



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

## MINUTES

Date and Time: Thursday, August 29, 2019 – 5:30 p.m.

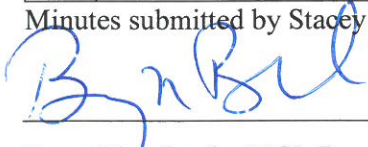
Location: Central Library, 443 N. 6<sup>th</sup> St., Grand Junction, CO – Monument Community Room

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call</p> <ul style="list-style-type: none"> <li>Board President Blanchard called to order the regular meeting at 5:30 p.m. A quorum was present.</li> <li>BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario (left the meeting at 7:25 p.m. during agenda item #9), Abby Landmeier, Chris Mahre, Laurie Tashiro</li> <li>STAFF PRESENT: Michelle Boisvenue-Fox, Cydney Clink, Jennifer Deering, Andy Hamilton, Rachel Hanson, Karen Kllanxhja, Bob Kretschman, Austin Mullenix, James Price, Stacey Smith, Blair Wade, Shana Wade, Wynell Webster</li> <li>GUESTS PRESENT: Patricia Johns, Jamie Hamilton of Home Loan Insurance</li> </ul>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> <li>Tashiro moved to approve the agenda as written; Barnett seconded. <b>Motion carried.</b></li> </ul>
3	<p>Approval of Minutes – July 25, 2019</p> <ul style="list-style-type: none"> <li>Mahre moved to approve the minutes as written; Tashiro seconded. <b>Motion carried.</b></li> </ul>
4	<p>Citizens to be Heard</p> <ul style="list-style-type: none"> <li>Patricia Johns spoke about her volunteer work in the MCL Discovery Garden, described the garden's significance in the community, and expressed her appreciation of the board's support. Johns distributed handouts with graphics of planned art installations in the Discovery Garden.</li> </ul>
5	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> <li><i>Director Report from Library Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> <li>Boisvenue-Fox observed that the first two Library Director Meet-and-Greet events went well.</li> <li>Jamie LaRue was hired to conduct needs assessments for a new East Valley Branch (at 3180 F Road). He will speak with MCL staff and community stakeholder focus groups.</li> <li>Boisvenue-Fox presented a strategic plan timeline to the board for review. MCL managers will meet with directors of community groups to inform the strategic planning process.</li> <li>A new Human Resources Manager, Brandee O'Brien, will begin work on September 10.</li> </ul> </li> <li><i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>S. Wade introduced Andy Hamilton as the new Technology Services Manager.</li> <li>Library cardholders have increased slightly. Library visits remain consistent year-over-year.</li> <li>S. Wade reported that physical circulation has decreased slightly, but eBook and eAudiobook use has moderately increased. Wireless use is up 6% and computer use is down 6%.</li> </ul> </li> <li><i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>Financial Update: B. Wade noted that 58.3% of fiscal year has elapsed, 93.7% of total revenue has been collected, and 49.6% of the budget has been expended year-to-date.</li> <li>Graphs: Year-to-date revenue (primarily tax revenue) has increased, but expenditures remain steady.</li> </ul> </li> <li><i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>Kllanxhja stated that MCL expects notice soon about a grant for a three-part mural project.</li> </ul> </li> </ul>


