# Mesa County Libraries
## Board of Trustees
### Board Meeting

**MINUTES**

Date and Time: Thursday, April 25, 2019 – 5:30 p.m.  
Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room

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| 1 | Opening: Call to Order and Roll Call  
  - Board President Blanchard 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  
  - BOARD EXCUSED: Abby Landmeier  
  - STAFF PRESENT: Laurie Cole, Karen Kllanxhja, Bob Kretschnman, Stacey Smith, Shana Wade, Blair Wade, Matt Alleman, Rachel Hanson, James Price, Jennifer Deering  
  - GUESTS PRESENT: Amanda Miller and Dan McCaslin, CFP®, of Alpine Wealth Management |
| 2 | Approval of Agenda [agenda was updated on April 24 and publicly noticed 24 hours in advance of the meeting]  
  - Tashiro moved to approve the updated agenda as written; DiDario seconded. **Motion carried.** |
| 3 | Approval of Minutes – March 28, 2019  
  - Cyphers moved to approve the minutes as written; Tashiro seconded. **Motion carried.** |
| 4 | Citizens to be Heard  
  - No citizens to be heard. |
| 5 | Director and Administrative Updates  
  - **Director Report from Wade**  
    - Wade said that April was a month of awards and celebrations. MCL participated in activities and acknowledgements of National Library Week, National Library Workers Appreciation Day, Volunteer Appreciation Week, Poetry Celebration Month with a poetry contest, Volunteer Orientation, literacy tutor appreciation celebration, and Executive Assistant Day.  
    - An interactive board for patrons to share why “I love my library” was set up at the Central Library, and Wade read several submissions written on that board.  
  - **Statistics Report from Wade**  
    - Year-to-date library cardholders and website visits are up 6%. Computer use is down 6%, but wireless use is up 6%. Volunteer hours are up 14% largely due to Discovery Garden work.  
    - Wade submitted ten-year statistical trends by location for the board’s review, including information on visits, circulation, computer and wireless use, and program attendance.  
  - **Financial Report from Cole**  
    - Comparative Balance Sheet: Cole noted that Land & Artwork year-to-date is one dollar off due to a rounding error.  
    - Financial Update: A significant decrease in information technology operating expenditures for computer hardware purchases has now caught up since invoices were recently received.  
    - Cole also reported that MCL received a UMB purchase card rewards rebate of $13,326 in April as unbudgeted revenue. A letter advised MCL that the community solar garden is now online, and Cole will provide more information as soon as it is available. The Residential Assessment Rate came in at 7.15% instead of the initially anticipated 6.95% rate.  
    - Cole addressed a question raised at a previous board meeting by noting that banking fees for investments in 2018 totaled $5,750, whereas MCL’s 2018 investment gains totaled $54,189. |
2018 Draft Financial Statement Drafts: Reports showed that MCL finished 2018 with a $6,922,000 fund balance, with $1.7 million in the capital projects fund and $5.167 million in the general fund. The net position decreased by $113,884 due to depreciation. Once the audit report is presented to the board in June, final financial statements will be released.

Development Report from Klaxnha
- Klaxnha shared that a board member from the Grand Junction Commission on Arts and Culture expressed enthusiasm to continue working with MCL to support Culture Fest.
- Klaxnha recently received notice that the MCL Foundation will receive an inheritance in excess of $300,000.

Investment Update from Amanda Miller and Dan McCaslin of Alpine Wealth Management
- Miller distributed investment holdings reports to trustees and directors.
- *Money Market Taxable Account*: The fund balance at close of business on April 24 was $2,279,982. The account has significantly reduced fees of 0.02%, and is yielding 2.21%.
- *U.S. Government Agency Accounts*: These accounts have staggered maturity dates ranging from October 2019 to February 2023, with a total balance of $2,044,393 and annual fees of 0.25%.
- Miller presented a graph illustrating the year-to-date account performance summary.
- Responses to Comments and Questions Posed by Board Trustees:
  - Cole and Miller cited that with the input of the Finance Committee, it was determined that stable and short-term money markets are good investments leading into a capital campaign.
  - Cole reviewed MCL’s policy of maintaining three months of reserves for operating expenses, and MCL’s practice of maintaining six months of reserves given patterns in tax revenue.

