



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

MINUTES

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

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

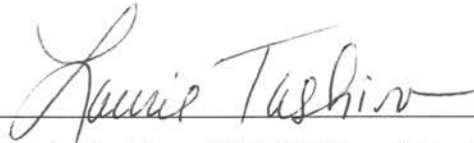
No.	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> • President called to order the regular meeting at 5:30 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Laurie Tashiro, Jean Yale • BOARD EXCUSED: Chris Mahre • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Stacey Smith, Shana Wade, Matt Alleman, Shanachie Carroll, Rachel Hanson, Bob Kretschman, James Price, Sam Stavole-Carter, Blair Wade, Wynell Webster • GUESTS PRESENT: Katie Hartter, Annie Wade, Jack Wade
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 – June 28, 2018 <ul style="list-style-type: none"> • Cyphers 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 Wade</i> <ul style="list-style-type: none"> ○ Interim Director Shana Wade thanked managers Austin Mullenix and Matt Alleman for updating MCL’s telephone notification system with improved features. ○ MCL is being approved for a \$100,000 Adult Literacy and Family Literacy Act grant. ○ Wade recognized Stavole-Carter’s work with MCL’s Gathering of Awesome Teens (G.O.A.T.) group, including bringing some members to this board meeting to learn. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: Other Liabilities’ 2018 balance is higher year over year due to an outstanding accounts payable balance for a technology invoice. ○ Financial Update: Information Technology expenditures are running \$119,000 higher YTD due to the increase in Marmot’s IT services as expected in this year’s budget. The HR YTD expenses have significantly decreased due to fewer legal fees this year. ○ Graphs: On the balance sheet supplement, 2018 assets cover liabilities 9.6 times. ○ Cole noted that with the award of the \$100,000 grant that Wade mentioned, there will need to be a 2018 budget supplement reflecting increased revenue and expenditures. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Wireless use continues to increase significantly, currently trending up 13%. ○ The Special Events programs category year-over-year increase of 100% is the result of an added event in 2018—the Summer Reading Block Party. ○ Social Media Followers has increased by 30% YTD. MCL staff recently realized that Instagram use had not been counted; it will be included in this statistic in August. ○ Wade mentioned that De Beque Branch statistics were included in the board’s packet to help inform their decision regarding branch hours later in the meeting. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja pointed out that <i>Spoke + Blossom</i> featured MCL Foundation’s Well Read wine, which led to Well Read being given as favors at a recent local wedding.

		<ul style="list-style-type: none"> o Logistics for the new digital donor wall continue to progress. Tashiro stated that the donor wall will be primarily used for donor recognition.
6	Information/ Discussion	<p>Report from Rachel Hanson, Head of Information Services</p> <ul style="list-style-type: none"> • Hanson described her newest team member, Logan Ragar. • <i>Oral Histories</i> <ul style="list-style-type: none"> o The Oral History Project (OHP), guided by Librarian Noel Kalenian, started early in 2017 and officially launched in October 2017. Staff have now digitized more than 200 oral histories, with a target to record one or two each month. o The OHP is an ongoing partnership between MCL and Museums of Western Colorado. • <i>Digital Conversion Station</i> <ul style="list-style-type: none"> o The digital conversion station, allowing digital conversion from old media formats, was researched and developed by Librarian Cari Taylor; it was made available for public use in March 2018. Thus far, it has had 8 individual users and 30 uses. o Hanson informed Blanchard that this involves no cost to patrons other than supplying needed media. A patron’s initial use is set up as a Book a Librarian appointment. • <i>Art Activities and Artist in Residence Program</i> <ul style="list-style-type: none"> o In August, MCL will host its eighth Artist in Residence. This program, spearheaded by MCL’s Art Librarian Jessica Geddes, began early in 2017. o Two passes for The Art Center have been circulating through MCL since May 2018. o Geddes works within the Grand Junction art community, including participation in Grand Junction Creative District establishment efforts. • <i>Patent and Trademark Resource Center (PTRC)</i> <ul style="list-style-type: none"> o In May 2018, MCL became an official PTRC after Hanson and Kalenian completed a training in Alexandria, Virginia. Service to the public will be available in August. o The grand opening as a PTRC is planned at MCL in October along with staff training by USPTO (United States Patent and Trademark Office) staff.
7	Information/ Discussion	<p>Search Committee Report</p> <ul style="list-style-type: none"> • <i>July 16 Meeting:</i> Committee members reviewed the initial round of library director applications, considering several selection procedures detailed in the meeting minutes. • <i>August 6 Meeting:</i> The committee will review remaining director applications. • <i>Trustee Handbook Updates:</i> Cyphers notified trustees that during June’s Good Governance Committee meeting, minor changes were made to the director evaluation process in order to clarify procedures related to executive session statutory requirements.
8	Information/ Discussion	<p>Update on Friends of Mesa County Libraries Status</p> <ul style="list-style-type: none"> • Kllanxhja reported that the Friends of Mesa County Libraries have lost their 501(c)(3) status due to not filing IRS Form 990s since 2011, have not conducted annual audits, and have not consistently abided by their bylaws. • In light of these issues, the MCL Foundation offered a solution to incorporate the Friends of MCL as a committee under the Foundation once Friends of MCL has satisfied their legal and financial obligations. Friends of MCL has not been receptive to this proposal.
9	Information/ Discussion	<p>De Beque Branch Hours and Shared Library Agreement</p> <ul style="list-style-type: none"> • <i>De Beque Branch Public Library Hours of Operation:</i> <ul style="list-style-type: none"> o Updated public library hours of operation must be included in an amended De Beque Shared Library Agreement in order to protect MCL’s priority use during those times. o Current open hours approved by the board in March are 9 a.m. to 1 p.m. and 1:30 p.m. to 5:30 p.m. on both Fridays and Saturdays. o Proposed options for new public library hours all fall within the current fiscal year’s budget parameters and are more similar to other branches’ hours. <ul style="list-style-type: none"> ▪ Option 1: Open 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. on Fridays and open 9 a.m. to 4 p.m. on Saturdays ▪ Option 2: Open 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. on Fridays and open 9 a.m. to 1 p.m. on Saturdays ▪ Option 3: Open 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. on Fridays o Wade endorsed the second hours option for optimal MCL staffing based on current branch use. There was extensive discussion among trustees and staff about MCL’s expenses related to the three options, current branch visit trends, logistics of staffing,


