



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

## MINUTES

Date and Time: Thursday, September 26, 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 5:32 p.m. A quorum was present.</li> <li>BOARD PRESENT: Barry Blanchard, Cindy Cyphers, Chris Mahre, Laurie Tashiro</li> <li>BOARD EXCUSED: Elaine Barnett, Dean DiDario, Abby Landmeier</li> <li>STAFF PRESENT: Michelle Boisvenue-Fox, Cydney Clink, Jennifer Deering, Betsey Dick, Sean Edwards, Andy Hamilton, Karen Kllanxhja, Bob Kretschman, Brandee O'Brien, Stacey Smith, Blair Wade, Shana Wade, Wynnell Webster</li> <li>GUESTS PRESENT: Sean Hanson of Marmot Library Network, Patricia Johns</li> </ul>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> <li>Tashiro moved to approve the agenda as written; Cyphers seconded. <b>Motion carried.</b></li> </ul>
3	<p>Approval of Minutes – August 29, 2019</p> <ul style="list-style-type: none"> <li>Cyphers 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 updated the board on upcoming MCL Discovery Garden activities, proposed ideas for the upcoming capital campaign, and expressed her support of the library.</li> </ul>
5	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> <li><i>Director Report from Boisvenue-Fox</i> <ul style="list-style-type: none"> <li>Boisvenue-Fox introduced Human Resources Manager Brandee O'Brien.</li> <li>Smith reported on Landmeier's behalf on the Colorado Association of Libraries conference.</li> <li>Capital Project: Boisvenue-Fox declared that needs assessment community forums for a new branch to be built at 3180 F Road are planned in late October. A report on needs assessments and a naming campaign for the new library are anticipated in November. A capital project web page will be posted in December. The MCL Foundation (MCLF) will soon consider hiring a public relations firm for a capital campaign.</li> <li>Blanchard proposed formation of a committee to support commencement of the upcoming capital project, and Cyphers and Mahre volunteered.</li> <li>Strategic Plan: Work on the new strategic plan is on target to conclude at the end of the year, with contributions from community interviews, patron surveys, and staff input. In October, Boisvenue-Fox will contact trustees with questionnaires for individual trustee input.</li> <li>Blanchard requested possible graphic representations of patron survey responses.</li> </ul> </li> <li><i>Statistics Report from S. Wade</i> <ul style="list-style-type: none"> <li>Kanopy use is now included in electronic circulation statistics since its launch in mid-August.</li> <li>With computer use down 7%, the computer lab is being converted into a classroom.</li> </ul> </li> <li><i>Financial Report from B. Wade</i> <ul style="list-style-type: none"> <li>Month-to-date revenue collection was down 22% due to receipt of a donor wall grant in August 2018. Year-to-date revenue increased 9.8%.</li> </ul> </li> </ul>

