



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

MINUTES

Date and Time: Thursday, April 30, 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"> • Board President Blanchard called the meeting to order at 5:33 p.m. A quorum was present. • BOARD PRESENT: Barry Blanchard, Chris Mahre, Dean DiDario, Abby Landmeier, Candice Walton, Cindy Cyphers, Elaine Barnett • STAFF PRESENT: Michelle Boisvenue-Fox, Shana Wade, Karen Kllanxjha, Blair Wade, Nikki Coolbaugh, Shawn Cwalinski, Jennifer Deering, Andy Hamilton, Brandee O’Brien, Rachel Hanson, James Price, Bob Kretschman • COMMUNITY MEMBERS PRESENT: Amanda Miller (Alpine Bank)
2	Approval of Agenda <ul style="list-style-type: none"> • DiDario moved to approve the agenda as written; Mahre seconded. Motion carried.
3	Approval of Minutes – March 26, 2020 <ul style="list-style-type: none"> • Cyphers moved to approve the minutes as drafted; DiDario seconded. Motion carried.
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"> ○ The employee handbook changes that were approved at the March 26th Board of Trustees meeting passed legal review and have been put into effect. ○ The Disclosure form for the Purchasing Policy from the March 26th Board of Trustees meeting should be ready for Trustees to sign at the May 28th meeting. ○ Boisvenue-Fox is working with staff to institute curbside pick-up for holds ○ New procedures for Friends of MCL are getting started since there will not be volunteers allowed at the library in the near future due to COVID-19. ○ Youth Librarian, Cindy Pearson from the Clifton Branch retired this week, staff did a drive by goodbye parade for her. • <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Overall visits to MCL have reached zero for the month of April due to the physical closure of MCL library locations due to COVID-19, this will continue to be at zero until physical locations are open again. ○ Electronic circulation has increased year to date. Even with the library closure, physical circulation statistics increased due to autorenewal. ○ In a typical month MCL sees 50-70 new online accounts. For the month of April, there have been 244 new online accounts. This is due to closures and COVID-19, but shows the library is serving patrons in a different capacity.

	<ul style="list-style-type: none"> ○ Social media trends are up significantly and are expected to continue to trend in this direction. MCL is now tracking trends for live views, 1 minute views and 3 second views for streaming content. ● <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ Currently financial data does not reflect any impact from COVID-19. Expenses have not changed with the physical closure. Instead, funds have been reallocated. For example, the budget for the physical collection has been used for the digital collection. ○ The income and expense budgets are on track year-to-date. ● <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja is currently working with the Friends book depository to come up with a plan for dealing with donations i.e. sanitizing and reorganizing. ○ Work is being done to maintain contact with all relevant parties for the Clifton Branch Capital Campaign. ○ Kllanxhja is working on possibilities for grant collaborations to expand wi-fi and internet accessible devices. ● <i>On the Horizon Report from Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> ○ Most of the up-and-coming plans On the Horizon are related to shifting services in response to COVID-19 as well as Strategic Plan activities with online services being prioritized.
6	<p>Investment Update from Amanda Miller of Alpine Wealth Management</p> <ul style="list-style-type: none"> ● Miller distributed investment holdings reports to trustees and directors. ● <i>Money Market Taxable Account:</i> The fund balance at close of business on April 28th was \$3,058,669.89. The account has significantly reduced fees and a yield of 1.77%, this yield will continue to drop due to the Federal Reserve dropping interest rates to zero. With rates dropping and the small fee paid to Alpine Wealth Management this account may see losses. ● <i>U.S. Government Agency Accounts:</i> These accounts have staggered maturity dates and different interest yields; the total balance of these accounts is \$1,405,401.71 with a total yield of 2.12%. ● The Grand total of all investment accounts is currently \$4,464,071.60. ● B. Wade will meet with Miller before rates reach zero on the Money Market Account to discuss retail banking options that will potentially not reduce principal amount. B. Wade will report this information to the Finance Committee to determine what actions are necessary.
7	<p>COVID-19 Update from Director Michelle Boisvenue-Fox</p> <ul style="list-style-type: none"> ● Plans are currently being developed for reopening the library, including: <ul style="list-style-type: none"> ○ Separate entrance and exit for patrons ○ Plexi-glass barriers at counters ○ Double-sided monitors so that staff and patrons are not sharing monitors ● Existing holds will be available for pick up starting May 4th ● Words on Wheels will start up again initially just for existing patrons ● Library by appointment procedures are being developed ● Staff is back in buildings in limited numbers <ul style="list-style-type: none"> ○ Wi-fi is still being offered in all location parking lots until 10pm daily ○ Returns are being accepted in drop boxes ○ The call center has re-opened
8	<p>Eliminating Overdue Fines Statistics Plan</p> <ul style="list-style-type: none"> ● Boisvenue-Fox shared a handout on the statistics that are being tracked around the elimination of overdue fines. These statistics will help MCL tell the story of how this change impacted patrons. ● There will be a skewing of statistics due to COVID-19 around new library cards, physical circulation, library card usage and return rates.
9	<p>Report from Bob Kretschman, Communications Manager</p> <ul style="list-style-type: none"> ● Kretschman described his staff- Communications Coordinator Emmi Farris and Volunteer & Outreach Coordinator Nicole Fitzgerald. The department will hire another Communications Coordinator.

	<ul style="list-style-type: none"> • The Communications Department is currently working with social media, graphics and interdepartmentally to continue to serve MCL patrons while the library is closed. • Work on the Discovery Garden is happening despite obstacles since the Volunteer and Outreach Coordinator is not utilizing volunteers. The Discovery Garden will soon be getting a new sign. • The biggest job of the Communications Department is maintaining and continuing to improve the positive image around MCL. This used to happen with traditional media, but is evolving with new media dynamics. The staff have worked to better cross promote library events in 2020. • The MCL e-newsletter has converted from an opt-in newsletter to an opt-out newsletter. This has significantly increased the number of patrons receiving the newsletter and the open rate continues to be around 40%, which is a positive indicator that people want the content.
10	<p>Clifton Branch Steering Committee Report</p> <p><i>This committee is still in the early stages of development of the Clifton Branch Project and is still currently gathering information on what the best approaches are to take.</i></p> <ul style="list-style-type: none"> • Boisvenue-Fox presented on her trip to the Nebraska Early Childhood Collaborative • MCL was approached about another partnership opportunity with Marillac Health • Chris Endreson from UTA presented on the status of collaboration for the Clifton Branch project • Childcare model possibilities were presented to the committee • The next meeting will be held in May after the Foundation Board Meeting on May 13th. At the next meeting another partnership possibility will be presented.
11	<p>Audit Committee Report</p> <ul style="list-style-type: none"> • Committee Chair DiDario reported that the Audit Committee met with Lisa Hemann on April 24th. • The audit went smoothly aside from a few minor adjustments to journal entries. The transition to B. Wade being the Finance Director has been without difficulty and there have been no areas of concern identified. • Hemann will reach out and conduct interviews with the Audit Committee members to complete the audit process. • The full audit will be presented to the full Board of Trustees at the June 2020 regular meeting.
12	<p>Policy for Review: Display Policy 2020</p> <ul style="list-style-type: none"> • Cyphers moved to approve the Display Policy 2020 as drafted with the revision of the verbiage on what cannot be displayed; Mahre seconded. Motion passed unanimously.
13	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> • <i>Location and Time of Next Meetings (all will be virtual meetings via Zoom):</i> <ul style="list-style-type: none"> ○ Finance Committee Meeting: Date and Time TBD in May ○ Clifton Branch Steering Committee Meeting: Date and time TBD in May • Regular Meeting: 5:30 p.m. on May 28, 2020 via Zoom • <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> ○ Policies for Review: Meeting Room Policy 2020
14	<p>Adjournment</p> <ul style="list-style-type: none"> • Barnett moved to adjourn the meeting at 6:56 p.m.; Cyphers seconded. Motion carried.

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator.

Barry Blanchard

Chris Mahre

Barry Blanchard – MCL Board President

Chris Mahre – MCL Board Secretary

Date: 06/01/2020