



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

Date and Time: Thursday, October 26, 2017 – 5:30 p.m.


Location: Central Library, 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, Rachel Hanson, Bob Kretschman, Austin Mullenix
2	Action	Approval of Agenda <ul style="list-style-type: none"> • Yale moved to approve the agenda as written; Cyphers seconded. Motion carried.
3	Action	Approval of Minutes – September 28, 2017 <ul style="list-style-type: none"> • Cyphers moved to approve the minutes as written; Barnett 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 reported that he began a process of meeting individually with staff and board trustees each month to facilitate better communication within the organization. ○ MCL Comic Con at Two Rivers was a success with 5,500 attendees in its third year. ○ Culture Fest will be held at the Central Library on November 4. ○ MCL’s Information Services staff are working with CMU’s New Dimensions Lifelong Learning Institute to offer classes at the Central Library. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ <u>Financial Update</u>: Public Services expenditures should continue to drop with reduced disc cleaner maintenance costs. Volunteer Services expenditures are down 55% due to timing of volunteer recognitions this year. Technology/Production Services expenses are down 42% for 2017 because more furniture and fixtures were purchased earlier in the year in 2016. 57.9% of the budget has been expended within 75% of the year. ○ <u>Graphs</u>: Currently, assets exceed liabilities and revenue is over expenditures. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Wade said that program attendance, studio use, and meeting room use are trending up. ○ Circulation is down 4%, consistent with previous statistics in 2017. ○ Wade summarized the community room statistics supplement provided in the board packet. There has been a gradual increase in community room use by patrons, but no significant change in use since the Meeting Room Policy was amended earlier in 2017. ○ MCL staff are improving a study room on Central’s ground floor to allow diverse use. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ The 2018 MCL Foundation budget was approved at their October 11 board meeting. ○ The Friends of Mesa County Libraries book sale took place October 19-21. Tentative sales figures are more than \$6,000, and attendance was higher this year than last year. ○ United Way eligibility forms have been submitted for the 2018-2019 literacy grant. ○ MCL Foundation’s Lunch and Learn was well attended on October 25 at Factory. ○ The Vernon Grant for literacy was submitted for \$5,000.

6	Information/ Discussion	<p>Facilities and Security Report from Tim Davis, Facilities Manager</p> <ul style="list-style-type: none"> • Davis described his crew of facilities and security staff. MCL's four security officers have a total of 162 years of law enforcement and security experience. • <i>Central Library's New Rooftop Unit:</i> <ul style="list-style-type: none"> ○ The unit's installation went smoothly, and the unit is working well. ○ Davis will maintain the unit himself during the projected 15-year lifespan of the unit. • <i>New MCL Van:</i> A van was purchased about a year ago for staff transportation use. • Davis thanked the board of trustees and all library departments for doing their jobs well, thus facilitating his team's work and making the library an enjoyable place to work. • <i>Responses to Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> ○ Davis apprised Mahre that he intends to collect all security procedures and create a plan for systematic staff review of each procedural element every three years. ○ Additionally, Davis aims to develop a replacement plan for large equipment. ○ Mahre asked about any feedback on the drive-up book drop at Central. The design is not ideal, but there was no better way to install a book drop on the current property. ○ Davis noted that parking at Central is sufficient since moving staff parking. ○ Davis reported that the on-site coffee shop partnership is working well in the second year of their three-year contract with MCL.
7	Information/ Discussion	<p>Public Hearing of the Proposed 2018 Budget (2nd Draft)</p> <ul style="list-style-type: none"> • <i>Public Hearing:</i> No citizens were present to comment on the second budget draft. • Cole apprised the board that the only significant line item change from the original draft was a 55.9% increase for Branch Services expenses due to a recent increase in courier fees. • The overall governmental funds balance change is a 31.7% increase from the first draft. • The final budget draft will be presented for board approval at the December meeting. If possible at that time, Cole will have final assessed valuations reflected in the budget. • Cole explained to DiDario that health insurance costs remain consistent because rates have not increased during the last few years through MCL's carriers. MCL will eventually see a significant increase in premiums.
8	Information/ Discussion	<p>Policy Update: Display Policy 2017 After Legal Review</p> <ul style="list-style-type: none"> • Tashiro recounted that legal counsel evaluated MCL's Display Policy after the board approved an update in April 2017, and they recommended minor changes. The policy was brought before the board again with legal updates.
9	Action	<p>Approve Updated Display Policy</p> <ul style="list-style-type: none"> • Cyphers moved to approve the updated Display Policy as submitted for board review; Mahre seconded. Motion passed unanimously.
10	Information/ Discussion	<p>Review Trustee Terms and Commitment</p> <ul style="list-style-type: none"> • Smith reviewed trustee terms as outlined in a chart distributed to trustees. The only term imminently expiring is Laurie Tashiro's first term on January 1, 2018. The county requests a recommendation for reappointment from the board. A recommendation letter was drafted by Barnett, to which an agreement of the board by consensus could be added. • Board trustees agreed by consensus to recommend Tashiro's reappointment to the board for a second term.
11	Information/ Discussion	<p>Colorado Public Library Standards Discussion: Community Engagement</p> <ul style="list-style-type: none"> • <i>Why Community Engagement?</i> <ul style="list-style-type: none"> ○ Sanchez expressed the difficulty in measuring the library's community engagement, but conceded the value of libraries positioning themselves for community support in times of need through community engagement. ○ Launched by the CO State Library and CO Library Consortium, the Research Institute for Public Libraries (RIPL) began in CO to teach libraries how to measure and communicate their impact in communities. RIPL now operates nationally. • <i>CO State Library created checklists for libraries' use to assess community engagement:</i> <ul style="list-style-type: none"> ○ Basic Checklist: Sanchez expounded on MCL's community-wide connections with local groups, cooperative agreements, recruiting community volunteers, Friends and Foundation with separate funds, involving staff and the community in creation of long-range plans (MCL excels), collecting statistics and conducting research (MCL wants to improve), and building social capital through civic engagement.

		<ul style="list-style-type: none"> ○ Future-focused Checklist: Sanchez interpreted current and future activities of MCL that involve convening community meetings to address community issues/needs, collecting and providing information to the community, cooperative planning and programming, embedding library staff in community, inviting community groups to volunteer, and recruiting mentors to assist in programs. ● <i>Responses to Questions and Comments by Board Trustees:</i> <ul style="list-style-type: none"> ○ Sanchez apprised the board that patrons can submit comments on the MCL website contact page, and they receive responses. Other methods of input implemented, such as year-end and targeted event surveys, and future possibilities were detailed. ○ Mahre commented that he sees social capital in MCL’s oral history and parks backpack collections. ○ Blanchard emphasized that narrative from community input and MCL’s work is a discussion and not always quantifiable, but narrative stories have significant value.
12	Information/ Discussion	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● <i>Location and time of next meeting</i> <ul style="list-style-type: none"> ○ Regular Meeting: 5:00 p.m. December 7, 2017 – Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO ● <i>Suggested agenda items for upcoming meeting</i> <ul style="list-style-type: none"> ○ Presentation of the Final 2018 Budget for Adoption ○ Three Financial Resolutions: adopt the annual budget for 2018, appropriate sums of money, and certify mill levy ○ Nomination and Election of Board Officers for 2018 ○ Internal Audit Report
13	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> ● Barnett moved to adjourn the meeting at 6:54 p.m.; Yale seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.


 Laurie Tashiro – MCPLD Board President


 Cindy Cyphers – MCPLD Board Secretary

Date: Dec. 7, 2017