



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

MINUTES

Date and Time: Thursday, December 6, 2018 – 5 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"> • Board President Tashiro called to order the regular meeting at 5 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre (arrived 5:12 p.m.), Laurie Tashiro, Jean Yale • STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Stacey Smith, Shana Wade, Matt Alleman, Shanachie Carroll, Tim Davis, Bob Kretschman, James Price, Blair Wade, Wynell Webster
2	Action	Approval of Agenda <ul style="list-style-type: none"> • The agenda was approved unanimously as presented.
3	Action	Approval of Minutes – October 25, 2018 <ul style="list-style-type: none"> • The minutes for the October 25, 2018, meeting were approved unanimously as written.
4	Action	Approval of Minutes – November 6, 2018 <ul style="list-style-type: none"> • The minutes for the November 6, 2018, meeting were approved unanimously as written.
5	Information	Citizens to be Heard <ul style="list-style-type: none"> • Shanachie Carroll expressed enthusiasm for MCL services and appreciation for the board's governance of the library district, including their dedication to the library director search.
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"> ○ Wade declared that MCL's Facilities and Security department is fully staffed. ○ MCL held its second Career Online High School (COHS) graduation on December 5 with six graduates. Blanchard requested updates on MCL's COHS graduates a year after their graduations for news of how they apply their new credentials. ○ HR Manager Blair Wade passed her professional human resources certification test. ○ The 2018 Culture Fest attendance in November was comparable to recent years. • <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> ○ Following up on a previous report of lower year-over-year website visits, Wade cited the contrast between a spike in website visits in September to October 2017 and 2018 numbers that are more consistent with trends of 42,000 to 48,000 visits per month. ○ Adult program attendance numbers are recovering year-over-year. ○ Circulation numbers are now more similar to figures from the close of 2017. • <i>Financial Report from Cole</i> <ul style="list-style-type: none"> ○ Cole stated that she still expects a revised bid for building demolition at MCL's F Road property. She plans to update trustees during the week of December 10. ○ Comparative Balance Sheet: Deferred property tax revenue is higher year-over-year, but property tax revenue will be down from budget due to the Occidental Petroleum refund abatement. Expenditures in 2018 were very similar to 2017 expenditures. ○ Financial Update: To date, the district collected 96% of its total revenue and expended 71% of the budget for 2018. Savings are expected in the current year's capital projects fund due to the lack of architectural and demolition expenses in 2018. • <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja shared that the MCL Foundation's annual letter was mailed December 3 and has already resulted in a surge in donations to MCL. ○ Kllanxhja is still awaiting a determination from the IRS on Friends of MCL finances.


