



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

MINUTES

Date and Time: December 7, 2017 – 5 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 5:00 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, James Price, Blair Wade, Wynell Webster, Gail Yerbic
2	Action	Approval of Agenda <ul style="list-style-type: none"> • Barnett moved to approve the agenda as written; Yale seconded. Motion carried.
3	Action	Approval of Minutes – October 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"> ○ Sanchez thanked the board trustees for their volunteer service during the past year. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Financial Update: The new HVAC unit accounts for the increase in 2017 capital expenditures. The December financial update will add a significant capital expense due to the property purchase (Mesa County approved zoning). ○ Cole explained for DiDario that Collection Management will no longer be under budget for the year once their year-end expenditures are completed in December. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ E-resource use is up almost 28% due to extensive use of ReferenceUSA, a business market database, while projects were conducted at Factory in October. ○ Wade added a special events category on the statistics report to account for large, all-ages events without skewing regular program and class attendance numbers. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ United Way grant application for \$10,000 for Literacy Center was submitted. ○ The Literacy Center was awarded a \$1,000 grant from Vernon Library Supplies. ○ Artist in Residence applicants were interviewed; selections were made for 2018. ○ The Grand Junction Commission on Arts and Culture grant application for \$3,000 for Culture Fest 2018 will be submitted December 21. ○ Kllanxhja, Sanchez, and Nicole Fitzgerald will meet with a potential donor for a library community garden project. ○ The Western Colorado Community Foundation plans to donate \$5,000 to purchase instruments for 970West Studio. ○ Blanchard counseled investigating insurance liability for a private label wine that is under consideration by Mesa County Libraries Foundation.
6	Information/ Discussion	Review Draft 2018 Board Meeting Schedule <ul style="list-style-type: none"> • Trustees agreed by consensus to approve the 2018 draft board meeting schedule.

7	Information	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> • Cyphers reported that the Good Governance Committee met on October 26 solely to determine a slate of officers for 2018. Meeting minutes were included in the board packet. • The Good Governance Committee submitted the following candidates for the board’s consideration as 2018 officers: for president, Laurie Tashiro; for vice president, Dean DiDario; for secretary, Cindy Cyphers.
8	Action	<p>Nomination and Election of Board Officers for 2018</p> <ul style="list-style-type: none"> • Tashiro restated the Good Governance Committee’s nominees. No further nominations were made. Tashiro declared Tashiro, DiDario, and Cyphers elected by acclamation.
9	Information/ Discussion	<p>Internal Audit Report</p> <ul style="list-style-type: none"> • DiDario and Blanchard chronicled their experience conducting an internal audit that examined MCL’s asset acquisition, accounting, depreciation, tracking, and disposal. <ul style="list-style-type: none"> ○ After interviewing multiple MCL employees, they determined that library staff are appropriately following the library’s asset accounting procedures. ○ Blanchard and DiDario do not advise any changes to the internal audit process. They recommend continuing this program for trustees’ organizational comprehension. • Trustees asked Blanchard and DiDario to conduct an additional internal audit as a control. Each subsequent audit will retain one experienced trustee and replace the other trustee.
10	Information/ Discussion	<p>Presentation of the Final 2018 Budget for Adoption</p> <ul style="list-style-type: none"> • Cole stated that 2017 projections were updated from the previous draft. The only change from the second draft 2018 budget was a drop in courier costs after further negotiations. • The line item “capital asset or improvement” in the 2018 capital project fund includes \$400,000 for anticipated pre-construction fees during the 2018 budget year.
11	Action	<p>Resolution #17-03 – A Resolution to Adopt Annual Budget for 2018</p> <ul style="list-style-type: none"> • DiDario moved to approve Resolution #17-03, a Resolution to Adopt Annual Budget for 2018 as submitted for board review; Barnett seconded. Motion passed unanimously.
12	Action	<p>Resolution #17-04 – A Resolution to Appropriate Sums of Money</p> <ul style="list-style-type: none"> • Yale moved to approve Resolution #17-04, a Resolution to Appropriate Sums of Money as submitted for board review; Mahre seconded. Motion passed unanimously.
13	Action	<p>Resolution #17-05 – A Resolution to Certify the Mill Levy</p> <ul style="list-style-type: none"> • Cyphers moved to approve Resolution #17-05, a Resolution to Certify the Mill Levy as submitted for board review; Barnett seconded. Motion passed unanimously.
14	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"> ○ Good Governance Committee: 11:00 a.m. January 18, 2018 – Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO ○ Annual Meeting: 5:30 p.m. January 25, 2018 – 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"> ○ Presentation of the 2018 policy review schedule ○ Resolution to approve the 2018 board meeting schedule and posting locations ○ Board committee appointments
15	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Barnett moved to adjourn the meeting at 5:28 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: _____