



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

MINUTES

Date and Time: Thursday, August 27, 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 5:30 p.m. A quorum was present. • BOARD PRESENT: Barry Blanchard, Cindy Cyphers, Chris Mahre, Abby Landmeier, Candice Walton, Dean DiDario, Elaine Barnett • STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Blair Wade, Shana Wade, Karen Kllanxhja, Bob Kretschman, Rachel Hanson, Cydney Clink, Andy Hamilton, Jennifer Deering, Brandee O’Brien, Betsey Dick, Shawn Cwalinski, Shanachie Carroll
2	Approval of Agenda <ul style="list-style-type: none"> • Cyphers moved to approve the agenda as written; the motion was seconded by Barnett. Motion carried.
3	Approval of Minutes – July 30, 2020 <ul style="list-style-type: none"> • Cypher moved to approve the minutes as drafted; Mahre 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"> ○ Boisvenue-Fox will be presenting at CALCON (the Colorado Association of Libraries Conference), as well as doing idea development around pop-up libraries. She will also be setting up monthly meetings with individual Board Members in order to encourage communication and relationship development. ○ MCL is meeting with community groups including the Fruita for Equality Group and the Grand Valley Anti-Biased Task Force in order to be involved in community equity, diversity and inclusion discussions. ○ Boisvenue-Fox will also be starting monthly coffee meetings with Trustees in order to try to encourage communication and continue relationship development, and would like Trustees to contact Coolbaugh in order schedule meetings. • <i>Statistics Report from Library Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Library card holders and e-resource use continues to remain steady. In person library visits and meeting room use are down significantly due to the library offering less in person resources. Online resources including social media use, online cards, and virtual program attendance continue to be up significantly. Curbside pick up use has declined but continues to be utilized by patrons. • <i>Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ Revenue collection is currently at 94% of the budget with an uncollected amount of \$464,000. The treasurer’s office reported that they are still about 2% behind in collections, if this continues to the end of the year this will affect the mill levy revenue of

	<p>MCL by approximately \$10,000. Blanchard requested a year over year comparison in future financials.</p> <ul style="list-style-type: none"> • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ There was a meeting with the Ryan Sawyer Marketing group in order to plan for the future capital campaign. ○ The Friends of MCL is now accepting donations again in order to plan for pop-up book sales and other future sales options. ○ MCLF will be part of the Colorado Gives campaign for 2020 which may give additional fundraising opportunities.
6	<p>Social Worker Needs Assessment Data- Security Log</p> <ul style="list-style-type: none"> • The Social Worker Needs Assessment Data collected via security log information was distributed and discussed. This report reveals some deviations from the staff collected data. At the September Trustee meeting a full report will be distributed and discussed.
7	<p>COVID-19 Update from Director Michelle Boisvenue-Fox</p> <ul style="list-style-type: none"> • Staff fatigue and change fatigue have been observed by managers and administration and is currently trying to utilize different ideas to boost staff morale. Staff is developing ideas and they are currently being implemented. Staff is also being encouraged to take five vacation days off in a row each year in order to recharge. Resources will be offered to staff including Happiness and Resilience training. • The community is continuing to inquire about public meeting space. MCL is looking into the possibility of offering meeting space for small groups of ten people or less. Teens and kids have been back in the library since school returned, and grab and go super snacks will start again soon which is a partnership with a local food bank. • Mask compliance continues to be high in all MCL locations and the push back and difficult patrons have been uncommon occurrences. Offering masks and additional options for patrons have helped to mitigate potential issues.
8	<p>2022 Budget and Gallagher Amendment</p> <ul style="list-style-type: none"> • B. Wade reported on the Gallagher Amendment and how this will affect MCL's 2022 budget as it is currently written. There is currently an amendment that will be on the 2020 ballot to repeal the Gallagher Amendment and fix residential property tax rates at their current rate. If this ballot initiative does not pass MCL will see significant budget impact in 2022. There was discussion on the impact of this ballot measure and what possible action MCL and the Board may take. • At this time the Board of Trustees has not made any decision to support or oppose the current ballot measure, but would like Boisvenue-Fox to continue research and fact finding about this issue and available options.
9	<p>Report from Brandee O'Brien, Human Resources Manager</p> <ul style="list-style-type: none"> • O'Brien presented on current activities of the HR department and recent accomplishments. There were recent legal changes to HR rules in 2020 due to COVID-19 and changes were made to accommodate these changes. Currently updates are being made to the Employee Handbook in order to ensure accuracy with the legal changes. • HR has worked on helping staff cope and adapt to the current changes of COVID including debriefing, training and wellness of staff. In order to meet staff and ensure retention there have been surveys including staff satisfaction and diversity, as well as a wage study.
10	<p>Clifton Branch Steering Committee Report</p>

	<ul style="list-style-type: none"> At the last Clifton Branch Steering Committee Meeting the UTA students gave an updated report of the proposed designs. The square footage charts and amounts were discussed by program managers that would have relevant knowledge in order to have a more accurate plan. Marmot Library Network also met with the UTA students in order to adjust as well. The students are taking this information and will offer another presentation at the September Steering Committee meeting. Ryan Sawyer Marketing met with Kllanxhja and Boisvenue-Fox and gave their initial plan and capital campaign slogan. The existing slogan did not seem to be a good fit with COVID changes in mind.
11	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> Board Member Handbook changes were made in regards to Board Member term expiration discrepancies in the handbook as well as specific information in the Director Evaluation dates. The Conflict of Interest Policy was updated to define family. Last sentence under section 2 change suggested by Cyphers, “referred to the Audit Committee for consideration”. Landmeier made a recommendation to approve with the revision that Cyphers made. DiDario made a motion to approve accept Landmeier’s recommendation, Mahre seconded the motion. Motion carried. Purchasing Policy updated the family definition and alleviated some of the pressure from the Director in regards to monitoring transactions and to better align with the Conflict of Interest Policy. Cyphers made a recommendation to update the final sentence of the first paragraph of code of ethics to “shall be disclosed” rather than “should be disclosed”. Landmeier made a motion to accept the change to the purchasing policy with the proposed change made by Cyphers, Walton seconded the motion. DiDario made motion to accept the redlined Purchasing Policy with an amendment to the same sentence as Cyphers updated previously to read: “Any proposed transaction exceeding a cumulative total of \$10,000 per fiscal year shall be disclosed to the Audit Committee immediately.” Mahre seconded the motion. Motion carried.
12	<p>Policy for Review: Collection Development Policy- No Change</p> <ul style="list-style-type: none"> S. Wade presented the Collection Development Policy, this Policy was reviewed by S. Wade and B. Dick, Head of Collection Management. There are no policy change recommendations at this time. Cyphers made a motion to reaffirm the existing policy, Walton seconded the motion. Motion carried.
14	<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 Personnel Committee Meeting: Date and time TBD Finance Committee Meeting: Date and time TBD Regular Meeting: 5:30 p.m. on September 24, 2020 via Zoom or Mesa Meeting Room Topics for next meeting: Public Comment Policy, 2021 Draft Budget, Review Trustee Terms/ Commitment, Personnel Committee Update
15	<p>Adjournment</p> <ul style="list-style-type: none"> Mahre moved to adjourn the meeting at 7:30 p.m.; Cyphers seconded the motion. Motion carried.

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator.

Barry Blanchard

Chris Mahre

Barry Blanchard – MCL Board President

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Chris Mahre – MCL Board Secretary

Date: 09/28/2020