



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

## MINUTES

Date and Time: Thursday, March 26, 2020 – 5:30 p.m.

Location: Virtual Meeting via Zoom

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Blanchard called the meeting to order at 5:33 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Barry Blanchard, Chris Mahre, Dean DiDario, Abby Landmeier, Candice Walton, Cindy Cyphers, Elaine Barnett</li> <li>• STAFF PRESENT: Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Nikki Coolbaugh, Cydney Clink, Jennifer Deering, Betsey Dick, Andy Hamilton, Bob Kretschman, Brandee O'Brien, Julie MacDonell, Shawn Cwalinski, Judy Schowalter, Shanachie Carroll, Susie Robertson, Austin Mullenix</li> </ul>
2	Approval of Agenda <ul style="list-style-type: none"> <li>• Walton moved to approve the agenda as written; Mahre seconded. <b>Motion carried.</b></li> </ul>
3	Approval of Minutes – February 20, 2020 <ul style="list-style-type: none"> <li>• Cyphers moved to approve the minutes as drafted; Barnett seconded. <b>Motion carried.</b></li> </ul>
4	Citizens to be Heard <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>
5	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>○ There was not a CBSC meeting but Boisvenue-Fox went to Omaha and has information to share once the CBSC meets.</li> <li>○ Boisvenue-Fox is currently doing onboarding for Nikki Coolbaugh, Executive Support Coordinator, things are going well and currently there are some additional things being added to the job description including Foundation and the Friends of the Library tasks.</li> <li>○ Boisvenue-Fox and Directors from other libraries around the state have been working together in response to COVID-19. While other libraries have been in a reactionary state, MCL has been ahead of the curve</li> <li>○ In response to the current situation and temporary closure, Boisvenue-Fox has been sending daily emails to staff to give updates and continue to boost morale among staff.</li> </ul> </li> <li>• <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ MCL saw a decline in items owned, this has been due to weeding and making space on shelves for new materials.</li> <li>○ Library card holders are up slightly after purging expired cards.</li> <li>○ Overall visits to MCL have declined. This is expected to continue due to the physical closure of MCL locations.</li> <li>○ Physical and electronic circulation have increased year to date. Physical circulation mostly increased due to autorenewal. There is expected to be a significant decrease in physical circulation due to closures, but the electronic circulation including Kanopy and OverDrive are expected to continue to climb.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ E-Resource use is down, but this is a difficult number to track due to the low number of users that use it and who don't use it regularly, so this number is rarely consistent.</li> <li>○ Computer use is down due to having fewer people in the physical Library locations and fewer public computers available due to social distancing requirements.</li> <li>○ Adult programming participation is up, Teen and Youth programming is down, and Literacy program participation has remained flat. These numbers are expected to be significantly different due to physical library closures due to COVID-19 and different types of services being offered in response.</li> <li>○ Social media trends are up significantly and are expected to continue to trend in this direction.</li> <li>○ Due to a change in the types of services currently being offered, there will be a change in the statistics that will need to be recorded; this will fall in line well with the new Data Librarian position that was created.</li> <li>● <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ Revenue was up year to date due to timing of grants and donations that were received. MCL expenditures were up in February due to increases to the minimum wage and some annual IT contracts.</li> <li>○ At this point it is difficult to determine how or if COVID-19 will affect mill levy funds which is MCL's main revenue stream.</li> </ul> </li> <li>● <i>Development Report from Director Michelle Boisvenue-Fox in the absence of Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>○ The Friends of the Library has still not received the IRS paperwork on dissolution of the Friends group.</li> <li>○ The Foundation did receive their new 501(c)(3) determination letter from the IRS. This status opens up more revenue streams for the Foundation, including additional grant funds and eligibility for Colorado Gives Campaigns.</li> </ul> </li> </ul>
6	<p>COVID-19 Update</p> <ul style="list-style-type: none"> <li>● <i>COVID-19 Update from Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> <li>○ MCL is currently under Tier 4 closure, this means that the library is currently shut down and staff is working remotely under Governor Polis' order.</li> <li>○ Until the stay at home order went into effect on 3/26/20, returns were being accepted, the call center was open until 4pm daily and the 970West Studio was being used to record and livestream virtual programming. Current Services that are being offered are online programming and digital collections are being offered through RB Digital, Kanopy and OverDrive.</li> <li>○ Boisvenue-Fox will determine a re-open date in collaboration with the Mesa County Department of Public Health when mass gathering limitations are removed.</li> <li>○ At the time of re-opening, there will be a process to ensure that social distancing is still possible as well as making sure facilities are fully sanitized and ready for patrons to use.</li> <li>○ There have been patrons requesting curb-side pickup, which is a process that will be instituted to try to protect vulnerable populations from exposure. With the blessing of the MCPH, this could start before the library re-opens and continue after it re-opens.</li> <li>○ Staff has expressed immense gratitude for the Emergency Closure Policy and being able to continue to be paid through this closure.</li> </ul> </li> </ul>
7	<p>Personnel Policy Update</p> <ul style="list-style-type: none"> <li>● Boisvenue-Fox requested changes to the way that part-time staff accrue paid time off. Currently part-time staff has not been eligible for paid time off or the donation bank until they have reached one year of employment. With the revision, part-time staff would accrue PTO using the same requirements as new full-time employees.</li> <li>● This update would allow the recruitment and retention of high-quality employees and will help MCL continue to be a highly sought-after employer.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cyphers made a motion to accept the changes made to the Personnel Policy 2020 upon legal review, Landmeier seconded. <b>Motion passed Unanimously.</b></li> </ul>
8	<p>Report from Jennifer Deering, Facilities Manager</p> <ul style="list-style-type: none"> <li>○ <i>Highlights</i> <ul style="list-style-type: none"> <li>• Outsourcing has been an important part of high-quality facilities planning. A full-time facilities staff position has been added as well as contracts with cleaning, HVAC, a lawn mowing/ snow removal and an elevator maintenance company. This has allowed MCL to have consistency in the appearance and safety of the buildings.</li> <li>• Fire Compliance had some long-standing issues, Deering worked closely with the Fire Marshall and Fire Inspector and is happy to report that MCL is now 100% compliant with hopes to do the same at branch locations in the coming year.</li> <li>• The development of an emergency action plan was a large project for security and facilities. This plan has been shared and practiced at staff development day.</li> <li>• A high quality, diverse security team is in place with backgrounds from all different areas of security. Ongoing training is being developed for de-escalation and crisis intervention.</li> </ul> </li> <li>○ <i>Projects</i> <ul style="list-style-type: none"> <li>• The biggest projects for Facilities have been preparation and response to the COVID-19 outbreak. Deering and her department have been proactive on their approach to this process and were ahead of the curve in ordering supplies, organizing furniture for social distancing and sanitizing commonly touched areas.</li> <li>• During the closure there will be some minor projects that can be tackled, including parking lot repairs and ADA compliance, sanitizing buildings and getting ready to re-open.</li> <li>• All facilities will be sanitized with a Clorox 360 machine before open, and there is a third-party company on standby if necessary.</li> <li>• The replacement of the existing elevator will continue to be a project for 2020. This project has been delayed due to a lack of fit with the contractors that previously bid on the project. The hope is that this project will still be finished in the 2020 calendar year.</li> </ul> </li> </ul>
9	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> <li>• The 3/17/20 meeting of the CBSC was cancelled due to COVID-19</li> <li>• There will be a virtual meeting in April.</li> <li>• Boisvenue-Fox has information for the committee on her trip to Nebraska, Jamison Ave. and models for a child care facility that will be presented to the Committee.</li> <li>• Chris Endreson with the University Technical Assistance Program is currently planning and transitioning the students to virtual work but will be regrouping and coming up with new plans to still execute the collaboration.</li> </ul>
10	<p>Finance Committee Report</p> <ul style="list-style-type: none"> <li>• Appointment of Committee Chair:             <ul style="list-style-type: none"> <li>○ Committee member Blanchard requested that Mahre continue to serve as Committee Chair and other committee members agreed, Mahre accepted.</li> </ul> </li> <li>• The committee received an investment report from B. Wade. There were some investments that matured and the committee discussed that it was beneficial to leave the matured funds where they were and not make any changes at this time.</li> <li>• The committee reviewed MCL 10-year forecast presented by B. Wade and reviewed how the Capital Campaign and Clifton Branch construction would affect the forecast.</li> <li>• The Committee also reviewed the changes that were made to the Audit Policy and the Purchasing Policy.</li> </ul>
11	<p>Policy for Review: Audit Policy 2020</p>