	<ul style="list-style-type: none"> <li>○ Kllanxhja and Head of Branch Services Wynnell Webster met with the Mesa County Health Department and were invited to participate in the Community Transformation Initiative in the Clifton area.</li> <li>○ Friends of MCL received notice from the IRS that no fees will be imposed. Dissolution is planned for the end of the year, followed by integration as a committee of MCL Foundation.</li> <li>○ MCL Foundation received \$620 for their second quarter Grande River Vineyards wine sales.</li> </ul>
6	<p>Briefing on MCL Insurance Coverage by Jamie Hamilton of Home Loan Insurance</p> <ul style="list-style-type: none"> <li>• <i>MCL Insurance Coverage Overview:</i> Hamilton reviewed MCL's liability insurance and general insurance coverage of structures, contents, and valuable papers. Blanket form coverage of facilities is based on current figures. Coverage of directors and officers addresses the board's decisions or lack of decisions.</li> <li>• <i>Cyber Liability:</i> Hamilton described approaches to ransomware attacks and confirmed that MCL has coverage for ransomware and PCI (peripheral component interconnection) for compliance. Additionally, Marmot employs redundant backups to prevent loss of information from hacking.</li> <li>• <i>Coverage:</i> Hamilton assured trustees that carefully determined property coverage limits are regularly reviewed to ensure that they adequately cover building and content replacement costs.</li> </ul>
7	<p>Report from Blair Wade, Human Resources Manager</p> <ul style="list-style-type: none"> <li>• B. Wade detailed incoming Human Resources Manager Brandee O'Brien's qualifications.</li> <li>• <i>New Benefits Broker:</i> Seeking more personalized assistance, MCL temporarily switched from HUB International to Home Loan Insurance for provision of benefits broker services. A request for proposal (RFP) for a broker will be issued next spring.</li> <li>• <i>Employment:</i> B. Wade recounted that MCL experienced higher-than-normal turnover of 30%—primarily employee-initiated—during the past year, with 28 new employees since September 2018. Average employee turnover in Colorado is 20%. Colorado currently has an unemployment rate of 3%, making it difficult to find skilled labor for some positions.</li> <li>• <i>2019 Legislative Activity:</i> <ul style="list-style-type: none"> <li>○ Ban-the-Box will be effective September 1, 2019, and the Pay Equity Law/Salary History Ban will be effective January 1, 2020. MCL has proactively modified employment applications for legal compliance.</li> <li>○ Family Medical Leave Insurance (FAMLI) Program, creating a statewide paid family leave program for FMLA, will not take effect until 2023/2024, but MCL will soon begin planning for this change which will affect budgets. Funding will come from an additional payroll tax.</li> </ul> </li> <li>• <i>2020 Open Enrollment:</i> Home Loan is currently collecting bids for health coverage excluding dental, vision, and life.</li> <li>• <i>Compensation Plan Update:</i> Colorado is entering its third year of minimum wage increases, with an increase from \$11.10 to \$12 to take effect on January 1, 2020. Evaluation of MCL's three-year minimum wage adaptation plan will result in adjustments to 2020 salary ranges.</li> </ul>
8	<p>Personnel Committee Report</p> <ul style="list-style-type: none"> <li>• Blanchard introduced Personnel Committee Chair Elaine Barnett.</li> <li>• <i>Review of MCL 2020 Employee Handbook Draft:</i> <ul style="list-style-type: none"> <li>○ Barnett outlined materials provided to the board: committee meeting minutes from August 5, 2020 Employee Handbook drafts, an outline of proposed changes, domestic partner definitions, and sick leave payout proposals.</li> <li>○ Domestic partner definitions were provided in response to a question raised by the Personnel Committee about sick leave eligibility. Cyphers detailed equal protection concerns if the insurer's definition is included in the handbook.</li> <li>○ The possibility of changing all sick leave and annual leave to employee-managed flexible paid time off was deliberated. Trustees agreed by consensus that further research is needed.</li> <li>○ The board and directors discussed employee sick leave use and sick leave payout policies.</li> </ul> </li> <li>• It was determined that the Personnel Committee will meet again to determine a more specific recommendation for the board regarding sick leave payout; it will be presented in October.</li> </ul>

9	<p>Preliminary Discussion on MCL Fines and Fees Policy</p> <ul style="list-style-type: none"> <li>Boisvenue-Fox distributed background information to the trustees with links to articles and the results of external and internal research regarding possible elimination of MCL's overdue fines. <ul style="list-style-type: none"> <li>MCL benefits from feedback and statistical analysis of other fine-free libraries, which reported positive results.</li> <li>Boisvenue-Fox and trustees discussed several elements to be considered including assessment of fines on materials, equipment, and interlibrary loan items; staff time spent on fine collection; public perceptions; distinguishing fines and bills for replacement items; management of items on hold; account billing and suspensions; and circulation statistics.</li> </ul> </li> <li>Several possible fine-free implementation and marketing rollout strategies were discussed.</li> </ul>
10	<p>New Parking Signage</p> <ul style="list-style-type: none"> <li>Boisvenue-Fox recapped previously discussed issues regarding overnight parking, including use of library amenities such as electricity and Wi-Fi. Local police authorities disclosed that they cannot tow vehicles from an area that has no posted parking restrictions.</li> <li>MCL staff expressed a desire to move forward with posting of parking restriction signs in the Central Library parking lot, and the board agreed by consensus to proceed.</li> </ul>
11	<p>Permission to Serve Alcohol at the Kanopy Launch at Central Library</p> <ul style="list-style-type: none"> <li>Kllanxhja clarified that Grande River Vineyards would provide the liquor license for the Kanopy Launch, but she sought board approval to permit alcohol to be served at the Central Library.</li> <li>Barnett moved to grant permission to serve alcohol at the Kanopy Launch at the Central Library on August 30; Landmeier seconded. <b>Motion carried.</b></li> </ul>
12	<p>Resolution #19-05 to Appoint Contacts to Act on Behalf of Mesa County Libraries</p> <ul style="list-style-type: none"> <li>Blanchard clarified that the resolution will permit new Finance Director Blair Wade to engage in banking transactions for MCL, along with the Library Director and the Development Director.</li> <li>Tashiro moved to approve Resolution #19-05; Mahre seconded. <b>Motion carried.</b></li> </ul>
13	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li><i>Location and Time of Next Meetings (all at the Central Library):</i> <ul style="list-style-type: none"> <li>Personnel Committee Meeting: Time and date TBD</li> <li>Regular Meeting: 5:30 p.m. September 26 – Monument Community Room</li> </ul> </li> <li><i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>First Draft MCL 2020 Budget</li> <li>Policy for Review: Fines and Fees Policy 2016 (First Reading)</li> <li>Personnel Committee Report – October board meeting</li> </ul> </li> </ul>
14	<p>Adjournment</p> <ul style="list-style-type: none"> <li>Cyphers moved to adjourn the meeting at 7:39 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: \_\_\_\_\_

9/26/19