Report from Bob Kretschman, Communications Manager
- Kretschman described his staff—Communications Coordinator Dave Goe, Communications Specialist Emmi Farris (starts May 6), and Volunteer & Outreach Coordinator Nicole Fitzgerald.
- Kretschman reviewed his strategy to maintain current library patronage and build new patronage.
- Kretschman defined branding as how people feel about the organization as derived from customer service experiences, appearance, community presence, and additional elements.
- *When I say “Mesa County Libraries,” what word or phrase comes to mind?* Answers of patrons included the following: books, ebooks, enjoyable going to the library, professionalism of staff, community programming, accessibility, the building, pleasure, joy, colors of the MCL logo.
- Responses to Comments and Questions Posed by Board Trustees:
  - Kretschman clarified that MCL’s “tagline” has become “Learn. Discover. Create. Connect.”
  - Kretschman elaborated on some of his department’s recent advertising strategies.
  - Kretschman divulged that earned media—news coverage—is 99% positive. Trustees expressed appreciation for Kretschman’s work developing media relationships.

Library Director Search Update
- Blanchard expressed appreciation for the time put in by staff and trustees for the director search.
- Blanchard noted that following preliminary interviews of semi-finalists for the library director position, five finalists and an alternate were selected by the Search Committee and other trustees.
- One of the finalists and the alternate withdrew, leaving four confirmed finalists.
- **Finalist Schedule**: Smith detailed a draft schedule, which was accepted by the board.
- **Topic for Individual Finalist Presentations at a Public Forum**:
  - Trustees deliberated possible topics to ask finalist candidates to address during individual public presentations, including library trends, community responsibility, and MCL’s mission.
  - Trustees arrived at a consensus on the following topic: Describe your philosophy with regard to a public library’s responsibility to its community in light of Mesa County Libraries’ mission to “enrich lives and build community through opportunities to learn, discover, create, and connect.”
- Kretschman reported that a press release on the four finalists was published on April 25.
- Trustees briefly discussed the approach for finalist interviews on May 3 with the full board. More information is expected via email from the executive search firm, Bradbury Miller Associates.
Audit Committee Report
- Committee Chair DiDario reported that the Audit Committee met with Lisa Hemann on April 16 as detailed in meeting minutes.
- The audit went smoothly with only one adjusted entry needed. Subsequent procedural changes by staff have been implemented in order to correct practices. Hemann reported to the committee that staff enabled accurate reporting and full access to all information the auditors requested.
- The possible continuation of internal audits by board trustees was addressed, and the Audit Committee would like to discuss resuming the practice after a Library Director is hired.

Mesa County Federal Mineral Lease District (MCFMLD) Grant Wrap-up
- Kllanxhja notified the board that a final report and request for payment for the MCFMLD planning grant was submitted on April 24. Kllanxhja will attend a MCFMLD board meeting on May 8 to answer any remaining questions, and grant payment is expected soon after that.

Storm Drainage Fees Refund
- Cole explained that the Grand Valley Storm Drainage District was improperly collecting fees that are now being refunded to property owners.
- The total amount paid by MCL in storm drainage fees from 2016-2018 was $5,140. MCL received a refund of $4,102 and is still owed $2,044 for a total refund of $6,147, including interest. MCL has options to keep the refund, return it to support the drainage district, or return a portion of the refund and keep the remainder. Cole and Wade requested the board’s guidance on how to proceed.
- Trustees discussed possible approaches to the question considering the fiduciary duty to patrons.
- Cyphers moved to retain the fees and interest returned by the drainage district; Mahre seconded. **Motion carried.**

- Cole advised that the amended policy included minor changes to improve verbiage and consistency with other policies; there were no changes made by legal counsel.
- Barnett moved to accept the revised Banking and Cash Management Policy as written; Tashiro seconded. **Motion passed unanimously.**

Upcoming Board Meetings
- **Location and Time of Next Meetings (all at the Central Library unless otherwise specified):**
  - Public Forum for Director Finalists: 5 p.m. May 2 – Community Rooms
  - Board Work Session: 10 a.m. May 3 – Monument Community Room
  - Special Board Meeting: 3:30 p.m. May 3 – Monument Community Room
  - Regular Board Meeting: 5:30 p.m. May 30 – Monument Community Room
  - Board Training with Colorado State Library: July 16 at the Palisade Branch
- **Suggested Agenda Items for Upcoming Meetings:**
  - Insurance Update
  - Policy for Review: Non-Discrimination Policy
  - MCL Bylaws Amendments, tentatively in June after a Good Governance Committee meeting

Adjournment
- Cyphers moved to adjourn the meeting at 7:20 p.m.; DiDario seconded. **Motion carried.**

Minutes submitted by Stacey Smith, MCL Executive Assistant.

Barry Blanchard – MCL Board President

Chris Mahre – MCL Board Secretary

Date: 5/30/19