		<ul style="list-style-type: none"> o A United Way grant application for Literacy will be submitted December 7 to request funds for basic literacy efforts at MCL. Receiving money from the local United Way in any amount shows local support and can be leveraged for further support. Adult Education and Family Literacy Act grant funds are restricted to GED preparation. o The MCL Foundation’s annual meeting will be held on January 9, 2019. o A \$25,000 donation to MCL was received from the Enid P. Howard estate.
7	Information/ Discussion	<p>Director Search Update</p> <ul style="list-style-type: none"> • On November 6, the board decided to continue their search for a library director. • <i>Director Search Consultant Research:</i> Blanchard and Cyphers reported on their research of two consulting firms that could assist the board with a new library director search. Both trustees expressed a conviction that employing a consultant could strengthen board efforts to recruit and hire a new director. • <i>Projected Search Timeline:</i> <ul style="list-style-type: none"> o Trustees agreed to renew library director search efforts after the first of the year. o Trustees supported investigating both consulting firms further to inform a decision on this service before the next regular board meeting on January 31. o The board recognized a need to hold a special meeting during the week of January 13 in conjunction with a Good Governance Committee meeting planned that week. A director search timeline projection may be determined at that time.
8	Action	<p>Reappoint Interim Library Director</p> <ul style="list-style-type: none"> • Cyphers moved to reappoint Shana Wade as Interim Library Director of the Mesa County Public Library District to continue the full responsibilities of the library director position in addition to her duties as Associate Director effective January 1, 2019, until the time that a new Library Director is hired by the Mesa County Libraries Board of Trustees or until June 30, 2019, 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; Yale seconded. Motion passed unanimously.
9	Action	<p>Reapprove Wage Adjustment for Interim Library Director</p> <ul style="list-style-type: none"> • Barnett moved to reapprove the temporary wage adjustment for Shana Wade made effective on June 30, 2018, as compensation for the additional responsibilities she undertakes as Interim Library Director. The continuation of this temporary pay increase is detailed in a Personnel Action Request effective January 1, 2019, and will remain in effect until the first day of work of a new Library Director or until June 30, 2019, whichever occurs first; Mahre seconded. Motion passed unanimously.
10	Information/ Discussion	<p>Presentation of the Final 2019 Budget for Adoption</p> <ul style="list-style-type: none"> • Copies of proposed 2019 budgets for MCL’s general fund and capital projects fund were distributed to board trustees in advance of the meeting. Cole noted that the resolutions reflect final assessed valuations, which were received on November 30. • The only significant change to these budgets from the previous drafts was an increased human resources budget for library director recruiting and relocation expenses. • Tashiro requested elaboration on district budget line items for MCL Foundation (MCLF) expenses. Kllanxhja and Cole described elements of district expenses for MCLF that fall under the 2017 Memorandum of Understanding between MCLF and MCPLD. The current understanding has been acceptable to the district’s auditors, but Cole agreed to discuss this question further with the auditors upon trustees’ requests.
11	Action	<p>Resolution #18-05 – A Resolution to Adopt Annual Budget for 2019</p> <ul style="list-style-type: none"> • Cyphers moved to adopt Resolution #18-05, a resolution to adopt the Mesa County Public Library District annual budget for 2019; DiDario seconded. Motion passed unanimously.
12	Action	<p>Resolution #18-06 – A Resolution to Appropriate Sums of Money</p> <ul style="list-style-type: none"> • Barnett moved to adopt Resolution #18-06 to appropriate sums of money for the Mesa County Public Library District; Yale seconded. Motion passed unanimously.
13	Action	<p>Resolution #18-07 – A Resolution to Certify the Mill Levy</p> <ul style="list-style-type: none"> • Barnett moved to adopt Resolution #18-07 for the Mesa County Public Library District to certify the mill levy for 2019; Mahre seconded. Motion passed unanimously.

14	Information/ Discussion	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> • Tashiro recounted that the Good Governance Committee met on November 15 to consider 11 applications for the board trustee vacancy that will open on January 1, 2019. Tashiro described the resulting MCL board recommendations that were submitted to county commissioners for consideration during the appointment process. • Trustees tasked Smith with creating a trustee poll of committee meeting times for the week of January 13 along with a board special meeting. • Cyphers observed that the Good Governance Committee met on October 25 to determine a slate of officers for 2019. The Good Governance Committee submitted the following candidates for the board’s consideration as 2019 officers: for president, Barry Blanchard; for vice president, Cindy Cyphers; for secretary, Chris Mahre.
15	Action	<p>Nomination and Election of Board Officers for 2019</p> <ul style="list-style-type: none"> • Tashiro restated the Good Governance Committee’s nominees. No further nominations were made. Tashiro declared Blanchard, Cyphers, and Mahre elected by acclamation.
16	Information/ Discussion	<p>Review Draft 2019 Board Meeting Schedule</p> <ul style="list-style-type: none"> • Trustees agreed by consensus to approve the draft 2019 board meeting schedule.
17	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"> ○ Good Governance Committee meeting and special board meeting: week of January 13 ○ Regular Meeting: 5:30 p.m. January 31 – 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"> ○ Trustee Oaths of Office ○ Resolution to Designate Posting Locations and Adopt the 2019 Meeting Schedule ○ Good Governance Committee Report and Committee Appointments ○ Policies Due for Review in 2019 ○ Director Search Update ○ East Valley Project Update
18	Closing	<p>Adjournment</p> <ul style="list-style-type: none"> • Mahre moved to adjourn the meeting at 6:05 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: Jan 31, 2019