



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

MINUTES

Date and Time: Thursday, December 5, 2019 – 5 p.m.

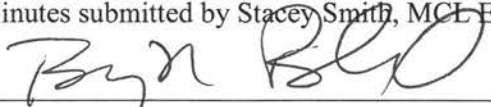
Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> • Board President Blanchard called to order the regular meeting at 5 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Abby Landmeier, Chris Mahre (arrived during agenda item #5) • STAFF PRESENT: Michelle Boisvenue-Fox, Cydney Clink, Jennifer Deering, Betsey Dick, Rachel Hanson, Karen Kllanxhja, Bob Kretschman, Austin Mullenix, Brandee O'Brien, James Price, Stacey Smith, Blair Wade (remotely by phone), Shana Wade, Wynell Webster
2	Approval of Agenda <ul style="list-style-type: none"> • The agenda was approved unanimously as presented.
3	Approval of Minutes – October 31, 2019 <ul style="list-style-type: none"> • The minutes for the October 31, 2019, meeting were approved unanimously as written.
4	Citizens to be Heard <ul style="list-style-type: none"> • No citizens to be heard.
5	Director and Administrative Updates <ul style="list-style-type: none"> • <i>Director Report from Library Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> ○ Boisvenue-Fox presented a handout to meeting attendees with information from two interviews that she conducted during her research on social worker presence in libraries. ○ MCL will initiate a needs assessment involving MCL front-line staff and security staff recording issues and needs that arise from patron inquiries during the next six months. ○ Boisvenue-Fox was invited to participate on the D51 strategic plan committee. ○ She applied to present at TEDx Grand Junction regarding how libraries build community. ○ A theft at the Central Library resulted in the loss of 21 video games, but the thief was identified and apprehended on Tuesday. Security of video games has since been improved. • <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Circulation has increased for the first time since the end of 2016, largely due to autorenewals. ○ Literacy student hours have notably increased more than 100% year-to-date. • <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ B. Wade remarked that the Business Office started the annual inventory. End-of-year processes for W-2s, 1099s, payroll, and reimbursements have also begun. ○ MCL is participating in the E-Rate program. ○ Year-over-year revenue collection has increased by more than \$600,000. ○ At the end of October, with 83.3% of the year elapsed, 70.6% of the budget was expended. • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja reported that the MCL Foundation (MCLF) annual letter was mailed December 2. The end-of-year campaign usually generates about \$100,000 for MCLF. ○ The Friends of MCL holiday book sale will be December 2 through the end of the month.

	<ul style="list-style-type: none"> ○ Transition for MCL Friends' incorporation into MCLF has begun.
6	<p>East Valley Project Steering Committee Report</p> <ul style="list-style-type: none"> ● Blanchard emphasized that a significant committee meeting is scheduled on December 10. The meeting will focus on establishing a timeline, funding, and possible utilization of the University of Colorado Denver's University Technical Assistance Program for the East Valley Project. This project will result in the building of a new branch at 3180 F Road to replace the Clifton Branch. ● Blanchard noted that the packet for the December 10 committee meeting included the needs assessment report from consultant Jamie LaRue that will be key to the committee's discussion. ● Boisvenue-Fox revealed that the top result of the public survey for a name for the new East Valley branch was the Clifton Branch. Trustees discussed the advantages of keeping this name.
7	<p>Presentation of the MCL 2020 Final Budget</p> <ul style="list-style-type: none"> ● B. Wade presented the final version of the 2020 budget for the board's consideration. ● The voter-approved mill levy remains 3.00 mills, but with the addition of the abatement, a final levy of 3.007 mills was certified by the county for 2020. The abatement adjustment reflects revenue that should have been collected in 2019 that is now anticipated to be collected in 2020. ● The 2020 budget draft includes a total revenue for all funds of a little more than \$8.6 million, 84.7% of which constitutes tax revenue. ● Total budgeted expenditures increased by \$440,543 from 2019 to 2020. Of this increase, \$211,578 was in the General Fund and \$228,965 was in the Capital Fund. B. Wade gave an overview of budgeted expenditures, including capital expenses, anticipated in 2020.
8	<p>Resolution #19-07 – A Resolution to Adopt the Annual Budget for 2020</p> <ul style="list-style-type: none"> ● DiDario moved to approve Resolution #19-07 as drafted, to adopt the Mesa County Public Library District annual budget for 2020; Landmeier seconded. Motion passed unanimously.
9	<p>Resolution #19-08 – A Resolution to Appropriate Sums of Money</p> <ul style="list-style-type: none"> ● Barnett moved to adopt Resolution #19-08 as drafted, to appropriate sums of money for the Mesa County Public Library District; Mahre seconded. Motion passed unanimously.
10	<p>Resolution #19-09 – A Resolution to Certify the Mill Levy</p> <ul style="list-style-type: none"> ● Mahre moved to adopt Resolution #19-09 as drafted, for Mesa County Public Library District to certify the mill levy for 2020; Cyphers seconded. Motion passed unanimously.
11	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> ● The Good Governance Committee met to discuss a slate of officers for 2020. The committee's recommended nominees were all are willing to continue in their offices. The committee also presented for the board's consideration an update to the Director Performance Evaluation Process, with updated dates aligning with Boisvenue-Fox's hire date. Additionally, Cyphers noted that the open board seat since Tashiro's resignation had not yet been posted by the county. ● <i>Nomination and Election of 2020 Officers for the MCL Board of Trustees</i> <ul style="list-style-type: none"> ○ The Good Governance Committee nominated Blanchard for President, Cyphers for Vice President, and Mahre for Secretary. There were no additional nominations. ○ The nominees for each board office were elected unanimously by acclamation. ● <i>Update to Director Performance Evaluation Process</i> <ul style="list-style-type: none"> ○ Barnett moved to accept the director evaluation process as drafted; Cyphers seconded. Motion carried.
12	<p>Policy for Review: Library Card and Borrowing Policy 2017 (Includes Fines and Fees Policy 2016)</p> <ul style="list-style-type: none"> ● Boisvenue-Fox advised that, as discussed at the last board meeting, the Fines and Fees Policy was combined with the Library Card and Borrowing Policy in order to avoid redundancy in policies. After staff edits, the combined policy underwent legal review. ● Cyphers moved to approve the new Library Card and Borrowing Policy; Barnett seconded. Motion passed unanimously. The new policy will take effect on January 1, 2020.

