



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

MINUTES

Date and Time: Thursday, March 29, 2018 – 5:30 p.m.


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

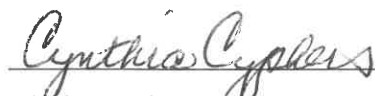
No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> • President called to order the regular meeting at 5:30 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Shana Wade, Tim Davis, Betsey Dick, Rachel Hanson, Bob Kretschman, Austin Mullenix, James Price, Blair Wade, Wynell Webster, Gail Yerbic
2	Action	Approval of Agenda [with changes] <ul style="list-style-type: none"> • Cyphers moved to approve the agenda with the removal of item #15 (executive session); DiDario seconded. Motion carried.
3	Action	Approval of Minutes – February 22, 2018 <ul style="list-style-type: none"> • Mahre moved to approve the minutes as written; Blanchard 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 revealed that MCL will cooperate with Atlasta Solar to install an electric vehicle charging station on library property in a parking space behind 970 West Studio. A state grant and Atlasta will fund all of the project’s initial and ongoing costs. ○ Sanchez noted that there are now three monthly library events at Factory. ○ Rachel Hanson is in the process of establishing MCL as a Patent & Trademark Resource Center (PTRC), a national designation through the federal patent office. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ <u>Comparative Balance Sheet</u>: Cole completed the process to full accrual, and assets and liabilities are now updated. DiDario requested an additional property asset update. ○ <u>Financial Update</u>: 30.5% of revenue has been received and 15% of the budget has been expended within 16.7% of the fiscal year. ○ <u>2017 Draft Financial Statements</u>: Net position has a small increase from 2016, largely due to asset additions. These statements are “draft unaudited” until the auditors present to the board in May. The balance sheet reflects that in 2017, \$207,000 was added to the fund balance due to property purchase savings. The total fund balance at the close of 2017 was \$6,413,948. Capital outlay in 2017 had a favorable variance of \$1,144,000. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Wade reported that expired library cards were purged in February, leaving the number of cardholders flat with 2017’s number of cardholders after the annual purge. ○ Circulation continues to trend down about 4-5% overall, but eResource use continues to increase. The number of library visits remains strong. ○ Hanson and Wade clarified Factory patron use tracking challenges. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ MCL’s private wine label partnership with Grande River Vineyards is progressing. ○ Attendance at all of MCL’s Write a Will workshops was at capacity or nearly full.

		<ul style="list-style-type: none"> ○ The United Way allocation panel for the Literacy Center will take place April 18. ○ The Foundation's Donor Wall Committee met. Artist Cynthia Duff advised that she will move the art to its original stairwell and will add wall art as a donation to MCL. The MCL Foundation will determine funding for a new digital donor wall on April 11. ○ Mesa County Federal Mineral Lease District representatives offered to present to the MCL district board about their funding.
6	Information/ Discussion	<p>Report from Betsey Dick, Head of Collection Management</p> <ul style="list-style-type: none"> ● Dick detailed departmental acquisitions, cataloging, processing, and maintenance duties. ● <i>New Collection Additions:</i> <ul style="list-style-type: none"> ○ Digital Repository on MCL's website of 970West Studio collections ○ Non-traditional: eBooks from Learning Express, Playaway Launchpads, games ○ Added more than 33,000 items and received more than 3,400 patron requests in 2017 ● <i>Other Recent Projects:</i> Expanded Lucky Day collections, revised Collection Development Policy, switched discarded collection service provider, switched audiobook vendor, removed teen audiobook category and merged into children's or adult audiobooks, removed oversized collection, and made juvenile holiday items publicly accessible. ● <i>Annual Collection Analysis:</i> Reviewed and analyzed collection circulation, turnover, budget, value, cost per circulation, and popularity in 2017. <ul style="list-style-type: none"> ○ Highest Turnover: DVDs, video games, A/V equipment, local passes ○ Highest Cost Per Circulation: teen audio and adult audio ○ Top circulation performers included adult and children's DVDs and children's print. ○ Adult non-fiction circulation increased 21%, and park pass circulation was strong.
7	Information/ Discussion	<p>Policy for Review: Purchasing Policy 2015</p> <ul style="list-style-type: none"> ● <i>Proposed Policy Changes:</i> Policy language was reworked by Smith and legal to improve readability. State statute references were updated. Considering inflation, Cole advised increasing purchase order and RFP (request for proposal) requirement thresholds. ● Blanchard commented that the policy's elaboration on local vendor preference may be better worded as giving "up to" a five percent price allowance.
8	Action	<p>Approve Amended Purchasing Policy</p> <ul style="list-style-type: none"> ● Blanchard moved to adopt the revised Purchasing Policy with an additional change to the second sentence in the policy's "Local Vendor Preference" section to read, "Local vendors may be given up to a five percent price allowance in order to encourage local purchasing."; Barnett seconded. Motion passed unanimously.
9	Information/ Discussion	<p>Policy for Review: Internet Use Policy 2014</p> <ul style="list-style-type: none"> ● Wade specified that the Internet Use Policy addresses library computer device use and publicly available Wi-Fi at MCL. ● <i>Proposed Policy Changes:</i> Smith updated overall policy language. Wade added a section to the policy about confidentiality and privacy of patrons' information. Access by minors and parents' responsibilities were clarified. The list of prohibited uses was streamlined. ● Wade informed Mahre that the greatest misuse issue is visitors who attempt to use computers more than the allotted per-patron time limit.
10	Action	<p>Approve Amended Internet Use Policy</p> <ul style="list-style-type: none"> ● DiDario moved to approve the amended Internet Use Policy as presented; Mahre seconded. Motion passed unanimously.
11	Information/ Discussion	<p>National and County Circulation Trends</p> <ul style="list-style-type: none"> ● Sanchez described national circulation trends during the last five years indicating lower circulation and fewer reference help requests according to Pew Research Center statistics. <ul style="list-style-type: none"> ○ MCL's recent 5% decrease is lower than national and state circulation decreases. ○ Use seems to be shifting from print materials toward database and eResources. ● Wade discussed MCL statistics, which have few consistent circulation trends. <ul style="list-style-type: none"> ○ Tashiro observed that MCL's performance remains strong as long as visits stay strong, an indication that MCL's services are evolving. Mahre spoke to MCL's robust visits. ○ Blanchard granted that circulation may need to be redefined with library use evolution. Sanchez shared that MCL staff are communicating well about other services available. ○ Wade explained to Mahre that there is no effective way to track on-site-only use of materials other than counting items needing re-shelved each morning.

