



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 . C O M M I T T E E M E E T I N G .

Clifton Branch Steering Committee MINUTES

Date and Time: THURSDAY, May 21, 2020 – 1:00 p.m.

Location: Virtual Meeting via Zoom

#	Agenda Item
1	<p>Opening</p> <ul style="list-style-type: none"> • <i>Call to Order and Roll Call:</i> <ul style="list-style-type: none"> ○ Committee Chair Barry Blanchard called the meeting to order at 1:02 p.m. ○ BOARD PRESENT: Barry Blanchard, Chris Mahre, Cindy Cyphers, Candice Walton ○ STAFF PRESENT: Michelle Boisvenue-Fox, Shana Wade, Nikki Coolbaugh, Blair Wade, Karen Kllanxhja, Bob Kretschman, Shawn Cwalinski ○ PUBLIC PRESENT: Chris Endreson (UTA), Jane Foster (MCLF) • <i>Review of Agenda:</i> The agenda was accepted as drafted.
2	<p>Zoning of Clifton Property</p> <ul style="list-style-type: none"> • The current zoning of the property for the Clifton Location is split into 2 separate parcels. The southern section of the property is zoned B-1 which is limited business, the north section of the property is zoned RSF-4 which is residential single family. <ul style="list-style-type: none"> ○ The B-1 zoning would allow for a library as well as a possible ECE center. The RSF-4 zoning would not allow for a library, but would allow for a child care facility. The B-1 section would allow for a 30,000 sq. ft. building, which does fall into the parameters of a 20,000 sq. ft. library that was previously discussed. ○ An updated traffic study is needed for a 20,000 sq. ft. library since initially the study was for a 10,000 sq. ft. library building. The committee discussed if the property should be re-zoned before the traffic study. • Chris Endreson from UTA will utilize one of his students to research the types of property that can be built on the RSF-4 parcel before the next meeting to determine if re-zoning is necessary at this time. The committee would like UTA to evaluate if there is a possibility of using the parcel for a green space, an amphitheater or an experiential playground with the existing zoning.
3	<p>DOLA Update</p> <ul style="list-style-type: none"> • Boisvenue-Fox and Kllanxhja met with DOLA, DOLA made recommendations for when to apply and offered insight and assistance in ensuring that the requirements of DOLA funding are met. Funding from DOLA is to be used over the course of 3 years, with a 2-year extension available if necessary. DOLA recommends applying in the April or August 2021 application cycle due to less applicants applying during these two funding periods. • DOLA has the expectation of 50% funds being matched at the time of application, at this time MCLF is able to match the funds. DOLA stated that there is a high chance of a decline in funds available for grants due to cuts in correlation with COVID-19. DOLA did state that MCL could apply for two separate rounds of funding, one for library construction and one for the child care facility.

	<ul style="list-style-type: none"> • Matching funding for a child care facility is important for DOLA grants but not where the money comes from and the applicant is important. If a child care facility is run by Hilltop, they could not apply for DOLA funds since they are a non-profit. The County could apply for funds, but already regularly submit grants for DOLA funds. The “owner” of the granted project needs to be committed to the intended purpose for 10 years.
5	<p>Foundation/ Fundraising Update</p> <ul style="list-style-type: none"> • During the MCLF Board meeting the PR Firm; Ryan Sawyer Marketing was approved and a contract has been signed. Initial meeting with the PR Firm will be June 8th and a plan for fundraising will be discussed. • There are currently different funding sources being researched as well as looking into some COVID stimulus funds that may be available late 2020 or early 2021. Friends of the library has pledged \$50,000 towards the Capital Campaign. • The Friends of MCL met and decided not to have an October book sale, but will be donating their current inventory to Better World Books so that the library can use the credit to buy new materials. Friends is not currently accepting donations, and is discussing their plan on cleaning and quarantining books when they are accepting donations again.
	<p>Third Partnership Possibility</p> <ul style="list-style-type: none"> • Marmot Library Cooperative has approached Boisvenue-Fox as a potential partner for the Clifton Branch. Marmot is a member-based technology services cooperative for libraries that currently offers a shared library catalog and IT services; they currently are the IT provider for MCL. <ul style="list-style-type: none"> ○ This group currently rents a space that is not meeting their needs and is looking for different options. The group is currently looking for approximately 3,500 sq. ft. This partnership proposal does not seem to eliminate the possibility of partnering with other groups as well because of the minimal expectations of Marmot. ○ The next step on this proposal would be to continue a dialog and establish if the time line of Marmot matches the timeline of MCL. If the timelines and expectations match, a letter of intent would be developed to bring to the Regular June Board of Trustees meeting. • Boisvenue-Fox was also approached by another partner and will have more information at the next steering committee meeting.
6	<p>UTA Timeline</p> <ul style="list-style-type: none"> • The timeline for UTA is still on track. There have currently been no changes regardless of remote learning. Site analysis is currently being done and diligence for the building site, bubble diagraming to put together concept designing will begin next. • An initial remote meeting happened between students of the UTA program and MCL Staff. This meeting was an initial meet and greet, an opportunity to set expectations and get to know each other.
6	<p>Next Steps</p> <ul style="list-style-type: none"> • Discussion topic at next meeting- final decisions will need to be made for partnership opportunities, so that a recommendation can be made to the Board of Trustees. • The revised traffic study based on a 20,000 sq. ft. building will be helpful in making decisions on who the most appropriate partner will be and will need to be completed before the next meeting.
7	<p>Adjournment</p> <ul style="list-style-type: none"> • Meeting was adjourned at 2:10 p.m. • Next meeting will be held before the June 25th Board Meeting.

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator