



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

MINUTES

Date and Time: Thursday, May 31, 2018 – 5:30 p.m.

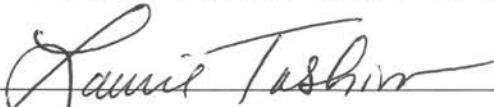
Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room

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, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro, Jean Yale • BOARD ABSENT: Barry Blanchard • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Joseph Sanchez, Stacey Smith, Matt Alleman, Jessica Geddes, Bob Kretschman, James Price, Wynnell Webster, Gail Yerbic • GUESTS PRESENT: Lisa Hemann (present through agenda item #7)
2	Action	Approval of Agenda [changed] <ul style="list-style-type: none"> • Tashiro proposed a change to the agenda, adding an action item after agenda item #8 to support program assurances for Adult Education and Family Literacy Act Grant Program. • Yale moved to approve the agenda with the proposed addition; Mahre seconded. Motion carried.
3	Action	Approval of Minutes – April 26, 2018 <ul style="list-style-type: none"> • Barnett 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	Board President Statements <ul style="list-style-type: none"> • <i>Well Read Launch and MCLF Benefit Concert:</i> Tashiro praised the MCL Foundation’s wine launch event. She notified trustees that more fundraising events are expected as the capital campaign develops, and she advised district board attendance at these events. • <i>Career Online High School Graduation:</i> Tashiro described the Career Online High School graduation as a meaningful, well-planned, and polished event. • <i>Library Director Departure:</i> Tashiro announced that Joseph Sanchez will resign his position as Library Director. At the June 28 board meeting, the board plans to appoint MCL Associate Director Shana Wade as Interim Library Director. <ul style="list-style-type: none"> ○ An Executive Committee meeting for Sanchez’s exit interview is planned during the week of June 11, and other trustees outside of the committee are welcome to attend. ○ The Good Governance Committee will address director position announcement details. ○ Tashiro encouraged trustees to respond promptly to board emails and meeting polls. ○ A Search Committee for the library director position will be formed. Committee members must be highly available during the next several months.
6	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 submitted a copy of his resignation letter, effective June 22. Sanchez discerned that MCL’s achievements have been derivatives of the interpersonal relationships and organizational culture that arose from talented, competent staff and board members. He has most valued working with these people. He opined that MCL’s district board is the best board that he has worked with in his career. ○ Summer Reading, a premier library event for all ages, launched the week of May 29.

		<ul style="list-style-type: none"> ○ Jessica Geddes, MCL’s Art Librarian, attended the Colorado Creative Industries Summit and has been involved in establishing Grand Junction as a Colorado Creative District. Additionally, Sanchez noted that Geddes was available at this meeting to comment as needed during board consideration of Art Exhibit Policy amendments. ● <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: YTD expenditures are similar to 2017 expenditures. ○ Financial Update: There was a slight increase in total revenue YTD from 2017. YTD expenditures increased about \$125,000 between 2017 and 2018, but the district has expended 29% of the budget with 33% of the year elapsed. ○ Graphs: On the balance sheet supplement, Cole drew the board’s attention to current assets and total liabilities. District assets in 2017 covered liabilities 3.89 times, whereas 2018 assets improved to cover liabilities 3.92 times. ● <i>Statistics Report from Sanchez</i> <ul style="list-style-type: none"> ○ 970West Studio use has increased 46% year-over-year. Significant attendance at a recent Factory event should soon ameliorate statistically declining use. ○ Yerbic told Tashiro that the new Teen Librarian’s approach seemed to encourage teen interest. There is a waiting list for membership on the library’s teen advisory board. ○ Kretschman shared with Mahre that social media use statistics count Facebook, Instagram, and YouTube users who follow and interact with MCL’s content. ● <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ The United Way grant to the Literacy Center this year increased 29% over last year. ○ MCL Foundation is seeking a new board member, as trustee Dan Peters resigned. ○ Kllanxhja and Smith are coordinating logistics for the upcoming MCL Foundation benefit concert on June 30 and Fisher’s wine sales with Grande River Vineyards. ○ MCL Peoples’ Garden Grants: <ul style="list-style-type: none"> ▪ An application for a \$7,000 Clif Bar Family Foundation Grant was submitted. ▪ An application for a \$2,000 Home Depot Grant will be submitted soon. ○ The Literacy Center was awarded the National Book Club Grant for \$1,893.
7	Information/ Discussion	<p>2017 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C.</p> <ul style="list-style-type: none"> ● Hemann declared the library’s audit went smoothly this year due to Finance Department competence. Auditors must report adjusted journal entries, lack of access to information, and issues with management or statement resolutions; Hemann reported no problems. ● <u><i>Audit Report</i></u> (distributed to board trustees and library directors): <ul style="list-style-type: none"> ○ Hemann commended the board’s adoption of the library accounting internal audits, which can significantly increase board understanding and add another layer of control. ○ MCL’s largest estimate is the pool for collection; auditors determined it to be sound. ○ <i>Revenue</i>: A change in the Gallagher Amendment may cause a decrease of up to 15% in property tax funding for MCL, likely effective 2020. Hemann believes the district is in a strong enough position to absorb this impact fairly well. Revenue decreased about \$200,000 between 2016 and 2017, but expenses remained flat. ○ <i>Foundation Changes</i>: Hemann mentioned new accounting standards for the MCL Foundation. Restricted net asset categorization will change from three categories to two—net assets with donor restrictions and net assets without donor restrictions.
8	Information/ Discussion	<p>Report from Matt Alleman, Technology Services Manager</p> <ul style="list-style-type: none"> ● Alleman described his department’s newest member and title changes for other employees. ● Departmental responsibilities include attending to the call center, public computer and technology desk help, 970West Studio staffing, and content creation. ● <i>970West Studio</i>: <ul style="list-style-type: none"> ○ The Studio is increasingly busy with programs and enthusiastic patron use. ○ The Studio is a digital makerspace, allows patron reservations, and serves as a classroom (offers classes on Adobe products, film editing, audio production, etc.). ● <i>Digital Content Creation</i>: <ul style="list-style-type: none"> ○ Veterans Remember: The newest installment by Yutao Mine had 2,800 views within a week thanks to the Communication Department’s targeted advertising. ○ Live Streaming: Major events such as Culture Fest, Comic Con, Tech Expo, and the Downtown Music Festival were live streamed. During the past two years since Technology Services began live streaming, 13,000 people have viewed this content.

