



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

## MINUTES

Date and Time: Thursday, February 28, 2019 – 5:30 p.m.

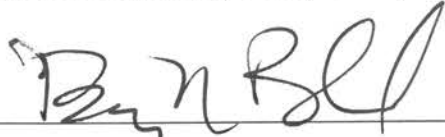
Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Monument Community Room

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Blanchard called to order the regular meeting at 5:31 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Abby Landmeier, Chris Mahre, Laurie Tashiro</li> <li>• STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Stacey Smith, Shana Wade, Matt Alleman, Jennifer Deering, Betsey Dick, Bob Kretschman, James Price, Blair Wade, Wynell Webster</li> </ul>
2	Approval of Agenda <ul style="list-style-type: none"> <li>• The agenda was approved unanimously as presented.</li> </ul>
3	Approval of Minutes – January 31, 2019 <ul style="list-style-type: none"> <li>• Tashiro moved to approve the minutes as drafted; Cyphers seconded. <b>Motion carried.</b></li> </ul>
4	Approval of Minutes – February 19, 2019 <ul style="list-style-type: none"> <li>• Barnett moved to approve the minutes as drafted; Mahre seconded. <b>Motion carried.</b></li> </ul>
5	Citizens to be Heard <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>
6	Director and Administrative Updates <ul style="list-style-type: none"> <li>• <i>Director Report from Wade</i> <ul style="list-style-type: none"> <li>○ Wade reported high adult program attendance in January.</li> <li>○ HR Manager Blair Wade has dealt with more staff turnover than usual lately.</li> <li>○ Facilities Manager Jennifer Deering was introduced as the newest member of management.</li> </ul> </li> <li>• <i>Statistics Report from Wade</i> <ul style="list-style-type: none"> <li>○ Wade is working on a 10-year timeline for statistics by branch that will illustrate trends in visits, circulation, computer use, and wireless use. Blanchard commented that evaluating trends over several years can inform the board's decisions regarding resource allocations.</li> <li>○ The number of library card holders and eResource use are up year-over-year.</li> <li>○ Wade described current computer class offerings for Barnett, who noted declining class attendance. Adaptation to the new ways patrons seek computer help was discussed.</li> </ul> </li> <li>• <i>Financial Report from Cole</i> <ul style="list-style-type: none"> <li>○ Comparative Balance Sheet: Cole has begun financial conversion to full accrual. Taxes receivable was adjusted, and depreciation will be updated on the March report.</li> <li>○ Financial Update: Compensation and benefits increased year-over-year due to adjustments made in response to the increasing Colorado minimum wage. Pending changes in Facilities expenditures may be reflected in future financial updates. A request for proposals will be made soon for cleaning services for the library district.</li> </ul> </li> <li>• <i>Development Report from Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Kllanxhja remotely attended the first Colorado State Library development officers' meeting.</li> <li>○ Friends of MCL granted a total of \$20,400 for MCL's 2019 programs and events.</li> <li>○ Plans are in development for an MCL Foundation benefit summer concert and white wine.</li> <li>○ Write a Will workshops will begin March 5; high patron interest is expected.</li> </ul> </li> </ul>

