



Mesa County Libraries  
**BOARD**  
 OF **TRUSTEES**  
 • B O A R D M E E T I N G •

## MINUTES

Date and Time: Thursday, February 20, 2020 – 5:30 p.m.

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

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Blanchard called to order the annual meeting at 5:30 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Elaine Barnett, Barry Blanchard, Dean DiDario, Abby Landmeier, Candice Walton</li> <li>• BOARD EXCUSED: Cindy Cyphers</li> <li>• BOARD ABSENT: Chris Mahre</li> <li>• STAFF PRESENT: Michelle Boisvenue-Fox, Cydney Clink, Jennifer Deering, Betsey Dick, Andy Hamilton, Karen Kilanxhja, Brandee O'Brien, James Price, Blair Wade, Shana Wade</li> </ul>
2	Oath of Office – Candice Walton <ul style="list-style-type: none"> <li>• Administered by Finance Director Blair Wade.</li> </ul>
3	Approval of Agenda <ul style="list-style-type: none"> <li>• DiDario moved to approve the agenda as written; Barnett seconded. <b>Motion carried.</b></li> </ul>
4	Approval of Minutes – January 30, 2020 <ul style="list-style-type: none"> <li>• Landmeier moved to approve the minutes as drafted; Barnett seconded. <b>Motion carried.</b></li> </ul>
5	Citizens to be Heard <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>
6	Director and Administrative Updates <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 stated that the individual hired for the Executive Support Coordinator position could no longer take the position. Nikki Coolbaugh will start on March 2.</li> <li>○ New Board Member Training was completed for Candice Walton.</li> <li>○ Staff member training on Design Thinking was completed. The team focused on the Friends of the Library's book depository, where donations are accepted. The Friends enjoyed the staff's new ideas, and staff are impressed with the Friends' work.</li> <li>○ Boisvenue-Fox and Fruita Branch Manager Shanachie Carroll attended a stakeholder meeting for the Fruita Parks, Health, Recreation, Open Space and Trails Master Plan to add the library's perspective.</li> <li>○ Wynell Webster has taken a new position at another library after 23 years with MCL.</li> </ul> </li> <li>• <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ MCL saw low counts for visits and wireless use in January. Increases in website visits point to more digital collection usage. Physical circulation is still increased from last year due to the auto renewal service, which started in September 2019.</li> <li>○ S. Wade added a new statistic for laptop circulation, which are offered for in-library use alongside traditional public computers.</li> <li>○ There was no Tech Expo in January, so there is one less special event.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Program attendance for adult programs is seeing an increase at the start of the year. Other programming is seeing a decline. MCL strategic plan is giving staff direction to improve.</li> <li>○ Number of physical items on the shelf is a difficult number to track since the number of items in and out of the library as well as weeding material fluctuates continually. MCL is seeing more items returned and plans to share statistics in six months on the effects of eliminating overdue fines.</li> <li>○ Library card holders have decreased due to deleting unused accounts (2+ years). A higher amount was removed this year after removing old overdue fines. Moving forward, staff will do this monthly, giving a more accurate number of active cardholders.</li> <li>○ Trend data on the De Beque Branch showed steady use of the branch in 2019. Past issues of staffing and a location change affected access. The library is open Friday and Saturday since it's located in the school and the school is closed during that time.             <ul style="list-style-type: none"> <li>○ Patrons want the Saturday hours to remain in place and have concerns that MCL would close the branch entirely.</li> </ul> </li> <li>● <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ Revenue was up in January due to some grants that were expected. MCL expenditures were up this past month due to increases to the minimum wage and some large annual contracts.</li> <li>○ The deferred property tax revenue is now a positive amount, which reflects what MCL expects for its mill levy. The amount will be close to zero in December.</li> <li>○ Updates to the balance sheet include the depreciable asset values and TABOR amounts.</li> </ul> </li> <li>● <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>○ The Foundation web page has been updated to reflect the ability to accept stocks as a donation as well as instructions on donating individual state tax refunds to MCLF.</li> <li>○ Kllanxhja presented on a Culture Fest grant to the GJ Arts and Culture Commission.</li> <li>○ There is an RFP available for a PR firm on the Clifton Branch capital campaign.</li> <li>○ The Friends of the Library saw a new financial report being completed by MCL staff. There is no final word from IRS on dissolution of the Friends group.</li> <li>○ MCLF will submit a Rotary grant for the children's garden.</li> <li>○ Two new members, Cheryl Lucas and Laurie Cole, have been added to the Foundation board. The Foundation is increasing its board members since it's starting a capital campaign for the new Clifton Branch.</li> </ul> </li> </ul>
