



Mesa County Libraries  
**BOARD**  
 OF **TRUSTEES**  
 • B O A R D M E E T I N G •

## MINUTES

Date and Time: Thursday, April 26, 2018 – 5:30 p.m.

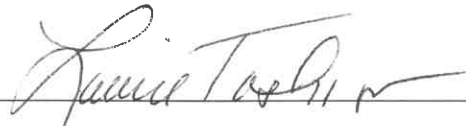
Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Monument Community Room

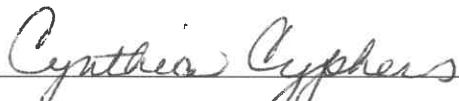
No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> <li>• President called to order the regular meeting at 5:30 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale</li> <li>• STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Tim Davis (through agenda item #6), Bob Kretschman, James Price, Wynell Webster, Gail Yerbic</li> </ul>
2	Action	Approval of Agenda [with changes] <ul style="list-style-type: none"> <li>• Sanchez suggested that agenda item #11 (Approve Amended De Beque Shared Library Agreement) be struck due to insufficient information to support a board decision.</li> <li>• Cyphers moved to approve the agenda with the removal of agenda item #11 as suggested; Yale seconded. <b>Motion carried.</b></li> </ul>
3	Action	Approval of Minutes – March 29, 2018 <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>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Mesa County Federal Mineral Lease District awarded \$100,000 for capital project planning for the MCL east valley library project at their April 25 meeting.</li> <li>○ Desert Vista Garden Club awarded \$1,000 for the MCL community garden project.</li> <li>○ An MCL grant application for \$2,000 was submitted for PBS's Great American Read.</li> <li>○ A Wine Launch Party for Well Read will be held May 17 at Grande River Vineyards.</li> <li>○ A concert to benefit Foundation (MCLF) is scheduled at Grande River Vineyards on June 30.</li> <li>○ MCLF is considering a shopping option for movie rights to <i>Eclipse</i>.</li> </ul> </li> <li>• <i>Director Report from Sanchez</i> <ul style="list-style-type: none"> <li>○ The new digital conversion station is a popular new resource at the Central Library.</li> <li>○ The MCL passes program has expanded to include Western Colorado Center for the Arts passes and Colorado National Monument passes.</li> <li>○ Sanchez noted a correction to a veteran's name in the Technology Services report.</li> <li>○ Jim Stafford, a veteran recorded for Veterans Remember, passed away recently.</li> </ul> </li> <li>• <i>Financial Report from Cole</i> <ul style="list-style-type: none"> <li>○ Comparative Balance Sheet: Land value is now updated in assets and equity.</li> <li>○ Financial Update: MCL has collected 38% of expected revenue and has expended 22.7% of the budget within 25% of the fiscal year.</li> </ul> </li> <li>• <i>Statistics Report from Sanchez (in place of Wade)</i> <ul style="list-style-type: none"> <li>○ Sanchez reported that Wade is attending a Library Design Institute training in Utah.</li> <li>○ According to Marmot data, other Colorado libraries are often trending significantly higher declines in circulation than MCL.</li> <li>○ MCL social media now has almost 10,000 followers, well above many other Colorado libraries and up 27% from 2017. Trustees discussed online MCL patron use.</li> <li>○ Blanchard requested continuing feedback on Factory attendance.</li> </ul> </li> </ul>

