



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

MINUTES

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

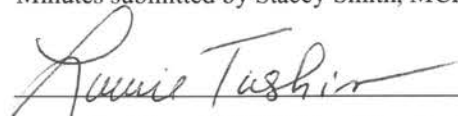
Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room

| No. | Item Type | Agenda Item |
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| 1 | Opening | Call to Order and Roll Call <ul style="list-style-type: none"> • Board President Tashiro 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, Stacey Smith, Shana Wade, Matt Alleman, Nicole Fitzgerald, Bob Kretschman, Austin Mullenix, James Price, Blair Wade, Wynell Webster, Gail Yerbic |
| 2 | Action | Approval of Agenda <ul style="list-style-type: none"> • Cyphers moved to approve the agenda as written; Mahre seconded. Motion carried. |
| 3 | Action | Approval of Minutes – July 26, 2018 <ul style="list-style-type: none"> • Cyphers moved to approve the minutes as written; Barnett seconded. Motion carried. |
| 4 | Action | Approval of Minutes – August 17, 2018 <ul style="list-style-type: none"> • Blanchard moved to approve the minutes as written; Barnett seconded. Motion carried. |
| 5 | Information | Citizens to be Heard <ul style="list-style-type: none"> • No citizens to be heard. |
| 6 | Information/ Discussion | Director and Administrative Updates <ul style="list-style-type: none"> • <i>Director Report from Wade</i> <ul style="list-style-type: none"> ○ Patron passes for the Western Colorado Botanical Gardens were added to MCL passes. ○ Pavia Justinian is MCL's new Artist in Residence. A sculpture made by Justinian was temporarily installed outside the 970West Studio, and she has many programs planned. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Comparative Balance Sheet: Deferred Property Tax Revenue under Current Liabilities has doubled year-over-year, as more money is expected to be collected this year. ○ Financial Update: Line items that are higher YTD include Compensation & Benefits, Collection Management, and Information Technology—these were all expected and budgeted increases. ○ The library has collected 90.3% and has expended 50.8% of the annual budget YTD. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Wade observed that MCL visits are trending flat and physical circulation is down 7%. ○ Adult programming attendance is low despite the quality of programs offered. Program promotion and timing may need to be evaluated. ○ A link to Library Research Services statistics was included in the Director Report. ○ The number of MCL cardholders is holding steady rather than declining (as in 2017). • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Content for the new digital donor wall is in development; Technology Services and Matt Alleman will be maintaining the wall content. Placeholder content is live. ○ Kllanxhja reported that the MCL Foundation adopted a new mission statement and revised the Release of Foundation Funds to MCL Policy. ○ The MCL Foundation scheduled the digital donor wall rededication on October 20. |
| 7 | Information/ Discussion | Report from Blair Wade, Human Resource Manager <ul style="list-style-type: none"> • Wade is currently pursuing an MBA and Professional in Human Resources certification. |

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| | | <ul style="list-style-type: none"> • <i>HR Activities During the Past Year:</i> <ul style="list-style-type: none"> ○ Implementation of an onboarding portal for new employees has been successful. ○ Wade has assisted the board extensively during this year’s Library Director search. ○ Wade highlighted a low turnover rate for MCL and many long-term employees. ○ Online tools are being utilized for nearly all HR forms, thus increasing efficiency. ○ The online benefits portal was implemented successfully in November 2017. ○ The Community Service Leave Policy was introduced in January 2018 to encourage employee volunteer service with some paid service leave—33.5 hours to date. • Staff development trainings have been implemented incorporating employee requests. • The compensation plan approved by the board in response to increasing minimum wages is currently in its second year of implementation. |
| 8 | Information/ Discussion | <p>Report from Nicole Fitzgerald, Volunteer and Outreach Coordinator</p> <ul style="list-style-type: none"> • Fitzgerald provided handouts with information about volunteers and MCL outreach. • <i>Volunteer Placement and Recognition:</i> MCL’s volunteer program is growing without recruitment, currently has about 200 MCL volunteers, and has increasing opportunities. • <i>Community Outreach:</i> All outreach is now coordinated through Fitzgerald’s office. New outreach events were added to increase the public reach of MCL. Fitzgerald collaborated with Eusebia Garza in Literacy Services to reach underserved community demographics. • <i>Community Garden – “Discovery Garden”:</i> This new MCL project, becoming the third piece of the Central Library campus, will provide a site for educational programs and community collaboration. |
| 9 | Information/ Discussion | <p>Friends of Mesa County Libraries Report</p> <ul style="list-style-type: none"> • Killanxhja met with the accounting firm Morris & Tonsfeldt to determine accounting and IRS documentation needs remaining for Friends of MCL upon organizational dissolution. A timeline is difficult to determine considering the dependency upon an IRS determination. • On August 21, the Friends of MCL resolved to organizationally dissolve and become a committee of the MCL Foundation. After this integration, all accounting and audits will be conducted under the auspices of the MCL Foundation (MCLF). The incorporation of Friends of MCL into MCLF resulted in an amendment to the MCPLD-MCLF Memorandum of Understanding (MOU), currently approved by the MCLF board. |
| 10 | Action | <p>Approve MCPLD – MCLF Amendment to MOU</p> <ul style="list-style-type: none"> • Cyphers moved to accept the amendment to the Memorandum of Understanding between the library district and the MCL Foundation as presented to the board; Mahre seconded. Motion passed unanimously. |
| 11 | Information/ Discussion | <p>De Beque Shared Library Agreement Update</p> <ul style="list-style-type: none"> • Wade identified board packet redlines and a clean proposed version of the De Beque Shared Library Agreement. Wade thanked Smith for facilitating the amendment process. <ul style="list-style-type: none"> ○ Blanchard reported that he spoke with MCL’s legal counsel, Kirsten Kurath, and is amenable to the wording of the proposed agreement without an indemnity clause. ○ The hours chosen by the MCL board straw poll at the July 26 meeting equate to 12 open branch hours per week. These are the hours in the proposed agreement. • Wade briefed trustees that on August 23, the De Beque School District approved the amended agreement presented to the MCL board for consideration. |
| 12 | Action | <p>Approve Amended De Beque Shared Library Agreement</p> <ul style="list-style-type: none"> • Blanchard moved to accept the final clean revision of the De Beque Shared Library Agreement as presented; Cyphers seconded. Motion passed unanimously. |
| 13 | Information/ Discussion | <p>Search Committee Report</p> <ul style="list-style-type: none"> • The pool of Library Director applicants was reduced to three finalists (one later withdrew) and one alternate after Search Committee consideration and preliminary interviews. • The Library Director finalists—named as Peter Genovese, Royce Kitts, and Laurel Prysiazny—will visit MCL on September 6. |
| 14 | Information/ Discussion | <p>Library Director Finalist Schedule and Activity Planning</p> <ul style="list-style-type: none"> • The board and staff discussed a draft schedule for finalists on September 6, beginning with tours of three branches followed by rotations of board interviews, manager interviews, and director visits along with brief tours of library departments. Following these activities, a public reception for staff and community stakeholders will include finalist speeches. |