7	<p>Report from Betsey Dick, Head of Collection Management</p> <ul style="list-style-type: none"> <li>○ <i>Highlights</i> <ul style="list-style-type: none"> <li>● Staff team of six work with the collection, including purchasing, processing and cataloging. Staff work with input from all library staff, visiting branches twice a year.</li> <li>● In 2019, MCL added over 31,000 items - some items were multiple copies of the same title. Patrons request about 260 titles a month. MCL purchases over 60% of requests. Titles not purchased are already owned by MCL or can be borrowed from other libraries.</li> </ul> </li> <li>○ <i>Projects</i> <ul style="list-style-type: none"> <li>● Digital Archive: new items added include videos of Art on the Corner pieces from 2015-present and new episodes of the <i>Crossing the Divide</i> podcast</li> <li>● Kanopy: a popular streaming video collection. Kanopy launched in August with 30,000 titles, including <i>The Great Courses</i> series.</li> <li>● The youth collection added puppet kits and Vox Books/Wonder Books with an audio unit built in the books.</li> <li>● A new Acquisitions Coordinator improved searching in the library catalog.</li> <li>● Branches started a monthly weeding schedule to review the collections once a year. About 41,000 items were weeded from MCL in 2019.</li> </ul> </li> <li>○ <i>2019 Collection Statistics</i> <ul style="list-style-type: none"> <li>● DVDs have the most checkouts per title last year. Fruita had the most checkouts per title for the second year.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Children’s titles are the highest format circulated.</li> <li>• Collbran saw an increase in circulation.</li> <li>• Highest decreases were seen in audio formats.</li> <li>• The digital collection saw increases: Overdrive eBooks and eAudio (17%), digital magazines (110%) and Kanopy movies were used by 4,600 patrons.</li> </ul>
8	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> <li>• MCL signed the Memorandum of Understanding (MOU) with the University Technical Assistance (UTA) program of the University of Colorado Denver with costs not to exceed \$4,650 and Department of Local Affairs (DOLA) covers the remaining amount. The completion deadline will be October 2020. A timeline will be developed.</li> <li>• Paperwork is being completed by Board members and staff to support UTA students in developing initial plans for the new branch.</li> <li>• Jeff Kuhr from Mesa County Public Health presented information on Childcare 8000 and other partnership opportunities.</li> <li>• Boisvenue-Fox is visiting the Nebraska Early Childhood Cooperative to learn about a potential partnership model.</li> <li>• Challenges discussed with other partner uses need to consider increased traffic into the property.</li> </ul>
9	<p>Strategic Plan Activities</p> <ul style="list-style-type: none"> <li>• Activities came from departments and branches. Target dates are included with activities and the principal group leading the activity. Activities make the strategic plan a live document.</li> <li>• Activities will change as the year goes on. Departments have the authority to change target dates as they need. Boisvenue-Fox will update the Board in six months.</li> <li>• Staff are also working on a stop list so they have capacity to do new activities.</li> </ul>
10	<p>Policy for Review: Programming Policy 2020</p> <ul style="list-style-type: none"> <li>• This new policy offers transparency on how the library approaches programming. People also know how to share concerns about library programs.</li> <li>• Language is included that the library does not endorse businesses who may participate in library programs to share general information.</li> <li>• The Library’s process for vetting program experts includes recommendations from other libraries, partnerships in the community, or seeing the program offered elsewhere.             <ul style="list-style-type: none"> <li>○ If the Library doesn’t offer a program on a topic, people are given the option to use the Library’s community space to host it themselves.</li> <li>○ Staff select program ideas with the oversight of a supervisor and library leadership. Staff ask for feedback as needed.</li> </ul> </li> <li>• Barnett moved to approve Programming Policy 2020 as drafted; Landmeier seconded. <b>Motion passed unanimously.</b></li> </ul>
11	<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 Meeting: Date and Time TBD in March</li> <li>○ Clifton Branch Steering Committee Meeting: Date and time TBD in March</li> <li>○ Regular Meeting: 5:30 p.m. March 26 – Monument Community Room</li> </ul> </li> <li>• <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>○ Policies for Review: Audit and Purchasing Policies 2020</li> </ul> </li> </ul>
12	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Barnett moved to adjourn the meeting at 6:45 p.m.; DiDario seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Michelle Boisvenue-Fox, MCL Library Director.

*Barry Blanchard*

**Chris Mahre**

Barry Blanchard – MCL Board President

Chris Mahre – MCL Board Secretary

Date: 03/27/2020