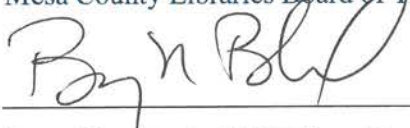


	<ul style="list-style-type: none"> <li>○ The library district has expended 56.3% of the budget with 66.7% of the year elapsed.</li> <li>• <i>Development Report from Killanxhja</i></li> <li>○ The MCLF Finance Committee met to draft an update to their Investment Policy to be submitted for board approval. An RFP for MCLF banking services will be released soon.</li> <li>○ The Friends of MCL annual book sale will take place October 17 through October 19.</li> </ul>
6	<p>MCL Network Security Information from Sean Hanson of Marmot Library Network</p> <ul style="list-style-type: none"> <li>• Sean Hanson, Assistant Director and IT Services Manager at Marmot, briefed the board on Marmot cybersecurity strategies benefitting MCL. <ul style="list-style-type: none"> <li>○ Marmot follows an internal data breach policy, has physical security for data in place, and is insured. Marmot maintains third party security scanning, diligent security patching, and daily logs. Marmot implements firewalls with content filtering, a site-to-site Virtual Private Network, intrusion alerts, PiHoles (ad-blocking system), and regional and targeted blocking. Third-party vendors such as Bibliotheca can access accounts only upon request.</li> <li>○ Library staff enjoy ransomware protection provided through data backups. Data is destroyed when it is no longer necessary. Staff individual account policies are in place.</li> <li>○ Library system circulation data is regularly purged for privacy. Payment data is encrypted end-to-end in isolated networks. Client protection is provided with a local antivirus and firewalls. Marmot also provides wireless data rogue hotspot detection.</li> <li>○ Patron computer use data is protected. Personally identifiable information is purged daily.</li> </ul> </li> <li>• Hanson showed a snapshot of top blocked sites by category in August 2019 at MCL's Central Library. In order from most prevalent sites to least: adult/pornography, malware, spyware and adware, phishing and frauds, SPAM URLs, Bot Nets, keyloggers, and user-defined blacklist.</li> <li>• Hanson described challenges in library cybersecurity such as data breach vectors, balancing security and patron privacy with functionality, copyright infringement, and data destruction law.</li> <li>• A PSA (Privacy, Security, Accessibility) Committee, composed of Marmot staff and library professionals from member libraries, was formed to address issues unique to libraries.</li> </ul>
7	<p>Report from Cydney Clink, Head of Youth Services</p> <ul style="list-style-type: none"> <li>• Clink detailed her credentials and work experience during her first presentation to the board. She also described each of her staff members and their individual responsibilities.</li> <li>• <i>What Youth Services Does (New Developments and News):</i> <ul style="list-style-type: none"> <li>○ Young Children (Birth-6): Youth Services added non-traditional items such as puppet kits, and One Book Colorado participation was expanded with diligent book distribution in 2019.</li> <li>○ Elementary (6-11): There was an increase in the number of schools participating in the REAL (Reading and Education at the Library) program.</li> <li>○ Teens (12-18): MCL has seen an increased number of teens present in teen spaces. Youth Services is building relationships that have led to changes in its programming model.</li> </ul> </li> <li>• <i>Why It Matters:</i> <ul style="list-style-type: none"> <li>○ Learn and Discover – lifelong learning and library use, creating new generations of patrons</li> <li>○ Create – dedicated children's artwork display areas, interaction through experiential learning</li> <li>○ Connect – providing safe places to mingle with friends, connectedness prevents suicide</li> </ul> </li> </ul>
8	<p>Finance Committee Report</p> <ul style="list-style-type: none"> <li>• Mahre observed that the Finance Committee meeting held on September 16 was productive. The committee reviewed the first draft of the 2020 budget. Property valuations increased during the last cycle, which will result in increased revenue for MCL. This revenue increase will help offset rising employment costs and a possible minor revenue loss if MCL becomes a fine-free library.</li> <li>• First Draft MCL 2020 Budget Presentation by B. Wade <ul style="list-style-type: none"> <li>○ Revenue – Total revenue of about \$7.5 million is expected in 2020. Mesa County 2020 assessed property valuations increased 18.65%. MCL will maintain a moderate budget. Elimination of library fines would reduce revenue by less than 1%.</li> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li>○ Expenditures – Total budgeted expenditures are expected to increase by 4.8%, with several capital project expenditures strategically planned. Initial budget figures estimate a 30% increase in costs for employee benefits. The library materials budget (11.3% of General Fund) aligns with state library standards and will address public demands for digital content.</li> <li>● Finance Committee Chair Mahre agreed to schedule another committee meeting before the second draft presentation of the budget to the board in October.</li> <li>● B. Wade and Kllanxhja clarified that budgeted Restricted Funding Expenditures-Miscellaneous increased by 39.9% due to new inclusions of a public relations consultant and Discovery Garden expenditures. B. Wade will distinguish restricted funds allocated for the 3180 F Road capital project and the MCL Discovery Garden in future budget drafts.</li> </ul>
9	<p>Policy for Review: Fines and Fees Policy 2016 (First Reading)</p> <ul style="list-style-type: none"> <li>● Boisvenue-Fox elucidated on several major changes proposed in the revised policy draft. <ul style="list-style-type: none"> <li>○ Long-overdue increases were proposed for fee card costs. MCL currently has 42 fee card holders.</li> <li>○ The proposed policy entirely removes library fines and collections on delinquent accounts. Revenue from collections has been declining for several years.</li> <li>○ Printing and copying charges were removed from the policy draft. Boisvenue-Fox noted that communicating these charges to patrons directly is preferred.</li> </ul> </li> <li>● Legal review will be pursued after the second reading once major revisions are determined.</li> <li>● A concern was expressed regarding communication about MCL auto-renewal implementation.</li> <li>● Trustees and staff deliberated proposed changes in the policy and needs for further edits. <ul style="list-style-type: none"> <li>○ An addition is needed to define timelines and parameters for lost items and billing.</li> <li>○ Policy language regarding equipment replacement costs will be evaluated. Additionally, a reference to additional requirements at checkout for higher value items, such as borrower agreements, may be added.</li> <li>○ The reference to the “Read-it-Off program” will be changed to “Read It Off (RIO) program.”</li> </ul> </li> <li>● Trustees discussed clearly publicizing and communicating to patrons any major changes.</li> </ul>
10	<p>Resolution #19-06 to Appoint Contacts to Act on Behalf of MCL</p> <ul style="list-style-type: none"> <li>● This new resolution would replace Resolution #19-05 to authorize four administrative staff to conduct MCL banking in order to meet financial needs regardless of individuals’ schedules.</li> <li>● Cyphers moved to accept Resolution #19-06; Mahre seconded. <b>Motion carried.</b></li> </ul>
11	<p>Review Trustee Terms and Commitment</p> <ul style="list-style-type: none"> <li>● Smith noted that Cyphers’ first term will expire in January 2020.</li> <li>● Cyphers agreed to serve a second term on the MCL Board of Trustees. Trustees expressed support of Cyphers’ service on the board.</li> </ul>
12	<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>○ Finance Committee: Date, time, and room TBD</li> <li>○ Personnel Committee: 4 p.m. October 17 – Administration Conference Room</li> <li>○ Good Governance Committee: 4:30 p.m. October 31 – Monument Community Room</li> <li>○ Regular Meeting: 5:30 p.m. October 31 – Monument Community Room</li> </ul> </li> <li>● <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>○ Strategic Plan Update</li> <li>○ Policy for Review: Fines and Fees Policy 2016 (Second Reading)</li> <li>○ Public Hearing for the Proposed MCL 2020 Budget (Second Draft)</li> <li>○ Personnel Committee Report and Employee Handbook</li> </ul> </li> </ul>
13	<p>Adjournment</p> <ul style="list-style-type: none"> <li>● Cyphers moved to adjourn the meeting at 7:33 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: 10/31/19