



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

SPECIAL MEETING MINUTES

Date and Time: Monday, December 16, 2019 – 4 p.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO – The Classroom

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> • Board President Blanchard called the special meeting to order at 4:01 p.m. A quorum was present. • BOARD PRESENT: Elaine Barnett, Barry Blanchard, Cindy Cyphers, Dean DiDario, Abby Landmeier, Chris Mahre (arrived at 4:04 p.m., during agenda item #3) • STAFF PRESENT: Michelle Boisvenue-Fox, Karen Kllanxhja, Bob Kretschman, Stacey Smith, Blair Wade, Shana Wade • GUESTS PRESENT: Jane Fine Foster of MCL Foundation, Duffy Hayes of <i>The Daily Sentinel</i>
2	Approval of Agenda <ul style="list-style-type: none"> • Cyphers moved to approve the agenda as written; Landmeier seconded. Motion carried.
3	Clifton Branch (East Valley Project) Steering Committee Report <ul style="list-style-type: none"> • Blanchard noted that the committee that was formerly named the East Valley Project Steering Committee is now the Clifton Branch Steering Committee. • <i>New Clifton Branch (at 3180 F Road) Square Footage Discussion and Recommendation</i> <ul style="list-style-type: none"> ○ The Clifton Branch Steering Committee’s recommendation to the board is to build a 20,000-square-foot building for the new Clifton Branch to be located at 3180 F Road based on the needs assessment reported by Jamie LaRue, needs identified by MCL staff, and trustees’ aim to balance growth and space with operational feasibility. ○ Blanchard solicited input from meeting attendees, specifically from each trustee, on the square footage recommendation. Designating a full 20,000 square feet to library use, allocating separate square footage for partner space, and child care facility integration were deliberated. ○ Blanchard urged consideration of a smaller branch size, such as 15,000 square feet, to lower anticipated operational expenses during future economic downturns. ○ Boisvenue-Fox described the current library building trend of balancing space for people and collections. Clifton patrons have requested a quality, expanded collection. When a new branch is opened, increased circulation of at least 40% is expected. • <i>Discussion on Possible Child Care Element on Property</i> <ul style="list-style-type: none"> ○ Questions were raised about the potential of involving a child care partner in development of the new branch space. Landmeier observed that her experiences with Mesa County Child Care 8000 have led her to conclude that the child care industry is a risky business in regards to staffing, continuity, and capacity. She advised that incorporating a short-term child watch could be more feasible initially than a full day care facility. ○ Foster asserted that any child care center built by MCL should be in a separate building from the library branch and that the library square footage could be determined to begin design plans, while delaying a decision on a child care element after conducting further research.

	<ul style="list-style-type: none"> ○ Blanchard supported the idea of proceeding with building a library, with the potential of an additional facility for a partner. The idea of setting aside shell space for a future unspecified use was put forth. ● <i>Building Timeline Discussion</i> <ul style="list-style-type: none"> ○ Blanchard said that the committee’s recommendation for a three-year timeline is about a year longer than anticipated, with groundbreaking in Spring 2022. This later start time will need to be considered when determining a budget. ○ Final square footage can be refined between conceptual design and architectural planning. ○ At Landmeier’s urging, Foster agreed that the proposed timeline is acceptable, although it is slower than anticipated, as the quiet phase of the capital campaign has already commenced. ● <i>Preliminary Budget Estimate</i> <ul style="list-style-type: none"> ○ Blanchard did not believe that LaRue’s estimated per-square-foot building cost of \$350 included a contingency, and he advised adding 5% to this estimate. ○ B. Wade expressed confidence in MCL’s capability to build a 20,000-square-foot building and concerns about the cost of maintaining and staffing a building of this size. Her estimated budget of \$7.5 million for a 20,000-square-foot building is at a rate of \$375 per square foot, which includes a contingency. She advised building a 15,000-square-foot building with 5,000 square feet of flexible, adaptable, rentable space to generate revenue if needed. ○ It was clarified that the \$7.5 million budget estimate would include a 20,000-square-foot building and associated parking. It would not include any landscaping or outdoor spaces. ● DiDario moved to move forward with the proposed 20,000-square-foot new Clifton Branch focused on library operations, research potential partners—particularly day care—that may be located in separate square footage, and accept the capital project timeline proposed by the steering committee; Landmeier seconded. Motion passed unanimously. ● <i>Agreement with UC Denver Colorado Center for Community Development University Technical Assistance Program (UTA)</i> <ul style="list-style-type: none"> ○ Blanchard summarized that UTA offered to assist MCL in the design phase of the new Clifton Branch at a cost of \$10,000 to be paid upon completion of their work. The UTA fee is significantly lower than conceptual design fees of architects. UTA’s conceptual design would be used to guide an architect’s final design and plans. ○ Boisvenue-Fox clarified that Chris Endreson of UTA is interested in the potential of working with CMU in addition to UC Denver during the course of the UTA design work. Blanchard suggested that CMU’s involvement could be a condition of MCL’s employment of UTA. ○ Boisvenue-Fox noted that Endreson requested notice of inclusion of a child care facility in the build in advance of UTA’s design work. MCL would need to inform them of even the possibility of its future addition in an adjacent building, along with maximum square footage. ○ Boisvenue-Fox stated that employing UTA is necessary if MCL intends to pursue Department of Local Affairs (DOLA) grant funding. ○ Barnett moved to proceed with an agreement with the UC Denver Community Development UTA Program; Cyphers seconded. Motion passed unanimously. Blanchard directed Boisvenue-Fox to contact Endreson and initiate work on an agreement with UTA.
4	<p>Executive Session: pursuant to C.R.S. §24-6-402(4)(f) for the sole purpose of discussing personnel matters, specifically the Library Director’s mid-year review</p> <ul style="list-style-type: none"> ● Mahre moved to adjourn the public special meeting of the MCL Board of Trustees to convene an executive session for the sole purpose of discussing personnel matters, particularly to discuss the Library Director’s mid-year review as authorized by C.R.S. §24-6-402(4)(f); Barnett seconded. Motion passed unanimously. ● The executive session of the MCL Board of Trustees convened at 4:50 p.m. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Barnett, Blanchard, Cyphers, DiDario, Landmeier, and Mahre, and invitee Boisvenue-Fox.

	<ul style="list-style-type: none"> o During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. §24-6-402(4)(f). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. • Blanchard announced that the executive session of the MCL Board of Trustees was adjourned at 5:13 p.m., and the board reconvened its special meeting at 5:14 p.m. A quorum was present. <ul style="list-style-type: none"> o BOARD PRESENT: Barnett, Blanchard, Cyphers, DiDario, Landmeier, Mahre o STAFF PRESENT: Boisvenue-Fox, Smith
5	<p>Adjournment</p> <ul style="list-style-type: none"> • Cyphers moved to adjourn the meeting at 5:15 p.m.; Barnett 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