12	Information/ Discussion	<p>Proposed Changes to De Beque Branch Operating Hours and Shared Library Agreement</p> <ul style="list-style-type: none"> • Trustees were informed of the existing weekly De Beque Branch hours (two full days and two evenings), a staff proposal to reduce the De Beque Branch hours to one full day (Friday), and MCL’s proposed changes to the De Beque Shared Library Agreement. • Wade notified the board that the recent De Beque Branch Manager’s departure from MCL prompted administrative analysis of declining branch use and branch staffing challenges. <ul style="list-style-type: none"> ○ With reduced hours, the branch would be staffed by existing Branch Services staff. ○ Sanchez disclosed a possible conflict between the proposed change in hours and the existing agreement with the school district. ○ Head of Branch Services Wynell Webster described current branch use patterns. • Extensive discussion ensued concerning public notice to the community, the proposed significant reduction in hours, limiting available use to one day, interpretation of the shared library agreement’s terms, and balancing the number of branch hours with staff availability. <ul style="list-style-type: none"> ○ Barnett advised creating a temporary solution for branch hours utilizing current MCL staff and then working on an amended agreement and timeline for permanent changes. ○ Mahre counseled the board on the agreement’s terms and suggested deliberately addressing proposed changes with both involved boards over several months’ time. ○ Board trustees agreed on the necessity to cut Wednesday and Thursday evening hours. • Trustees requested financial data for staffing options and anecdotal patron feedback.
13	Action	<p>Approve Changes to De Beque Branch Operating Hours</p> <ul style="list-style-type: none"> • Cyphers moved to change the De Beque Branch hours to 9 a.m. to 1 p.m. and 1:30 p.m. to 5:30 p.m. on both Fridays and Saturdays, effective April 2; Yale seconded. Blanchard suggested clarifying the motion with the addition “until further notice.” Cyphers amended the motion as proposed. Motion with amendment passed unanimously.
14	Information/ Discussion	<p>Monetizing the Library</p> <ul style="list-style-type: none"> • Tashiro distributed two articles to trustees and directors and elaborated on unique library space uses in Wisconsin’s Green Bay area (Brown County) and Appleton city libraries. <ul style="list-style-type: none"> ○ A Green Bay area library charges for use of coworking spaces, thereby supplementing their reduced county funding. Appleton’s library has proposed a mixed-use capital project with condominiums, office, retail, and library spaces. The Appleton library anticipates that this private sector cooperation will allow more economic stability. ○ Tashiro asked trustees and directors to consider potential unconventional space use, community needs, and naming ideas when planning for a new east valley branch.
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"> ○ Good Governance Committee meeting – date TBD ○ Regular Meeting: 5:30 p.m. April 26 – 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 Quarter Internal Audit Report ○ Analysis of Recent Community Room Use ○ Policy for Review: Management of Capital Assets 2015 (Cole) ○ De Beque Branch Shared Library Agreement Discussion
16	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Mahre moved to adjourn the meeting at 7:55 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: April 26, 2018