



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

MINUTES

Date and Time: Thursday, June 25, 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 5:30pm. A quorum was present. • BOARD PRESENT: Barry Blanchard, Candice Walton, Dean DiDario, Cindy Cyphers, Elaine Barnett, Abby Landmeier • BOARD EXCUSED: Chris Mahre • STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Blair Wade, Karen Killanxhja, Bob Kretschman, Jennifer Deering, Shawn Cwalinski, Brandee O'Brien, Andy Hamilton, Shanachie Carroll, James Price, Betsey Dick, Cydney Clink • COMMUNITY MEMBERS PRESENT: Patricia Johns, Lisa Hemann
2	Approval of Agenda <ul style="list-style-type: none"> • Walton moved to approve the agenda as written; Cyphers seconded. Motion carried.
3	Approval of Minutes – May 28, 2020 <ul style="list-style-type: none"> • Landmeier moved to approve the minutes as drafted; Walton seconded. Motion carried.
4	Citizens to be Heard <ul style="list-style-type: none"> • Patricia Johns- Community member and MCL Volunteer made announcements about the success of the Discovery Garden where she has volunteered. Johns also wanted to express concern about the automated response that she received thanking her for the donation of her time as a volunteer, she stated that this felt insincere. Johns also asked that the library be a community resource for the local anti-racism movement.
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"> ○ Boisvenue-Fox has been working with other libraries who are in the process of reopening and sharing the experiences of MCL staff to assist in their opening processes. MCL has been thoughtful and purposeful in the reopening process and has adjusted small things accordingly. ○ Social Worker needs assessment data should have been presented this month, this data will be presented at the July regular meeting instead. The current data is from December 2019 through mid-March 2020 when closures happened due to COVID-19. There is a possibility that MCL will continue to collect data in order to have pre and post COVID-19 data, at this time a decision has not been made about whether or not this data would be worth collecting. • <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Statistics maintained similar numbers in May to previous months due to the closure continuing. ○ A significant amount of weeding was done to the current collection to make more room for new materials and large print materials. ○ E-circulation continued to grow as well as online library card issuance. ○ Curbside pick up began being available in all locations on May 4th, as well as virtual programming continuing. • <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ MCL is currently at 74.1% of budgeted revenue, and at 33% of budgeted expenses. ○ There is currently a bill initiative that will be on the ballot in November SB 20-223 that would repeal the Gallagher amendment, which would potentially impact MCL's funding.

	<ul style="list-style-type: none"> • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ Kllanxhja is currently working on several funding opportunities for MCL including: <ul style="list-style-type: none"> ➤ DOLA grant for funds to reimburse MCL for funds spent on COVID-19 supplies; this grant is due July 7th. ➤ Entry for MCL for the Jerry Kline Community Impact Prize. If MCL wins this award a \$250,000 prize that can be used for anything the library chooses. The deadline is July 15th. ➤ LSTA Cares Grant, which focuses on expanding electronic access to rural communities, including the purchase of Chromebooks and Hotspots.
6	<p>2019 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C.</p> <ul style="list-style-type: none"> • Hemann presented the results of the 2019 MCL Financial Audit. The audit was conducted remotely in March/ April 2020 due to COVID-19 closures. Hemann stated that the audit went well and that there were only a few minor adjustments to journal entries, adjusting items from one category to another. She will be placing an unmodified certification on MCL financial statements. • The biggest risk during this audit cycle was that MCL had a new Finance Director. Due to having a thorough training period and significant policies and transparency in the rules and procedures, there were no concerns about the 2019 finances.
7	<p>COVID-19 Update from Director Michelle Boisvenue-Fox</p> <ul style="list-style-type: none"> • The library is having been open most of the month of June with modified hours, and will go back to regular hours July 13th. • Things have been going well with reopening, the process was through and well thought out. Minor adjustments have been made to accommodate patrons and make thing run more smoothly.
8	<p>Library Statement: Commitment to Diversity and Anti-Racism</p> <ul style="list-style-type: none"> • Boisvenue-Fox distributed MCL's proposed Commitment to Diversity and Anti-racism and requested Board support on the commitment. Cyphers moved that the board support the MCL statement of Commitment to Diversity and Anti-Racism; Landmeier seconded. Motion carried.
9	<p>Report from James, Literacy Services Manager</p> <ul style="list-style-type: none"> • The Literacy Services program has three full-time regular staff members. An additional four part-time instructors are paid with AEFLA Grant funds. • During the most recent 2019-2020 school year, approximately 425 students were served. Currently the program has 200-250 active students and 80-100 active volunteers. • During COVID-19 closures, the Literacy Program's classes went entirely virtual and had a student retention rate of 90%. • There is current planning of expansion for the program with the AEFLA Grant from 2020-2024, increasing funds from \$100,000 to \$180,000. Expansion will include increasing the number of students served, as well as offering three additional night classes in Clifton. • SB-251 granted MCL \$3,000 to expand and offer a Driver's License program for Spanish speaking individuals regardless of immigration status. MCL hopes to serve 36 individuals with these services by July 2021.
10	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> • A partnership will be pursued with the Marmot Library Network at the new Clifton Branch location. A Letter of Intent from Marmot Library Network will be presented at the July Regular Board meeting. • The committee discussed zoning of the property and the two separate parcels. The parcel of the property that is zoned residentially could be utilized for an experiential garden or a child care facility with a conditional use permit that could be issued by the county. • The committee made the recommendation to take a phased approach in the construction of the Clifton Library Branch. In phase 1 a 20,000 sq. ft. library will be built and a partnership with Marmot Library Network will be housed within the original structure on the parcel of land zoned for business. In phase 2 a plan will be developed for the use of the residentially designated parcel of the property.