		<ul style="list-style-type: none"> o Studio Lounge: This new 2018 project brings ten musicians/bands into the 970West Studio to record original music and results in artists being ambassadors for the Studio. • Alleman informed DiDario that studio equipment is being well maintained and cared for by patrons. Future needs may include camera equipment and technological equipment updates.
9	Action	<p>Program Assurances for Adult Education and Family Literacy Act Grant Program 2018-2019</p> <ul style="list-style-type: none"> • Tashiro asked Head of Literacy Services James Price to brief the board. Price shared that the Adult Education and Family Literacy Act Grant is a two-year \$100,000 grant for adult education. The previous recipient of the grant will not continue receiving monies in the second year, and MCL was encouraged to apply on short notice, pending board approval. Grant funds would allow Literacy Services to provide ten new Career Online High School seats and to hire part-time tutors to assist patrons with high school diploma acquisition. • Barnett moved that the board support program assurances for Adult Education and Family Literacy Act Grant Program 2018-2019; Cyphers seconded. Motion carried.
10	Information/ Discussion	<p>Policy for Review: Management of Capital Assets 2015</p> <ul style="list-style-type: none"> • Cole stated that the board’s redline policy had MCL staff recommendations for stylistic, grammatical, and formatting updates. Legal review resulted in no additional updates.
11	Action	<p>Approve Updated Management of Capital Assets Policy</p> <ul style="list-style-type: none"> • Yale moved to approve the updated Management of Capital Assets Policy; Mahre seconded. Motion passed unanimously.
12	Information/ Discussion	<p>Policy for Review: Art Exhibit Policy 2015</p> <ul style="list-style-type: none"> • The redline policy improves clarity and requires each artist to sign Artist Agreements. • <i>Responses to Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> o Tashiro inquired about “verbal or written proposals” in “Procedures.” Geddes clarified that verbal proposals may be considered before subsequent written proposals. o Geddes told Mahre that all applicants receive the policy in advance, and she evaluates all art by the time it is hung for display, with the option of discretionary removal. o Geddes explained the diversity of art media necessitate flexibility in framing/matting.
13	Action	<p>Approve Amended Art Exhibit Policy</p> <ul style="list-style-type: none"> • Cyphers moved to amend the Art Exhibit Policy as submitted for board review; Yale 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"> o Second Quarter Internal Audit: 1 p.m. June 5 o Executive Committee: Date TBD – week of June 11 o Good Governance: Date TBD – week of June 18 o Capital Projects: 12 p.m. June 25 o Regular Meeting: 5:30 p.m. June 28 – 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"> o Mesa County Federal Mineral Lease District Presentation o Policy Review: Open Records Request 2015 o Second Quarter Internal Audit Report o Capital Projects Committee Report o Good Governance Committee Report o Executive Session followed by an action item to appoint an Interim Library Director
15	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Barnett moved to adjourn the meeting at 6:30 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: 