



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

## MINUTES

Date and Time: Thursday, May 28, 2020 – 5:30 p.m.

Location: Virtual Meeting via Zoom

| # | Agenda Item  |
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| 1 | Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Blanchard called the meeting to order at 5:31pm. A quorum was present.</li> <li>• BOARD PRESENT: Barry Blanchard, Candice Walton, Chris Mahre, Dean DiDario, Cindy Cyphers, Elaine Barnett, Abby Landmeier</li> <li>• STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Blair Wade, Karen Kllanhja, Bob Kretschman, Jennifer Deering, Shawn Cwalinski, Brandee O'Brien, Andy Hamilton, Shanachie Carroll, James Price</li> </ul>   |
| 2 | Approval of Agenda <ul style="list-style-type: none"> <li>• DiDario moved to approve the agenda as written; Cyphers seconded. <b>Motion carried.</b></li> </ul>  |
| 3 | Approval of Minutes – April 30, 2020 <ul style="list-style-type: none"> <li>• Cyphers moved to approve the minutes as drafted; Walton 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>○ Libraries are not violating patron privacy laws if inquiring about health information, taking temperatures or participating in contact tracing. This is considered reasonable operation of the library, due to the danger of Covid-19. These steps are not currently required at MCL.</li> <li>○ Had HR Manager, O'Brien conduct debrief meetings with staff getting feedback on improvements to closing the library, communication, how staff are impacted, and what they need in place to re-open the library.</li> <li>○ June Board Meeting- In person meeting with social distancing to include the option for a virtual connection as long as this abides by whatever the current recommendation of the Health Department. There will be no dinner served at this meeting. Masks required.</li> </ul> </li> <li>• <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ The month of April was statistically uneventful due to being closed the full month of April.</li> <li>○ Although the library was closed there were 300 new online library card holders.</li> <li>○ Circulation of the digital collections was up nearly 50% year to date with a significant portion in the month of April.</li> <li>○ Virtual story time and online programming will continue after the library reopens due to the success of these programs.</li> </ul> </li> <li>• <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ MCL is currently at 55.1% of budget revenue</li> <li>○ There was 6% drop in property tax collection due to deferral of late fees. The overall impact of this to mill levy revenue has not yet been reported by the county treasurer.</li> </ul> </li> </ul> |