11	<p>Finance Committee Report</p> <ul style="list-style-type: none"> The committee discussed Retail Banking Options per recommendation at the May Regular Board Meeting. The option that was recommended by the committee was to move funds over to MCL’s regular Money Market Account in order to not see a loss of funds due to low interest rates and fees being charged. The committee also reviewed the draft Capital Debt Policy and Draft Reserve Policy. The committee recommends that these policies be approved as drafted.
12	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> The committee met to discuss the Purchasing Policy and the changes made to the Conflict of Interest Policy per the May Regular Board Meeting. There was debate and discussion over the definition of family and how to implement the previously mentioned policies. The committee will meet again before determining a recommendation for the verbiage of the policies.
13	<p>Policy for Review: Capital Debt Policy</p> <ul style="list-style-type: none"> DiDario moved to approve the Capital Debt Policy as drafted; Walton seconded. Motion carried. Cyphers made a motion to vacate the previous vote to approve this motion due to concerns about the Colorado Revised Statute being cited in the policy, and that the policy be tabled until it has undergone legal review. Walton seconded the motion. Motion carried.
14	<p>Policy for Review: Reserve Policy</p> <ul style="list-style-type: none"> DiDario moved to approve the Reserve Policy as drafted; Landmeier seconded. Motion carried.
15	<p>Executive Session:</p> <ul style="list-style-type: none"> Cyphers moved to adjourn the public special meeting of the MCL Board of Trustees to convene an executive session for the sole purpose of discussing personnel matters, specifically to discuss the Library Director’s annual evaluation as authorized by C.R.S. §24-6-402(4)(f); Landmeier seconded. Motion passed unanimously. The executive session of the MCL Board of Trustees convened at 7:23p.m. <ul style="list-style-type: none"> Attending the executive session were Trustees Barry Blanchard, Cindy Cyphers, Candice Walton, Dean DiDario, Elaine Barnett, Abby Landmeier as well as Director, Michelle Boisvenue-Fox. During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. §24-6-402(4)(X). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. Blanchard announced that the executive session of the MCL Board of Trustees was adjourned at 8:01p.m. and the board reconvened its special meeting at 8:02 p.m. A quorum was present. <ul style="list-style-type: none"> BOARD PRESENT: Barry Blanchard, Cindy Cyphers, Candice Walton, Dean DiDario, Elaine Barnett, Abby Landmeier STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh
11	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <i>Location and Time of Next Meetings (all virtual meetings will be via Zoom):</i> <ul style="list-style-type: none"> Clifton Branch Steering Committee Meeting: Date and time TBD in July Good Governance Committee: Date and time TBD in July Regular Meeting: 5:30 p.m. on July 30, 2020 via Zoom and in Monument Meeting Room
12	<p>Adjournment</p> <ul style="list-style-type: none"> Walton moved to adjourn the meeting at 8:05 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: 08/04/2020