6	Information/ Discussion	<p>Report from Tim Davis, Facilities Manager</p> <ul style="list-style-type: none"> <li>• Davis's record of low staff turnover will change with two staff members retiring in 2018.</li> <li>• <i>Facilities Statistics:</i> <ul style="list-style-type: none"> <li>○ Number of work orders in 2017: 744 (with many additional verbal work orders)</li> <li>○ Security's recorded patron contacts in 2017: 1,493 (likely just as many are unrecorded)</li> </ul> </li> <li>• <i>The Daily Sentinel</i> homelessness article in February 2018 highlighted MCL security staff.</li> <li>• The total square footage of MCL facilities is about 72,862 square feet, with properties ranging from Gateway's 450 square feet to Central's 47,598 square feet; MCL staff directly maintain about 60,000 square feet. The remaining maintenance and/or cleaning is subcontracted or is the responsibility of the property owners.</li> <li>• <i>Utilities:</i> Davis described balanced or favorable utility cost changes resulting from minor temperature adjustments and building utility management changes during the past year.</li> <li>• <i>Responses to Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> <li>○ Davis reported the roof replacement at Palisade is contracted but not scheduled.</li> <li>○ Davis told Mahre that there are few major concerns with library security. Staff are well prepared with training for various emergency scenarios. Theft is an ongoing issue at library facilities, and the most common issues are sleeping and smoking on premises.</li> <li>○ Davis notified Blanchard that annual numbers of recorded patron contacts remain flat.</li> <li>○ Davis informed DiDario that there are few noise complaints.</li> </ul> </li> </ul>
7	Information/ Discussion	<p>First Quarter 2018 Internal Audit Report</p> <ul style="list-style-type: none"> <li>• DiDario recounted that the board's second internal audit focused on internal controls. <ul style="list-style-type: none"> <li>○ Cole explained that she used professional auditors' questions as a template and then modified them into non-technical language for trustees' use.</li> <li>○ DiDario noted the basic questions provided by Cole spur other questions of interest.</li> </ul> </li> <li>• Blanchard and DiDario reported significant learning during the internal audit process. They exposed no major concerns, but they generated some procedural ideas for MCL staff to consider. Blanchard and DiDario support continuing the board's internal audit process.</li> <li>• Cyphers volunteered to work with Blanchard on the second quarter 2018 internal audit.</li> </ul>
8	Information/ Discussion	<p>Capital Projects Committee Report</p> <ul style="list-style-type: none"> <li>• Smith distributed paper copies of minutes to trustees from the April 23 committee meeting.</li> <li>• Blanchard reported the committee's work to the board. He endorsed the Capital Projects Committee consensus that employing an owner's representative (construction manager) this early in the timeline for the east valley branch capital project is not warranted.</li> <li>• The committee and staff concurred that a professional architectural service limited RFP for preliminary concept designs should be issued by July to aid current fundraising efforts. Tashiro noted that the architect could also facilitate staff and community input on design.</li> <li>• The committee plans to meet again in June.</li> </ul>
9	Information/ Discussion	<p>Meeting Room Use Update</p> <ul style="list-style-type: none"> <li>• In Wade's absence, Sanchez shared charts illustrating meeting room use from 2014 to 2018 comparing staff/MCL program and patron use, and comparing patron use year over year. <ul style="list-style-type: none"> <li>○ Blanchard noted the importance of this discussion considering design of a new branch.</li> <li>○ Sanchez observed that exclusively outside group room use results in additional staff commitment despite outside groups' responsibility to clean rooms after use.</li> </ul> </li> <li>• Based on trustee discussion, Sanchez will request that Wade further divide statistical meeting room use categories such as staff only, patron, and MCL program/partnership uses.</li> </ul>
10	Information/ Discussion	<p>De Beque Shared Library Agreement</p> <ul style="list-style-type: none"> <li>• Sanchez announced that he is awaiting direct feedback from the De Beque School District board. The superintendent seems amenable to the working copy of the amended contract.</li> <li>• Sanchez counseled that based upon public and school district feedback, he prescribed lowering the number of hours committed to public use (i.e. eight hours) in the agreement.</li> <li>• The new draft agreement includes insurance requirements and mutual hold harmless.</li> </ul>
11	Information/ Discussion	<p>Update on De Beque Branch Operating Hours</p> <ul style="list-style-type: none"> <li>• Sanchez reported that Kretschman collected written, email, phone, and social media feedback regarding the reduction in hours of the De Beque Branch. <ul style="list-style-type: none"> <li>○ Sanchez anonymously read some patron letters and social media responses to trustees.</li> <li>○ Sanchez concluded that the public response is tepid.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Until the shared library agreement is amended, MCL must maintain a minimum schedule of 16 public library hours per week as mandated by the current agreement.</li> <li>• Trustees additionally solicited feedback from Head of Branch Services Wynell Webster and discussed influential variables and considerations within the De Beque community.</li> </ul>
12	Information/ Discussion	<p>Production Ethics: Studio Lounge</p> <ul style="list-style-type: none"> <li>• Sanchez reported to the board that an ethical question recently arose after a Studio Lounge artist used a racial slur in a song. Individuals or groups may often judge library materials offensive; however, he advised scrutinizing MCL-produced materials more rigorously.             <ul style="list-style-type: none"> <li>○ MCL managers discussed the song in question and decided to edit over the racial slur.</li> <li>○ Sanchez acknowledged various considerations that challenge the library’s ability to address content ethics questions consistently.</li> <li>○ A racial slur in a Veterans Remember video was kept intact due to historical context.</li> <li>○ Sanchez described several other instances of questionable exhibits and why decisions were made to keep or remove art on display.</li> </ul> </li> <li>• Sanchez wished to establish a precedent of MCL discourse on ethics questions considering legal implications, library policies, and full disclosure to MCL’s board of trustees.</li> </ul>
13	Information/ Discussion	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>• <i>Location and time of next meetings</i> <ul style="list-style-type: none"> <li>○ Regular Meeting: 5:30 p.m. May 31 – 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>○ 2017 Audit Presentation</li> <li>○ De Beque Shared Library Agreement</li> <li>○ Policy for Review: Management of Capital Assets 2015</li> <li>○ Policy for Review: Art Exhibit 2015</li> </ul> </li> </ul>
14	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Yale moved to adjourn the meeting at 7:29 p.m.; Mahre seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.

  
 Laurie Tashiro – MCPLD Board President

  
 Cindy Cyphers – MCPLD Board Secretary

Date: 5/31/18