	<ul style="list-style-type: none"> <li>This policy had a small change that clarified the time frame of the request for proposals for Audits to be done every 3 years. Previously this time frame had not been defined.</li> <li>Mahre moved to approve Audit Policy 2020 as drafted; Landmeier seconded. <b>Motion passed unanimously.</b></li> </ul>
12	<p>Policy for Review: Purchasing Policy 2020</p> <ul style="list-style-type: none"> <li>This policy is how MCL ensures accountability and maintains budgetary control over purchases and establishes uniform purchasing guidelines.</li> <li>This policy was changed extensively for clarity so that it would not be misinterpreted.</li> <li>There was a chart added to the policy for easy reference on levels of approval based on spending amounts.</li> <li>An emergency purchase section was added for the ability of the MCL Director to make purchases outside of the budget if necessary with notice to the Library Board.</li> <li>The Board made revision to the second to last paragraph of the policy to include the approval of the Board if there is an instance where a Board Member or family member of a Board Member were to enter into a contract with MCL.</li> <li>Cyphers moved to approve the Purchasing Policy 2020 as drafted with the addition of the verbiage in the second to last paragraph; Mahre seconded. <b>Motion passed unanimously.</b></li> </ul>
13	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li><i>Location and Time of Next Meetings (all will be virtual meetings via Zoom):</i> <ul style="list-style-type: none"> <li>Finance Committee Meeting: Date and Time TBD in April</li> <li>Clifton Branch Steering Committee Meeting: Date and time TBD in April</li> <li>Audit Committee Meeting: Date and time TBD (hopefully in April)</li> </ul> </li> <li>Regular Meeting: 5:30 p.m. on April 30, 2020</li> <li><i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>Policies for Review: Display Policy 2020</li> </ul> </li> </ul>
14	<p>Adjournment</p> <ul style="list-style-type: none"> <li>Cyphers moved to adjourn the meeting at 7:12 p.m.; Landmeier seconded. <b>Motion carried.</b></li> </ul>

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator.

*Barry Blanchard*

*Chris Mahre*

Barry Blanchard – MCL Board President

Chris Mahre – MCL Board Secretary

05/04/2020

Date: \_\_\_\_\_