



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

MINUTES

Date and Time: Thursday, June 28, 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, Laurie Tashiro • BOARD EXCUSED: Chris Mahre, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Stacey Smith, Shana Wade, Matt Alleman, Shanachie Carroll, Rachel Hanson, Bob Kretschman, James Price, Blair Wade, Wynell Webster • GUEST: Dusti Reimer, Mesa County Federal Mineral Lease District Grant Administrator
2	Action	Approval of Agenda <ul style="list-style-type: none"> • Cyphers moved to approve the agenda as written; Barnett seconded. Motion carried.
3	Action	Approval of Minutes – May 31, 2018 <ul style="list-style-type: none"> • DiDario 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 Wade</i> <ul style="list-style-type: none"> ○ MCL is immersed in Summer Reading with 3,500 registrants, Summer Entertainment performances at all branches, and a successful Summer Reading Block Party. ○ MCL became an official Patent & Trademark Resource Center thanks to the efforts of Head of Information Services Rachel Hanson and Librarian Noel Kalenian. ○ Wade announced that, upon Factory Coordinator Lexi Russell’s resignation, MCL and Factory have mutually agreed to end their contract. MCL will no longer have a staff member on site, and Factory will now staff its own coordinator. MCL will continue to seek opportunities to work with Factory such as hosting programs and facilitating some free uses for library cardholders. ○ Tashiro added that she appreciated the efforts of everyone who organized the farewell party for MCL’s previous library director, Joseph Sanchez. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: Cole specified that “Other Current Assets” include pending deposit funds and cash on hand at branches. When this number is down from the previous year, it often relates to the timing of deposits. ○ Financial Update: Tax revenue MTD is down \$87,000 due to a tax abatement adjustment; tax revenue YTD is only down \$6,300. Total expenditures YTD increased \$165,000 over 2017, but are still within budget. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Library visits are holding steady, and YTD circulation continues to be down about 5%. ○ EResources’ use numbers are highly volatile. RefUSA business use, for example, can vary monthly based on business needs, individual use, and the timing of staff training. ○ Factory use dropped 21% year over year. Wade perceived that some attrition may be due to patrons who used Factory last year and have since joined as paying users.

