the new branch manager started. ○ 1,520 children ages 0-5, representing more than 10% of the county’s demographic population, have enrolled in the 1,000 Books Before Kindergarten program since its inception in 2015. A graduation celebration for 50 children was held September 23. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: Under current liabilities, accrued payroll liabilities and some other liabilities are lower this year than last due to timing of billing this year. ○ Financial Update: YTD comparison of revenue is down as expected. More gifts and grants were received from the Foundation this year versus 2016. The decrease of 1,752% in revenue over/under expenditures for operations is directly reflected by the decrease in revenue. MCL has expended 49.9% of the budget with 66.7% of the year elapsed. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ MCL’s library visits YTD have increased 1.4% from last year. ○ Wade added Factory visits by library patrons to statistics tracked. The number of patrons visiting Factory in 2017 is averaging 20-30 per month. ○ Trustees remarked that volunteer hours have dropped and Studio visits are increasing. ○ Wade apprised trustees that she does not believe that a 4% drop in library cardholders is statistically significant. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja began working on the annual letter to go out the first week of November. ○ The MCL Foundation Financial Committee will meet in early October prior to the fourth quarter MCL Foundation Board meeting on October 11. ○ The Foundation will host a Lunch and Learn at Factory on October 25. ○ Kllanxhja will attend a Board Source leadership conference October 18-20.

		<ul style="list-style-type: none"> ○ MCL received \$10,500 from the Colorado Department of Education for ten more scholarships for the Career Online High School program.
6	Information/ Discussion	<p>Report from Bob Kretschman, Public Information Manager</p> <ul style="list-style-type: none"> • Kretschman oversees Dave Goe, Marketing Coordinator, and Shanachie Carroll, Marketing Assistant. The entire library staff and board also assist in the marketing effort. • <i>Department Mission:</i> Promote a positive, accurate image of MCL to the community; inform patrons and the community about library events and services; and communicate the unique elements of a 21st century library that MCL offers. • The 21st century library provides access to information through literacy, technology, events, printed materials, eResources, classes, and courses of study. This definition fits with MCL's mission to create opportunities to learn, discover, create, and connect. • <i>Communicating the Library's Story:</i> Use all available media channels to tell the library's story through stories of people using and experiencing all facets of the library. The library mission's key words—learn, discover, create, and connect—structure the messaging. • <i>Evolving a New Look:</i> Kretschman detailed a focus on MCL's mission through illustrative pictures used for a retractable outreach banner, which also inspires the cover design for a new library brochure. Additionally, a new TV commercial for the library airs on KKCO. • <i>Responses to Questions and Comments by Board Trustees:</i> <ul style="list-style-type: none"> ○ Kretschman explained to Barnett that promotional utilization of the website is primarily to redirect people from social media posts to additional targeted information. ○ Tashiro praised the efficacy of the library's marketing efforts. • Sanchez noted that MCL will update the scope of the Public Information Department soon to reflect its evolving, holistic purpose.
7	Information/ Discussion	<p>Proposed 2018 Employee Handbook</p> <ul style="list-style-type: none"> • Tashiro explained that a change was made in the vacation leave section of the redline 2018 Employee Handbook as requested by the board during the August 31 meeting. Additional final corrections in appearance and language were made.
8	Action	<p>Adopt 2018 Employee Handbook</p> <ul style="list-style-type: none"> • Barnett moved to approve the 2018 MCPLD Employee Handbook as submitted to the board; Cyphers seconded. Motion passed unanimously.
9	Information/ Discussion	<p>2018 Employee Benefits</p> <ul style="list-style-type: none"> • A handout was distributed to trustees summarizing prospective changes in employee benefits. Cole summarized the planned benefits package with trustees. <ul style="list-style-type: none"> ○ For the 2018 budget, employees will be asked to cost-share health insurance premiums at a rate of 5%, equating a total of \$26.54 per month for those who have complete health care coverage. Five percent is the employee premium payment cap for the grandfathered plan through Rocky Mountain Health Plans. ○ One carrier's quote was competitive, but MCL administrators are inclined to retain RMHP to avoid increasing rates following an introductory rate with the other carrier. ○ MCL administration plans to drop Triad EAP (Employee Assistance Program) and instead use comparable EAP benefits through the current Lincoln Financial coverage. • Trustees sought employee feedback from Cole and expressed support of the tentative plan.
10	Information/ Discussion	<p>Community Solar Garden Project</p> <ul style="list-style-type: none"> • Information about the project was included in trustees' packets sent before the meeting. Cole and Sanchez first met with Denver-based Oak Leaf Energy Partners in July 2017. • Cole disclosed that the project requires a 20-year commitment from MCL, thus library administration seeks feedback from trustees in consideration of this long-term decision. • There would be no up-front costs to MCL for the community solar garden. Rather, Oak Leaf would invoice MCL monthly at a rate averaging lower than the projected Xcel bill credit rate. The site for the solar garden is east of Palisade near Cameo. MCL is liable to Oak Leaf as long as the solar garden is functioning. • The benefit to MCL would be saving a total of approximately \$250,000 on electric bills over the course of 20 years, assuming a 1.35% and a 3.1% annual escalator based on historical data. • <i>Responses to Questions and Comments by Board Trustees:</i>

