



Mesa County Libraries  
**BOARD**  
 OF **TRUSTEES**  
 . C O M M I T T E E M E E T I N G .

## Good Governance Committee

# MINUTES

Date and Time: Tuesday, January 15, 2019 – 4 p.m.

Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Administration Conference Room

#	Item Type	Agenda Item
1	Opening	Call to Order and Roll Call <ul style="list-style-type: none"> <li>• President Blanchard called the meeting to order at 4:01 p.m.</li> <li>• BOARD PRESENT: Elaine Barnett (arrived 4:13 p.m.), Barry Blanchard, Cindy Cyphers, Dean DiDario, Chris Mahre, Laurie Tashiro</li> <li>• STAFF PRESENT: Stacey Smith, Shana Wade</li> </ul> Review of Agenda <ul style="list-style-type: none"> <li>• The agenda was accepted as presented.</li> </ul>
2	Information/ Discussion	Open Meeting Protocol and Conduct <ul style="list-style-type: none"> <li>• Blanchard reminded trustees that all meetings are on record and subject to Colorado Open Records Act; therefore, trustees' should conduct themselves accordingly.</li> <li>• Blanchard conveyed a recommendation from Smith to remove "Item Type" from the agenda template for board meetings. Its removal would allow more board flexibility to progress with actions as needed. Trustees agreed by consensus to try the new format.</li> </ul>
3	Discussion	2019 Board Committees <ul style="list-style-type: none"> <li>• Blanchard asked trustees to consider the idea of simplifying the number and structure of standing committees in the future.</li> <li>• <i>Draft of 2019 Committees:</i> Blanchard solicited volunteers for each committee. He stated that he would like to identify staff committee members by title and not by name.               <ul style="list-style-type: none"> <li>○ Audit – Finance Director, Blanchard, DiDario, Barnett</li> <li>○ Finance – Library Director, Finance Director, Blanchard, Mahre, DiDario</li> <li>○ Good Governance – Library Director, Executive Assistant, Blanchard, Cyphers, Tashiro, Landmeier</li> <li>○ Capital Projects – Library Director, Finance Director, Blanchard, DiDario, Mahre</li> <li>○ Personnel Committee – Library Director, HR Manager, Blanchard, Tashiro, Barnett</li> <li>○ Executive Committee – Library Director, Blanchard, Cyphers, Mahre, Tashiro</li> <li>○ Ad Hoc Search Committee – Interim Library Director, HR Manager, Blanchard, Tashiro, Mahre</li> </ul> </li> <li>• Blanchard will investigate Landmeier's interest in serving on other committees.</li> <li>• Blanchard expressed a preference that committees choose their chairs rather than appointment by the president. Trustees agreed to this practice for board handbook inclusion.</li> </ul>
4	Discussion	Determine 2019 Good Governance Committee Chair <ul style="list-style-type: none"> <li>• Cyphers was selected by acclamation as chair of the Good Governance Committee.</li> </ul>
5	Information/ Discussion	Handling of Email Account and Records Upon Completion of a Trustee's Term of Appointment <ul style="list-style-type: none"> <li>• Smith acknowledged that there is no established way to handle trustees' board email accounts upon termination of their board service, and she requested trustees' input.</li> <li>• Upon the completion of Jean Yale's term, Smith removed account access to Google Drive, changed the email password, and set up automatic forwarding for a year to the current board president, Blanchard. Smith suggested retaining the email account for two years as "routine</li> </ul>

		value” records under the Colorado State Archives Special Districts Records Management Manual. Trustees agreed with this approach.
6	Information/ Discussion	Trustee Recruitment Update <ul style="list-style-type: none"> <li>• DiDario and Smith reported on the Mesa County Board of County Commissioners January 14 public hearing, during which the new board trustee was appointed. Smith also briefly recounted her observations of the trustee candidates’ interviews on January 7.</li> <li>• Abby Landmeier was appointed as the new Mesa County Libraries board trustee.</li> </ul>
7	Information/ Discussion	2019 Board Handbook Updates and Initial MCPLD Bylaws Revision Discussion <ul style="list-style-type: none"> <li>• <i>Bylaws Revisions:</i> <ul style="list-style-type: none"> <li>○ Cyphers mentioned that Smith cleaned up the bylaws’ language, updated some statute references, and streamlined several sections.</li> <li>○ Cyphers detailed bylaw topics for trustees’ consideration: defining term start dates and limits, simplifying the bylaw referencing the conflict of interest policy, adding language defining executive sessions, meeting records, wording of public participation in meetings, and parliamentary authority.</li> </ul> </li> <li>• <i>MCL Board Handbook:</i> <ul style="list-style-type: none"> <li>○ Trustees deliberated possible changes to the new board trustee orientation schedule.</li> <li>○ Trustees discussed annual agenda items listed in the board handbook.</li> </ul> </li> <li>• Cyphers determined that another Good Governance Committee meeting will be convened to continue discussion of the bylaws and board handbook revisions.</li> </ul>
8	Closing	Adjournment <ul style="list-style-type: none"> <li>• The meeting was adjourned at 5:13 p.m.</li> </ul>

Minutes submitted by Stacey Smith, MCL Executive Assistant.