		<ul style="list-style-type: none"> ○ Wade included a supplement in the board packet with current De Beque Branch use statistics. Trustees discussed factors that may be contributing to the decline in branch use. Wade apprised the board of pending action on specific branch hours at MCL’s July meeting before moving forward with the De Beque Shared Library Agreement. ● <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja reported that the donor wall was removed from the east hallway of the Central Library and the art was moved to a stairwell. Work is in progress to install a new digital donor wall in August, and a donor wall rededication is being planned. ○ Friends of Mesa County Libraries board members met with MCL Foundation (MCLF) President Jane Foster to discuss logistics of a possible Friends-MCLF merger. Details are anticipated to be determined during the July 24 Friends of MCL meeting. ○ The next quarterly MCLF board meeting has been postponed until August. ○ MCLF Ralph Dinosaur benefit concert ticket sales are progressing for June 30.
6	Information	<p>Mesa County Federal Mineral Lease District (MCFMLD) Information Presentation</p> <ul style="list-style-type: none"> ● <i>Reimer described basics of the Mesa County Federal Mineral Lease District:</i> <ul style="list-style-type: none"> ○ In 2011, MCFMLD was established by the Board of Mesa County Commissioners through Colorado House Bill (HB) 11-1218. ○ <u>Current Board of Directors:</u> President David Ludlam, Craig Springer, John Justman. Directors serve three-year rotating terms, and one director is a county commissioner. ○ Since MCFMLD’s inception, more than \$8 million have been granted in the county. ○ Mesa County special districts, school districts, or state-funded public higher education institutions that are subsidized by tax dollars are eligible for MCFMLD monies, which are generated by royalties from local federal lands using a complex formula. ○ MCL has received a total of \$149,969 in MCFMLD grants—\$49,969 for the 970West Studio and \$100,000 for the East Valley Branch Project. ● HB 17-1152 was signed into law in 2017, helped by Ludlam. This legislation gives mineral lease districts, including MCFMLD, the authority to put money in interest-bearing accounts and conservatively invest up to 50% of funds received in each distribution in order to ensure future funding through permanent accounts. MCFMLD asks for local districts’ support as they implement this new strategy for grant funding. ● <i>MCFMLD Contact Information:</i> Email—Info@mesafml.org, Website—www.mesafml.org ● Reimer acknowledged to Barnett that there is no limit to the number of grant applications a specific district may submit as long as grant parameters are met.
7	Information/ Discussion	<p>Report from James Price, Head of Literacy Services</p> <ul style="list-style-type: none"> ● <i>Literacy Statistics:</i> <ul style="list-style-type: none"> ○ Students: 235 in 2015-2016, 275 in 2016-2017, 305 in 2017-2018 ○ Tutors: 144 in 2015-2016, 141 in 2016-2017, 135 in 2017-2018 (efficiency increasing) ● <i>Recent MCL Literacy Grants:</i> <ul style="list-style-type: none"> ○ United Way - \$6,130 for 2018-2019, a 29% increase over the previous year ○ Vernon Library Supplies - \$500 ○ ProLiteracy National Book Fund - \$1,893 value in books ○ Adult Education and Family Literacy Act (AEFLA) Grant – will be notified by July 9 ● <i>Career Online High School (COHS):</i> <ul style="list-style-type: none"> ○ 29 students enrolled, 4 pending, and 6 graduates thus far ○ Price expressed excitement about how this program is helping local people. COHS press coverage has been positive for MCL. One free COHS seat is valued at \$1,100. ● <i>Responses to Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> ○ Price informed DiDario that classes with multiple students and one teacher result in measurable student progress superior to results from one-on-one class structures. ○ Price told Blanchard that he has seen about 30 tutors leave each year, replaced in kind by 30 new tutors who agree to at least a six-month commitment.
8	Information/ Discussion	<p>Second Quarter 2018 Internal Audit Report</p> <ul style="list-style-type: none"> ● <i>Blanchard and Cyphers conducted an internal audit on the topic of risk management.</i> Blanchard has been involved with all three board audits and surmised he continues to learn. Cyphers’ response to the experience was tepid, although she appreciated some discoveries. <ul style="list-style-type: none"> ○ The two trustees interviewed five MCL staff members during an hour and a half. ○ They did not discover any issues or areas of concern within the topic evaluated.

