# Agenda Item

1. Opening: Call to Order and Roll Call  
   - Board President Blanchard called to order the annual meeting at 5:30 p.m. A quorum was present.  
   - BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Abby Landmeier, Chris Mahre, Laurie Tashiro  
   - STAFF PRESENT: Laurie Cole, Karen Klaxnkhja, Stacey Smith, Shana Wade, Betsey Dick, Bob Kretschman, Austin Mullenix, James Price, Blair Wade, Rachel Hanson, Shanachie Carroll, Matt Alleman, Wynell Webster  
   - GUESTS PRESENT: Jane Foster (Mesa County Libraries Foundation Board), Sean Hanson

2. Approval of Agenda  
   - Blanchard mentioned that the meeting agenda structure was simplified with the removal of the “Item Type” column. The January 31 agenda was approved unanimously as presented with a clarification of a meeting time in agenda item #16, as indicated in these minutes.

3. Approval of Minutes – December 6, 2018  
   - The minutes for the December 6, 2018, meeting were approved unanimously as written.

4. Approval of Minutes – January 15, 2019  
   - The minutes for the January 15, 2019, meeting were approved unanimously as written.

5. Citizens to be Heard  
   - No citizens to be heard.

6. Oath of Office, Conflict of Interest, and Ethics Statement Signing  
   - **Oath of Office:** Blanchard explained that all trustees were taking oaths of office to reflect the new language adopted in 2018 by state statute. Laurie Cole, Notary Public, administered the oath of office to each trustee of the Mesa County Public Library District Board, including new MCL Trustee Abby Landmeier. Following the meeting, trustees signed oaths and the notary log book.  
   - **Conflict of Interest Policy and Ethics Statement:** Blanchard asked each trustee to review and sign the Ethics Statement and Conflict of Interest Policy, and to return completed forms to Smith.

7. Director and Administrative Updates  
   - **Director Report from Wade**  
     - Wade recounted that the third annual Tech Expo was a successful event featuring eight external groups and several library resources. Attendance was estimated between 200 and 300.  
     - Wade completed the annual report that was made available to trustees and the public.  
     - MCL renewed a five-year lease on the Orchard Mesa Branch property.  
     - A new Facilities Manager, Jennifer Deering, was hired with a completed background check.  
   - **Statistics Report from Wade**  
     - Year-end statistics and supplementary annual statistics were included in the board packet.  
     - Wade remarked that the number of cardholders remains steady with 78,000 in 2018.  
     - Inter-library loans decreased in line with circulation trends. Also, Collection Management is effectively securing items that patrons desire, leading to fewer requests from other sources.  
     - Year-over-year meeting room use increased almost 9%, likely due to easier patron scheduling.
Year-over-year program attendance was similar during each month. Bar charts with statistics from the past five years indicate decreasing circulation and new patrons, but sustaining or slightly increasing numbers of library visits, cardholders, and program attendees.

**Financial Report from Cole**
- 3180 F Road Property: Asbestos mitigation began January 28 and will take about ten days. After certification of asbestos removal, demolition may proceed.
- Comparative Balance Sheet: The 2017 taxes receivable and deferred property tax revenue are showing full accrual. Fixed assets match dollar for dollar. Accrued payroll liabilities are lower in 2018 than in 2017 due to the timing of invoices and liabilities held.
- Financial Update: Only revenue is entirely accounted for in the preliminary year-end update; some invoices to be finalized may influence expenditures. MCL came in under budget in both capital projects and general funds. Property tax revenue came in a little lower than budgeted due to the abatement and refund. The library collection budget was entirely spent in 2018.
- The audit has been scheduled during the first week of April, with Lisa Hemann of Chadwick, Steinkirchner, Davis & Co. again as lead.

**Development Report from Klaxnixja**
- Friends of MCL are still operating independently until IRS paperwork is reconciled. Their insurance premiums are paid through August. MCL staff and Friends of MCL members are undertaking financial work in preparation for incorporation with MCL Foundation (MCLF).
- The MCLF board met on January 9 and elected officers for 2019.
- Grande River Vineyards (GRV) agreed to continue their partnership with MCLF. MCLF received $2,860 in donations from private label wine sales through GRV in 2018. An MOU is being developed for MCLF, GRV, and Fisher’s Liquor.
- Klaxnixja delivered a final presentation on the 2018 Culture Fest to the Grand Junction Commission on Arts and Culture. Funding for 2019 was requested as well.

**Report from Austin Mullenix, Head of Public Services**
- Mullenix gave an audio-visual presentation to the board portraying the department’s activities during the past year. He acknowledged Matt Alleman’s help for the in-house video production.
- Words on Wheels: 336 patrons with an annual circulation of 21,123 items.
- High Circulation at Central Library and Courier Traffic: 674,176 physical items circulated in 2018, 7,605 total totes with 7.13 hours average turnaround, 6,543 outgoing courier totes.
- Other Statistics: 83% of patrons greeted by staff, 87% of checkouts by kiosk, 14,046 discs cleaned, shelving average turnaround time 41.75 hours, 481 first-grader card applications.

**Responses to Questions and Comments by Board Trustees:**
- Mullenix detailed the Books by Mail program for Blanchard; it is a service for patrons who live in remote rural areas. Use numbers are steady, with 43 items circulated in 2018.
- Cyphers noted the high number of payments collected by kiosks—4,550 transactions in 2018.
- Mullenix described to DiDario how accuracy in shelving is determined. Industry standards indicate that 90% is a good number; Public Services is close with 89.3% accuracy in 2018.