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|   | <ul style="list-style-type: none"> <li>○ Operating expenditures decreased 3.3%, due to a hiring freeze and holds on shipments during the COVID closure.</li> <li>● <i>Development Report from Development Director Karen Kllanxhja</i></li> <li>○ Foundation board approved the PR Firm recommendation for the Clifton Capital Campaign; Ryan Sawyer Marketing was granted the bid. Kllanxhja and Boisvenue-Fox will meet with the PR firm on June 8<sup>th</sup>.</li> <li>○ On May 19<sup>th</sup> there was a Friends of MCL meeting- The book store is currently closed and they are not accepting donations. The October book sale has been cancelled, and the books are being donated to Better World Books in order to give the library purchasing credit for new library material. Friends is currently looking into the possibility of volunteer recruitment in order to try to do online book sales. There is a grant possibility, recently submitted by the Mesa County Regional Transportation &amp; Planning Office, that could include a little free library at new bus shelter in front of Central library.</li> </ul>   |
| 6 | <p>COVID-19 Update from Director Michelle Boisvenue-Fox</p> <ul style="list-style-type: none"> <li>● MCL was given permission to re-open on June 8<sup>th</sup> at 50% capacity, which is 175 people at the Central Library. Upon opening the Central location, the capacity will start with admitting 60 patrons plus staff at a time and will gradually increase to the 175 capacity.</li> <li>● The process of reopening will be a first come first served approach instead of by appointment.</li> <li>● Plexiglass sneeze guards will be installed at all locations, as well as directional arrows and furniture rearrangement for social distancing and there will be separate entrance and exits at locations where possible.</li> <li>● MCL will be opening with limited hours at all locations initially, and will extend back to normal hours in mid-July.</li> <li>● Mask requirement and expectation was discussed at length in the reopening planning. Staff will be wearing masks, patrons will not be required to wear masks but will be encouraged to do so via signage at locations.</li> <li>● Accommodations can be made if necessary for staff if they have concerns or health risk factors in regards to COVID-19.</li> <li>● MCL has enough supplies to get reopened, there are some gaps in the supply chain still but Deering, Security and Facilities Manager, stock piled early.</li> </ul> |
| 7 | <p>Report from Andy Hamilton, Technology Services Manager</p> <ul style="list-style-type: none"> <li>● Hamilton presented a PowerPoint with pictures and videos of his staff and some programming highlights.</li> <li>● The purpose of Technology Services is to increase digital literacy and empower communities.</li> <li>● The Technology Services Department includes such services as the call center, 970 West Studio, assistance with computers, the Digital Archive, Artist in Residence videos, Veterans Remember videos, live streaming special programming and editing virtual programming.</li> <li>● A few of the community collaborations that MCL has taken part in through Technology Services are collaborations with Rocky Mountain PBS and Colorado Mesa University.</li> <li>● During the COVID-19 closure, Technology Services has stepped in and helped rapidly turn what would typically be live programming into virtual programming.</li> </ul>  |
| 8 | <p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> <li>● Boisvenue-Fox discussed the zoning of the Clifton Branch property: The property consists of two separate parcels that are zoned differently, the south side smaller parcel is zoned for business, whereas the larger north side parcel is zoned for residential. There is discussion on what can be built on the residential parcel or if MCL should have the parcel re-zoned.</li> <li>● An updated traffic study will be completed due to the original study being done on a 10,000 sq. ft. location instead of the currently planned 20,000 sq. ft. location.</li> <li>● Boisvenue-Fox presented information about her meeting with DOLA- they gave information and recommendations on when to apply for funds.</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>• A third partnership possibility was presented to the committee: Marmot Library Network, a library cooperative who does technology services for MCL and other libraries is interested in a partnership. The committee was pleased with the possibility of a partnership. A letter of intent is possible at the June Board Meeting. A fourth partnership possibility will be discussed at the next Steering Committee meeting.</li> <li>• An initial meeting with the students from UTA took place; this allowed the students to meet with the Clifton Branch staff and Administration in order to meet and start to share expectations and needs.</li> <li>• At the next meeting, the committee will discuss partnerships and make final decisions and recommendations for the June board meeting.</li> </ul> |
| 9  | <p>Policy for Review: Meeting Room Policy 2020</p> <ul style="list-style-type: none"> <li>• There was discussion among the Board on the wording of section 3 of the Meeting Room Policy: “Meeting rooms <b>shall</b> be available during normal business hours” as opposed to “Meeting rooms <b>may</b> be available during normal business hours”.</li> <li>• Cyphers moved to approve the Meeting Room Policy 2020 as drafted; Barnett seconded. <b>Motion passed six to one. (Mahre opposed)</b></li> </ul>  |
| 10 | <p>Edit to Conflict of Interest Policy/ Disclosure</p> <ul style="list-style-type: none"> <li>• The disclosure statement per the Purchasing Policy discussed in the March regular meeting was added to the Conflict of Interest policy. Due to concerns about the policy verbiage, this policy review has been sent to the Good Governance Committee for review and recommendation.</li> </ul>  |
| 11 | <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 June</li> <li>○ Clifton Branch Steering Committee Meeting: Date and time TBD in June</li> <li>○ Good Governance Committee: Date and time TBD in June</li> </ul> </li> <li>• Regular Meeting: 5:30 p.m. on June 25, 2020 via Zoom and in Monument Meeting Room</li> <li>• <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>○ Policies for Review: Capital Debt Policy 2020</li> <li>○ Policies for Review: Reserve Policy</li> <li>○ Audit Report</li> <li>○ Strategic Plan Update</li> <li>○ COVID-19 Update</li> </ul> </li> </ul>                    |
| 12 | <p>Adjournment</p> <ul style="list-style-type: none"> <li>• Mahre moved to adjourn the meeting at 7:41 p.m.; Barnett 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

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