		<ul style="list-style-type: none"> o Trustees applauded certain procedures utilized for financial records and transactions. o There was positive discussion about pending changes in cash deposit security. • Cyphers felt that her experience may not benefit future participants in the audit process. • Blanchard urged consideration of the benefit of board trustees with different experiences and knowledge continuing to participate in the internal audit process. DiDario, who engaged in the first two internal audits, also deemed the process valuable. • After discussion, trustees agreed to continue the internal audit process as planned.
9	Information/ Discussion	<p>Capital Projects Committee Report</p> <ul style="list-style-type: none"> • Smith distributed paper copies of minutes to trustees from the June 25 committee meeting that addressed request for proposals (RFPs) and the timeline for the east valley project. • Blanchard noted that Kilanxhja advised committee members that the \$100,000 MCFMLD grant money recently received must be expended by April 24, 2019, for design fees. • The committee and staff are comfortable with slow progression on the capital project within timeframes influenced by the director search, MCFMLD deadline, and fund raising. • The committee discussed RPFs received for demolition of existing structures. • Cole updated trustees that existing structures have been boarded to improve site safety.
10	Information/ Discussion	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> • The committee examined support documents and the timeline for hiring a new library director. Trustees plan to evaluate initial applications in mid-July, and the position will close on July 31. Cyphers clarified that all interviews will be open to the public. • Tashiro and Cyphers will meet with Commissioner John Justman to discuss the process for filling a board trustee vacancy that will open at the first of the year. • Cyphers detailed changes in board procedures that Smith and Wade recommend from the Special District Association training. Smith has copies of the <i>SDA Board Member Manual</i>.
11	Information/ Discussion	<p>Policy for Review: Open Records Request Policy 2015</p> <ul style="list-style-type: none"> • Kretschman stated that most of the redlined proposed changes to this policy are copyedits and clarifications. The policy is written based on a Special District Association model. • A recommended change in policy phrasing regarding the furnishing of paper copies to people requesting records was clarified—copies will be made only upon request.
12	Action	<p>Approve Amended Open Records Request Policy</p> <ul style="list-style-type: none"> • Barnett moved to approve the revisions to the Open Records Request Policy as presented; Cyphers seconded. Motion passed unanimously.
13	Information/ Discussion	<p>Search Committee Formation</p> <ul style="list-style-type: none"> • A board Search Committee was formed with Trustees Barnett, Blanchard, and Tashiro. • Tashiro expressed her appreciation for Wade’s willingness to fill the library director position on an interim basis, thus allowing the board to focus on the search process. • Tashiro assured staff that the board will diligently work to find a new director who will perpetuate and develop the culture and momentum that have been cultivated at MCL.
14	Information/ Discussion	<p>Interim Library Director</p> <ul style="list-style-type: none"> • Tashiro informed attending staff that Wade would be appointed Interim Library Director.
15	Executive Session	<p>Executive Session: pursuant to C.R.S. § 24-6-402(4)(f) for discussion of personnel matters</p> <ul style="list-style-type: none"> • DiDario moved to adjourn the regular public meeting of the MCL Board of Trustees to convene an executive session for the sole purpose of discussing interim library director wages as authorized by C.R.S. § 24-6-402(4)(f), particularly to discuss interim library director wages; Barnett seconded. Motion passed unanimously. • The executive session of the MCL Board of Trustees convened at 7 p.m. <ul style="list-style-type: none"> o Attending the executive session were Barnett, Blanchard, Cyphers, DiDario, Tashiro and Associate Director Shana Wade. o During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4)(f). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. • Tashiro announced that the executive session of the MCL Board of Trustees was adjourned at 7:10 p.m. The board reconvened its regular meeting at 7:10 p.m. A quorum was present. <ul style="list-style-type: none"> o BOARD PRESENT: Barnett, Blanchard, Cyphers, DiDario, Tashiro o STAFF PRESENT: Stacey Smith, Blair Wade, Shana Wade

16	Action	<p>Appoint Interim Library Director</p> <ul style="list-style-type: none"> • Cyphers moved to appoint Shana Wade as Interim Library Director of the Mesa County Public Library District, assigning her the full responsibilities of the library director position in addition to her duties as Associate Director effective June 30, 2018, until the time that a new Library Director is hired by the Mesa County Libraries Board of Trustees or until December 31, 2018, whichever occurs first. This appointment is detailed in a letter submitted to Shana today by Board President Laurie Tashiro. Once a new Library Director is hired by the board, Shana Wade will relinquish the responsibilities of Interim Library Director and return to her regular position as Associate Director. Barnett seconded. Motion passed unanimously.
17	Action	<p>Approve Wage Adjustment for Interim Library Director</p> <ul style="list-style-type: none"> • Cyphers moved to approve a temporary wage adjustment for Shana Wade, increasing her current rate of pay by 13% as compensation for the additional responsibilities she will undertake as Interim Library Director. This temporary pay increase will be detailed in a Personnel Action Request effective June 30, 2018, and will remain in effect until the first day of work of a new Library Director or until December 31, 2018, whichever occurs first. DiDario seconded. Motion passed unanimously.
18	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"> ○ Regular Meeting: 5:30 p.m. July 26–Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO ○ Search Committee: 12 p.m. July 16–Central Library Administrative Conference Room • <i>Suggested agenda items and considerations for upcoming meetings</i> <ul style="list-style-type: none"> ○ Tashiro asked trustees to consider forming interview questions for applicants after reviewing the questions used during the last director search in 2013. Questions will be provided to candidates in advance. Skype interviews will be recorded. ○ Policy for Review: Sponsorship and Donation Policy 2015 ○ De Beque Branch Update and Action on Hours of Operation ○ Search Committee Report
19	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Barnett moved to adjourn the meeting at 7:24 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: 7/26/18