



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

## MINUTES

Date and Time: Thursday, January 25, 2018 – 5:30 p.m.

Location: Central Library, 443 N. 6<sup>th</sup> 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"> <li>President called to order the annual meeting at 5:30 p.m. A quorum was present.</li> <li>BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Laurie Tashiro</li> <li>BOARD EXCUSED: Jean Yale</li> <li>BOARD ABSENT: Chris Mahre</li> <li>STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Tim Davis, Rachel Hanson, Bob Kretschman, Austin Mullenix, James Price, Wynell Webster</li> </ul>
2	Action	Approval of Agenda <ul style="list-style-type: none"> <li>Blanchard moved to approve the agenda as written; Cyphers seconded. <b>Motion carried.</b></li> </ul>
3	Action	Approval of Minutes – December 7, 2017 <ul style="list-style-type: none"> <li>Barnett moved to approve the minutes as written; Cyphers seconded. <b>Motion carried.</b></li> </ul>
4	Information	Citizens to be Heard <ul style="list-style-type: none"> <li>No citizens to be heard.</li> </ul>
5	Information/ Discussion	Director and Administrative Updates <ul style="list-style-type: none"> <li><i>Director Report from Sanchez</i> <ul style="list-style-type: none"> <li>Technology Services, Collection Management, and Communications departments are collaborating on Studio Lounge live music recordings of local bands, which will be added to MCL's collection. Sanchez provided an overview and played an initial video.</li> <li>Wade described current collection weeding efforts to DiDario, with a focus on providing high-demand items as guided by the Collection Development Policy.</li> </ul> </li> <li><i>Financial Report from Cole</i> <ul style="list-style-type: none"> <li>Comparative Balance Sheet: Cole apprised trustees that 2016 figures were converted to full accrual, whereas preliminary YTD 2017 figures currently reflect modified accrual. Non-depreciable capital assets will retain their current value, but depreciable capital assets will be updated with another year of depreciation after full accrual.</li> <li>DiDario expressed concern about an apparent surplus in the library collection budget.</li> </ul> </li> <li><i>Statistics Report from Wade</i> <ul style="list-style-type: none"> <li>Wade stated that number of items owned by MCL reflects a consistent collection size.</li> <li>Wade explained that the number of library cardholders is reaching a more accurate equilibrium since 2011 updates to the card expiration period and purge cycle.</li> <li>Collection Development is strategically developing the collection considering increased courier rates.</li> <li>The largest statistical increases in 2017 were in special event and program attendance.</li> <li>At Blanchard's request, Wade cited construction delays, Factory Coordinator turnover, and the novelty of Factory as influences leading to low Factory patron visits in 2017.</li> <li>Wade reviewed end-of-year statistics reports for 2017.               <ul style="list-style-type: none"> <li>Circulation and cardholders decreased. Library visits and program attendance increased. 2017 was the best year to date for eResource use.</li> <li>De Beque Branch visit numbers dropped due to a summer construction closure.</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Kllanxhja reported presenting a final report on Culture Fest 2017 to the Grand Junction Commission on Arts and Culture on January 24.</li> <li>○ The MCL Foundation Board scheduled a board retreat at Grande River Vineyards on January 31. Kllanxhja described agenda items for this meeting.</li> <li>○ Kllanxhja updated Blanchard on the status of library private label wine liability.</li> </ul> </li> </ul>
6	Information/ Discussion	<p>Report from Austin Mullenix, Head of Public Services</p> <ul style="list-style-type: none"> <li>• Mullenix detailed Public Services' regular responsibilities.</li> <li>• Mullenix and Library Assistant Andy Hamilton began offering periodic customer service training to all MCL staff in 2017. They will be sharing this idea with colleagues during a presentation at the Colorado Library Consortium conference in March 2018.</li> <li>• <i>2017 Public Services Department Highlights:</i> <ul style="list-style-type: none"> <li>○ The incoming courier year-end total was 7,711 totes, with a daily average of 31 totes received and an average turnaround time of eight hours.</li> <li>○ Daily average shelving accuracy is currently about 90%.</li> <li>○ Words on Wheels (WoW) total patrons increased from 250 in 2016 to 335 in 2017.</li> <li>○ Mullenix chairs Marmot's Access Services Committee.</li> <li>○ Public Services experienced notably low departmental turnover of 2.2%.</li> <li>○ Mullenix delivered a presentation at the annual Colorado Association of Libraries conference on the walk-around interview strategy used at MCL.</li> </ul> </li> <li>• <i>Responses to Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> <li>○ Mullenix informed Tashiro that it takes an average of 49.3 contiguous hours to return an item to library shelves. This number has decreased under Mullenix's leadership.</li> <li>○ Mullenix described the customer service training program for Blanchard.</li> <li>○ Mullenix related experiences fielding diverse patron questions for DiDario.</li> </ul> </li> </ul>
7	Information	<p>2018 Board Ethics and Conflict of Interest Statements</p> <ul style="list-style-type: none"> <li>• Tashiro noted Ethics Statements and Conflict of Interest Policies were provided to trustees. Trustees present signed these documents and returned them to Smith to keep on file.</li> </ul>
8	Information/ Discussion	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> <li>• Cyphers recounted discussions from the January 18 Good Governance Committee meeting: <ul style="list-style-type: none"> <li>○ <i>Board Handbook Updates:</i> Routine updates for 2018 do not require board approval. The Good Governance Committee plans to fully review and update the board bylaws, which will be presented to the board for approval later in 2018. Internal audit guides will be added to the handbook with board approval once they have been developed.</li> <li>○ <i>Committees:</i> Good Governance added a new committee—Capital Projects Committee.</li> <li>○ <i>Quorum Discussion:</i> Sanchez explained that during the three regular board meetings involving budget presentation and approval, the establishment of a quorum of the board is crucial to the district's ability to conduct business. Trustees have the option to teleconference in to meetings in order to establish a quorum, given advance notice.</li> </ul> </li> </ul>
9	Information/ Discussion	<p>2018 Board Committee Assignments</p> <ul style="list-style-type: none"> <li>• Tashiro announced board committee appointments and solicited volunteer chairs. <ul style="list-style-type: none"> <li>○ <i>Executive Committee:</i> Tashiro (chair), Barnett, Cyphers, DiDario, Sanchez</li> <li>○ <i>Personnel:</i> Barnett (chair), Sanchez, Tashiro</li> <li>○ <i>Good Governance:</i> Cyphers (chair), DiDario, Mahre, Sanchez, Tashiro</li> <li>○ <i>Audit:</i> DiDario (chair), Blanchard, Tashiro</li> <li>○ <i>Finance:</i> Mahre (chair), DiDario, Sanchez, Tashiro</li> <li>○ <i>Capital Projects:</i> Blanchard (chair), Cole, Mahre, Sanchez, Tashiro</li> </ul> </li> <li>• 2018 MCL Foundation Liaisons: Barnett and Cyphers</li> <li>• Tashiro reminded chairs that committee meetings are open to all interested trustees.</li> </ul>
10	Action	<p>Resolution #18-01 – A Resolution to Designate the District's Posting Locations and Adopt the 2018 Board Meeting Schedule</p> <ul style="list-style-type: none"> <li>• Smith detailed a change from the previous year's resolution that adds Fruita Branch as an official posting location in addition to Central, Clifton Branch, and Mesa County.</li> <li>• Cyphers moved to approve Resolution #18-01; Barnett seconded. <b>Motion carried.</b></li> </ul>
11	Information/ Discussion	<p>Policies Due for Review in 2018</p> <ul style="list-style-type: none"> <li>• Sanchez detailed the proposed schedule for board policy review in order (one per month beginning in February): Purchasing, Internet Use, Management of Capital Assets, Art</li> </ul>