		<p>and public feedback since eliminating Wednesday and Thursday evening hours in March. A straw poll of trustees revealed majority support for Option 2.</p> <ul style="list-style-type: none"> ○ Blanchard requested use statistics at the De Beque Branch that would allow the board to monitor patron use during various parts of the day and demand for additional hours. ● <i>De Beque Shared Library Agreement:</i> <ul style="list-style-type: none"> ○ A redline agreement presented to the board is the result of the work of legal counsel and staff for the school and library districts. Language has been updated throughout. New sections were added detailing insurance requirements, indemnification, and handling of complaints. The section on school district responsibilities was moved before MCL's responsibilities to account for placement of a definition. ○ The board discussed and came to a consensus on several changes from the proposed "De Beque Shared Library Agreement Clean 7-2018" that they would like, many recommended by insurance industry expert Blanchard. Summarized requests follow. <ul style="list-style-type: none"> ▪ Section 1a: Minor improvement in language of first sentence to read better ▪ Section 2c: Set the cost of processing/cataloging items in excess of 200 items at \$5.00 per item in order to avoid staff time expenses to determine exact costs ▪ Section 7a: Removed clause limiting indemnification to what is covered by insurer—indemnity obligations should not be limited to the extent insurance coverage is applicable, as insurance companies frequently deny claims ▪ Section 7b: Eliminated language implying that a waiver of rights of subrogation may be optional and may be denied by insurer—insured entities may require insurers' waiver of rights of subrogation in order to reduce litigation
10	Action	<p>Approve Amended De Beque Shared Library Agreement</p> <ul style="list-style-type: none"> ● MCL trustees agreed by consensus to delay action and approve an updated agreement at their August 30 regular meeting pending school district board approval of the agreement with the MCL board's amendments and with the insertion of "from 9:00 a.m. until 1:00 p.m. and from 2:00 p.m. until 6:00 p.m. on Fridays, and from 9:00 a.m. until 1:00 p.m. on Saturdays." after "MCL's priority for use of the Shared Library will be..." in Section 3 b.
11	Information/ Discussion	<p>Tax Incremental Financing (TIF) Review</p> <ul style="list-style-type: none"> ● Cole advised continuing MCL's minimum commitment of a 50% TIF allocation to the Grand Junction Downtown Development Authority. In 2016, this amounted to about \$30,000, and 2017 is on track with a similar contribution. ● Trustees expressed support of maintaining the present TIF fund allocation.
12	Action	<p>Resolution #18-03 – Resolve to Allocate TIF Funds</p> <ul style="list-style-type: none"> ● Barnett moved to approve Resolution #18-03 as presented to the board; Yale seconded. Motion passed unanimously.
13	Information/ Discussion	<p>New Board Trustee Recruitment</p> <ul style="list-style-type: none"> ● Tashiro reported that she and Cyphers met with Commissioner Chair John Justman in July to discuss the upcoming trustee recruitment process. Tashiro read to the board her subsequent letter sent on July 20 to all three county commissioners; it outlined a plan for trustee recruitment that will allow the MCL board to support the commissioners' efforts. ● Tashiro emphasized to trustees the importance of their assistance during the board recruitment process by encouraging applicants and inviting prospects to board meetings.
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"> ○ Regular Meeting: 5:30 p.m. August 30 – Central Library Monument Community Room, 443 N. 6th St., Grand Junction, CO ○ Search Committee Meeting: 12 p.m. August 6 – Central Library Administration Conference Room ○ Search Committee Meeting: 4 p.m. August 13 – Central Library Administration Conference Room ● <i>Suggested agenda items for upcoming meetings</i> <ul style="list-style-type: none"> ○ Supplement to the 2018 Budget ○ De Beque Shared Library Agreement ○ Policy for Review: Disposal of Surplus Property Policy 2015 ○ Report from Human Resources and Volunteer and Community Outreach ○ Search Committee Report

		o Friends of Mesa County Libraries Update
15	Closing	Adjournment <ul style="list-style-type: none"> • Cyphers moved to adjourn the meeting at 7 p.m.; Barnett seconded. Motion carried.

Minutes submitted by Stacey Smith, MCPLD Executive Assistant.



 Laurie Tashiro – MCPLD Board President



 Cindy Cyphers – MCPLD Board Secretary

Date: August 30, 2018