**MCLF Foundation Report**
- **MCLF Basics**
  - MCLF updated its mission statement in 2018 to better reflect the MCL mission statement.
  - Klaxnixja listed several purposes that MCLF serves to support the library district. MCLF provides opportunities for various MCL revenue sources, offers a vehicle for donor contributions, and allows grant opportunities with community leverage.
  - Klaxnixja described MCLF staffing and support through an MOU with MCL.
  - The Governmental Accounting Standards Board defines MCLF as a component unit of MCL.
  - MCLF has a separate board of trustees and complies with audits and non-profit regulations.

- **MCLF Support**
  - Funds from MCLF have supported capital projects and library programs. Funds from MCLF wines and benefit concerts are designated for the upcoming capital campaign.
  - In 2018, MCLF launched a community awareness campaign. It will likely continue in 2019.
MCLF President Jane Foster elaborated on the impact of MCLF-funded events.

- **Comments by Board Trustees:**
  - Tashiro appreciated the thorough explanation of how MCL and MCLF work together.
  - Blanchard asked Kllanxhja to continue to update the district board on MCLF developments.

10 **East Valley Project Update**
- Cole cited confirmed completion of site survey and soils testing at the F Road property. These reports and the asbestos abatement certification will be shared with the Mesa County Federal Mineral Lease District as evidence of planning grant expenditures.
- Demolition of existing structures is imminent after asbestos abatement.
- Trustees expressed a desire to hold a Capital Projects Committee meeting in February to determine next steps to progress the East Valley Project.

11 **Search Committee Report and Library Director Search Update**
- Blanchard recounted that the Search Committee held a video conference call with Jobeth Bradbury of Bradbury Miller Associates (BMA), and that he later signed a contract with Bradbury to secure their full services during the next library director search for MCL.
  - Blanchard confirmed that BMA does 360-degree reference checks, without naming it as such.
  - Blanchard anticipates conclusion on the question of an extended guarantee soon.
- Dates will be finalized once search logistics are developed at the February 19 meeting of the board and BMA. Blanchard expressed confidence in the capabilities and expertise of BMA.
  - On February 20, BMA will meet with staff and stakeholders in six different focus groups.
  - Electronic surveys will be sent to all board trustees, staff, and invited stakeholders.

12 **Good Governance Committee Report**
- Cyphers reported that the Good Governance Committee held its first meeting of the year.
- Blanchard recommended the new agenda format during the meeting and trustees agreed to try it.
- Cyphers pointed out that committee members were drafted at this meeting as seen in the minutes. Committee chairs will be chosen by each committee rather than by presidential appointment.
- The Good Governance Committee discussed handling retired trustees’ communication accounts.
- Amendments to the bylaws are being developed by committee members for a five-year review.

13 **2019 Board Committee Appointments**
- Blanchard announced board committee appointments per Good Governance minutes with the addition of Landmeier to the Finance Committee.
  - Audit: Barnett, Blanchard, DiDario, Finance Director
  - Executive Committee: Blanchard (chair), Cyphers, Mahre, Tashiro, Library Director
  - Finance: Blanchard, DiDario, Landmeier, Mahre, Finance Director, Library Director
  - Good Governance: Blanchard, Cyphers (chair), Landmeier, Tashiro, Executive Assistant, Library Director
  - Personnel: Barnett, Blanchard, Human Resources (HR) Manager, Library Director
  - Ad Hoc Capital Projects: Blanchard, Chris Mahre, Finance Director, Library Director
  - Ad Hoc Search: Blanchard, Mahre, Tashiro, HR Manager, Interim Library Director
  - MCLF Liaisons: Barnett and Cyphers
- Blanchard reminded the board that all trustees are invited to attend any committee meeting.
- The possibility of streamlining or condensing committees was briefly discussed.

14 **Overview of Policies Due for Review in 2019**
- Wade shared the proposed schedule for board policy review in order (one per month beginning in February): Budget, Code of Conduct, Banking and Cash Management, Non-Discrimination, Investment, Privacy, Fines and Fees.
- Wade affirmed that MCL will continue legal review of policies in 2019, which will result in all policies having legal review within the last three years. Wade advised that MCL will likely not pursue legal review during the next three-year cycle unless extensive changes make legal review necessary.
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<th>15</th>
<th>Resolution #19-01</th>
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<td>• Blanchard noted that the posting location and schedule resolution is different from the previous year’s resolution due to legal advice from the Colorado Special District Association. The 2019 resolution provides for 24-hour notice of meetings with two designated posting locations.</td>
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<td>• Kretschman noted that an email list exists for those who request notification of meetings.</td>
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<td>• DiDario moved to approve Resolution #19-01 as drafted, a resolution to designate MCL posting locations and adopt the 2019 board meeting schedule; Tashiro seconded. <strong>Motion carried.</strong></td>
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<tr>
<th>16</th>
<th>Upcoming Board Meetings</th>
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<tr>
<td></td>
<td>• <strong>Location and time of next meetings</strong></td>
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<tr>
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<td>o Good Governance: 4 p.m. February 12 – Central Library Monument Community Room</td>
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<td>o Special Board Meeting: 5:30 p.m. February 19 – Central Library</td>
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<td>o Regular Meeting: 5:30 p.m. February 28 – Central Library Monument Community Room</td>
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<td>• <strong>Suggested agenda items for upcoming meetings</strong></td>
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<td>o Policy for Review: Budget Policy 2015</td>
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<td>o Report from Betsey Dick, Head of Collection Management</td>
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<td>o Director Search Update</td>
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<td>• The meeting was adjourned by unanimous consent at 6:56 p.m.</td>
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Minutes submitted by Stacey Smith, MCL Executive Assistant.

 Barry Blanchard – MCL Board President

Chris Mahre – MCL Board Secretary

**Date:** 2/28/19