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| 15 | Information/ Discussion | <p>First Draft Supplement to the 2018 MCPLD Budget</p> <ul style="list-style-type: none"> • Cole provided trustees with the proposed changed portion of MCL’s 2018 budget. <ul style="list-style-type: none"> ○ The proposed change is due to MCL receiving the reimbursable AEFLA grant. Grant Funded Expenditures will increase the 2018 budgeted expenses by \$42,000. Gifts & Grants revenue will increase by \$30,000 and will be offset by an update to the General Fund Contingency line item. Equal grant funding will reimburse related expenses during each month following expenses, thus the disparity of \$12,000. ○ The second draft presentation will have the same level of detail with refined numbers will include a public hearing with advance notice. • Cole clarified budget amendment parameters requiring board approval. |
| 16 | Information/ Discussion | <p>Policy for Review: Disposal of Surplus Property 2015</p> <ul style="list-style-type: none"> • Cole detailed policy changes proposed to comply with state statutes requiring board decisions regarding library property disposal while still permitting operational efficiency. • Book withdrawals would be exempted from the proposed policy, as they are addressed in MCL’s Collection Management Policy. |
| 17 | Action | <p>Approve Amended Disposal of Surplus Capital Assets Policy</p> <ul style="list-style-type: none"> • Barnett moved to approve the Disposal of Surplus Capital Assets Policy as submitted for board review; Cyphers seconded. Motion passed unanimously. |
| 18 | Information/ Discussion | <p>Policy for Review: Public Demonstration and Petition Policy 2015</p> <ul style="list-style-type: none"> • Wade disclosed that MCL’s legal counsel recommended most of proposed policy changes. • Trustees considered the use of the term “MCL locations” versus use of “library buildings.” |
| 19 | Action | <p>Approve Amended Public Demonstration and Petition Policy</p> <ul style="list-style-type: none"> • Mahre moved to accept the amended Public Demonstration and Petition Policy with an additional change to the second sentence of the first paragraph to read, “However, lawful and peaceful assembly for the purposes of public demonstration or seeking petition signatures is permitted on the grounds outside library buildings.” Yale seconded the motion. Motion passed unanimously. |
| 20 | Information/ Discussion | <p>Legislative Update</p> <ul style="list-style-type: none"> • Cole briefly presented to the board information and a legislative update about the Gallagher Amendment Residential Assessment Rate (RAR) and potential MCL revenue implications. • There was general discussion among trustees and Cole about possible impacts on MCL’s revenue due to anticipated RAR changes. |
| 21 | 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"> ○ Board Work Session September 6 for Library Director Finalist Interviews ○ Special Board Meeting September 7 ○ Regular Meeting: 5:30 p.m. September 27 – 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"> ○ Second Draft Proposed 2018 Budget Amendment with Public Hearing and Approval ○ First Draft 2019 Budget Presentation ○ Policy for Review: Sponsorship and Donation Policy 2015 |
| 22 | Closing | <p>Adjournment</p> <ul style="list-style-type: none"> • Cyphers moved to adjourn the meeting at 7:40 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: Sept 27, 2018