7	<p>Report from Betsey Dick, Head of Collection Management</p> <ul style="list-style-type: none"> <li>• Dick outlined departmental acquisitions, cataloging, processing, and maintenance of collections.</li> <li>• <i>Collection Items:</i> In 2018, more than 34,000 items were added (an average of about 2,800 items every month) and more than 3,300 patron requests were received (an average of 279 per month).</li> <li>• <i>Projects in the Past Year:</i> Revamped the Central Library magazine area, added Studio Lounge digital archives, made procedural changes, added Botanical Gardens passes and others for checkout, worked with a new statistics source through Marmot, reconsidered Youth Collections processes/vendors, and implemented Overdrive Advantage Plus.</li> <li>• <i>Collection Analysis:</i> Collection Management analyzed 2018 statistics on circulation and turnover by collection and location, budget, value of collections, and cost per circulation. This analysis allows staff to identify items and branch locations with the highest turnover, items with the highest cost per circulation, trends in circulation by branch and collection type, and how well the materials budget corresponds with the collection's annual circulation.</li> <li>• <i>Responses to Comments and Questions Posed by Board Trustees:</i> <ul style="list-style-type: none"> <li>○ Dick detailed acquisitions selection factors guided by the Collection Development Policy.</li> <li>○ Dick elucidated the shelf life of trending popular books such as political biographies.</li> <li>○ Weeded discard books may be trashed or be sent to Mesa Twig, the MCL Friends book store, or Better World Books (international recycle and resale organization).</li> </ul> </li> </ul>
8	<p>Director Search Update</p> <ul style="list-style-type: none"> <li>• <i>Schedule:</i> Blanchard remarked that everyone present met with Jobeth and Dan Bradbury of Bradbury Miller Associates, MCL's executive search consultants, during their February visit. A director search timeline was included in the board packet and is progressing as scheduled.</li> <li>• <i>Surveys:</i> The compiled results of staff and board surveys were sent to the board and all staff.</li> </ul>
9	<p>Good Governance Committee Report and Board Handbook Updates</p> <ul style="list-style-type: none"> <li>• Cyphers noted that the minutes for the February 12 Good Governance Committee meeting were distributed to trustees in the board packet along with proposed handbook changes.</li> <li>• <i>Bylaws:</i> Draft revised bylaws and a new conflict of interest policy were submitted for legal review in advance of board consideration, tentatively planned at the March 28 board meeting.</li> <li>• <i>Board Handbook:</i> Cyphers solicited board input on recent qualification changes to the Library Director Job Description that reflect language used in the current job advertisement.</li> <li>• Cyphers moved to accept all proposed changes to the board trustees' handbook; Tashiro seconded. <b>Motion passed unanimously.</b></li> </ul>
10	<p>Capital Projects Committee Report</p> <ul style="list-style-type: none"> <li>• DiDario reported that the committee met on February 21 as detailed in meeting minutes. <ul style="list-style-type: none"> <li>○ Currently, MCL is waiting on a permit from the state of Colorado for demolition of an old structure at the 3180 F Road (East Valley) property.</li> <li>○ Nuisance trees and some fencing are scheduled to be removed from the property in March.</li> </ul> </li> <li>• Possible methodology for preliminary needs assessment surveys was discussed among trustees.</li> </ul>
11	<p>Policy for Review: Budget Policy 2015</p> <ul style="list-style-type: none"> <li>• Cole confirmed that the policy underwent legal review and that most of the updates are minor.</li> <li>• Tashiro moved to approve the updated Budget Policy as written and amended; Landmeier seconded. <b>Motion was approved unanimously.</b></li> </ul>
12	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>• <i>Location and Time of Next Meetings:</i> <ul style="list-style-type: none"> <li>○ Capital Projects Committee: 11:30 a.m. March 4 – 3180 F Road, Grand Junction</li> <li>○ Finance Committee: 11:30 a.m. March 19 – Central Library Admin Conference Room</li> <li>○ Regular Meeting: 5:30 p.m. March 28 – Central Library Monument Community Room</li> </ul> </li> <li>• <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>○ Library Director Search Update</li> <li>○ Policy for Review: Code of Conduct Policy 2016</li> <li>○ Report from Jennifer Deering, Facilities Manager</li> <li>○ Mesa County Federal Mineral Lease District Grant Update</li> </ul> </li> </ul>

	o Mesa County Libraries Discovery Garden Update
13	Adjournment <ul style="list-style-type: none"><li>• Cyphers moved to adjourn the meeting at 6:36 p.m.; Tashiro seconded. <b>Motion carried.</b></li></ul>

Minutes submitted by Stacey Smith, MCL Executive Assistant.



Barry Blanchard – MCL Board President



Chris Mahre – MCL Board Secretary

Date: 3/28/19