		<ul style="list-style-type: none"> ○ Cole explained to Tashiro that participating in a solar garden would be preferable to installing solar panels on the roofs of libraries because it would incur no initial costs, modification to library structures, or ongoing maintenance costs. ○ Trustees expressed concern about unknown future risks and advised careful consideration of the details and legal aspects of the contract. Concurrently, they recognized the merits of this proposal, especially the expected long-term cost savings.
11	Information/ Discussion	<p>First Draft 2018 Budget Presentation by Laurie Cole, Finance Director</p> <ul style="list-style-type: none"> ● Cole presented the first draft of MCL’s 2018 budget to board trustees. ● Cole reviewed a budget supplement, providing percent changes to line items from the 2017 budget. A small revenue increase is the result of updated assessed valuations. <ul style="list-style-type: none"> ○ Technology’s 15.3% increase is largely due to Marmot’s increasing costs. ○ Public Services’ 83.7% budget increase, which is about \$10,000, covers a need for ordering new library cards. ○ Branch Services’ budget will inflate in the second budget draft due to recent notification of a significant increase in courier costs. ○ Collection Management’s gain of 32% has only a \$500 value and will be used for memberships and local staff mileage. ○ Technology Services’ budget decrease of 24% is due to Studio consulting fees not needed in 2018. ● A CP Fund balance drop of 89.4% reflects the decrease in capital planning costs in 2018. ● The overall change in the combined governmental funds balance is -12.3%.
12	Information/ Discussion	<p>Policy for Review: Collection Development Policy 2013</p> <ul style="list-style-type: none"> ● Wade remarked that significant changes in the first paragraph of the policy update the language to reflect MCL’s current mission statement and strategic plan. Collection Development and Smith worked on policy updates to increase readability and consistency. ● Wade notified trustees that five requests for reconsideration of materials have been submitted in 2017, mostly for R-rated movies. None escalated to the board level.
13	Action	<p>Approve Amended Collection Development Policy</p> <ul style="list-style-type: none"> ● Blanchard moved to adopt the amended Collection Development Policy as drafted for board review; Barnett seconded. Motion passed unanimously.
14	Information/ Discussion	<p>Colorado Public Library Standards Discussion: Community Engagement</p> <ul style="list-style-type: none"> ● By unanimous consensus, trustees agreed to table this agenda item until October in order to include more trustees in the discussion.
15	Information/ Discussion	<p>Upcoming Board Meetings</p> <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. October 26, 2017 – Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO ○ Good Governance Committee Meeting 4:30 p.m. October 26, 2017 – Administrative Conference Room, 443 N. 6th St., Grand Junction, CO ● <i>Suggested agenda items for upcoming meetings</i> <ul style="list-style-type: none"> ○ Public Hearing of the Proposed 2018 Budget (2nd Draft) ○ Colorado Public Library Standards Discussion: Community Engagement ○ Update 2017 Display Policy (Following Legal Review) ○ Review Trustee Terms and Commitment
16	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> ● Barnett moved to adjourn the meeting at 6:55 p.m.; Cyphers seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.


 Laurie Tashiro – MCPLD Board President


 Cindy Cyphers – MCPLD Board Secretary

Date: 10/26/2017