	<ul style="list-style-type: none"> Boisvenue-Fox detailed how the new fine-free policy will be implemented for patrons, including planned press releases and strategies to share information with the public. <ul style="list-style-type: none"> As approved by the board in October, staff began manually waiving fines from accounts. Mullenix shared that feedback from patrons has been very positive thus far. Blanchard requested statistical tracking of the fine-free change and its effect on circulation. S. Wade noted that baseline statistics were recorded before manual waiving of fines began.
13	<p>Policy for Review: Photography, Videography, and Recording Policy (Includes Security Camera Policy)</p> <ul style="list-style-type: none"> Boisvenue-Fox and trustees discussed First Amendment audits and the challenges posed by these auditors. Staff have been trained on how to handle these interactions, but the additional need for a policy was recognized. The new policy includes the previously adopted Security Camera Policy, which addressed videography. The policy draft was reviewed by legal counsel. For the public and media, this policy and the Code of Conduct policy are intended to protect patron privacy. <ul style="list-style-type: none"> Going forward, staff areas will be marked better to distinguish them from public areas. Signage is posted at large library events during which staff may photograph or film. DiDario moved to approve the Photography, Videography, and Recording Policy as drafted; Barnett seconded. Motion passed unanimously.
14	<p>2020-2022 MCL Strategic Plan Draft Presentation</p> <ul style="list-style-type: none"> Boisvenue-Fox listed elements included in the 2020-2022 Strategic Plan draft. <ul style="list-style-type: none"> Library values were updated as part of the strategic plan development. Goals, outputs, and performance measures were incorporated in the strategic plan. Activities associated with the goals will be added after the strategic plan is approved, and activities may continue to be added year after year during the plan’s three-year term. Boisvenue reiterated that annual strategic roadmaps will likely be implemented in the future. Landmeier moved to accept the strategic plan for 2020-2022 as drafted; Mahre seconded. Motion carried.
15	<p>Review Draft 2020 Board Meeting Schedule</p> <ul style="list-style-type: none"> Boisvenue-Fox noted that she and other senior staff have schedule conflicts with the drafted February 27 meeting date; the board agreed that the February 2020 meeting date can be changed to February 20. The change will be reflected in the resolution for board approval in January.
16	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <i>Location and Time of Next Meetings (all at the Central Library):</i> <ul style="list-style-type: none"> East Valley Project Steering Committee: 11:30 a.m. December 10 – Administration Conference Room Special Meeting: 4 p.m. December 16 – The Classroom Good Governance Committee: Time and date in January 2020 TBD Regular Meeting: 5:30 p.m. January 30, 2020 – Monument Community Room <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> Schedule for Policies Due for Review in 2020 Resolution to Designate Posting Locations and Adopt the 2020 Meeting Schedule East Valley Project Steering Committee Report Good Governance Report and Committee Appointments
17	<p>Adjournment</p> <ul style="list-style-type: none"> Barnett moved to adjourn the meeting at 6:19 p.m.; Mahre seconded. Motion carried.

Minutes submitted by Stacey Smith, MCL Executive Assistant.



 Barry Blanchard – MCL Board President



 Chris Mahre – MCL Board Secretary

Date: 1/30/20