		Exhibit, Open Records Request, Sponsorship and Donation, Disposal of Surplus Property, and Public Demonstration and Petition Policies. <ul style="list-style-type: none"> <li>Once policies are reviewed in 2018, the board will be current on a three-year review cycle.</li> </ul>
12	Information/ Discussion	Capital Campaign Update <ul style="list-style-type: none"> <li>Sanchez stated that five acres in Fruitvale were purchased by the district on December 15.</li> <li>Kllanxhja and Sanchez are working on plans for a capital campaign.</li> <li>Upcoming steps in a capital campaign to fund construction of a new east valley branch: <ul style="list-style-type: none"> <li>An MCL Foundation retreat will address several groundwork campaign elements.</li> <li>Request a Mesa County Federal Mineral Lease District planning grant in March.</li> </ul> </li> <li>Once initial funding is secured, Tashiro requested creation of a capital campaign timeline that coordinates fundraising, the building process, and deadlines.</li> <li>Sanchez sketched a preliminary timeline for trustees with events leading up to an expected branch opening in 2020. \$1.5 million must be fundraised in order to build the new branch.</li> </ul>
13	Action	Approve Mesa County Federal Mineral Lease District Grant Opportunity <ul style="list-style-type: none"> <li>Cyphers moved that the board approve proceeding with a grant application to the Mesa County Federal Mineral Lease District; DiDario seconded. <b>Motion carried.</b></li> </ul>
14	Information/ Discussion	Upcoming Board Meetings <ul style="list-style-type: none"> <li><i>Location and time of next meetings</i> <ul style="list-style-type: none"> <li>An Executive Committee meeting on January 24 was postponed. Trustees will determine an alternative meeting date during the week of February 12.</li> <li>Regular Meeting: 5:30 p.m. February 22 – Central Library Monument Community Room, 443 N. 6<sup>th</sup> St., Grand Junction, CO.</li> </ul> </li> <li><i>Suggested agenda items for upcoming meetings</i> <ul style="list-style-type: none"> <li>Policy Due for Review: Purchasing Policy 2015 (Cole)</li> <li>Strategic Plan Report (Wade and Sanchez)</li> </ul> </li> </ul>
15	Closing	Adjournment <ul style="list-style-type: none"> <li>Barnett moved to adjourn the meeting at 6:50 p.m.; Cyphers seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.

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Laurie Tashiro – MCPLD Board President

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Cindy Cyphers – MCPLD Board Secretary

Date: \_\_\_\_\_