



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 February 18, 2021 – 12:00 p.m.

Location: Virtual Meeting via Zoom

#	Agenda Item
1	Opening <ul style="list-style-type: none"> <li>• <i>Call to Order and Roll Call:</i> <ul style="list-style-type: none"> <li>○ Cindy Cyphers called the meeting to order at 12:01 p.m.</li> <li>○ BOARD PRESENT: Cindy Cyphers, Candice Walton, Elaine Barnett</li> <li>○ STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Blair Wade, Karen Kllanxhja, Shana Wade, Shawn Cwalinski, Bob Kretschman</li> <li>○ COMMUNITY MEMBERS PRESENT: Jane Foster (MCLF), Steve Watson (MCLF), Barry Blanchard, David Detwiler, Brandon Cole (Marmot), Sean Hanson (Marmot), Adam Murray (Marmot), Chris Endreson (UTA), Germaine Low (UTA Student), Alex Hardesty (UTA Student), Karen Schultz (UTA Student), Kortney Harris (UTA Student), Hannah Vandervorst (UTA Student), Lydia Prather (UTA Student), Paige Johnson (UTA Student)</li> </ul> </li> <li>• <i>Review of Agenda:</i> With no objections the agenda was accepted as presented by acclamation.</li> </ul>
2	Update UTA Final Plans: <ul style="list-style-type: none"> <li>• Endreson and the UTA students presented the revised building, parking and exterior building renderings. There were minor updates and refinements from the previous versions of the design. There was discussion about the changes that were made since the last rendering. Changes included the removal of the kitchen area, the addition of a bathroom in the Children's area, a security office near the main entrance and incorporating a book return area in the building with a walk-up service window.</li> </ul>
3	Owner's Rep Review RFP Criteria: <ul style="list-style-type: none"> <li>• B. Wade tallied the scores given by each committee member to all five RFP submissions for the Owner's Rep. The committee and guests discussed pros and cons of all proposals. After discussion, the committee made the decision to schedule interviews with the two highest scoring Owner's Rep candidates (Wember, Inc and Dynamic Program Mgmt).</li> <li>• Owner's Rep interviews will be held on February 22, 2021. After interviewing the candidates, the committee will prepare a recommendation. The Owner's Rep recommendation of the committee will be brought to the full Board of Trustees at the February 25<sup>th</sup> Board meeting for an approval vote.</li> </ul>
	Next Steps: <ul style="list-style-type: none"> <li>• Next meeting will be scheduled for March 2021.</li> </ul>
	Adjournment <ul style="list-style-type: none"> <li>• Foster made a motion to adjourn the meeting, Blanchard seconded the motion. The meeting was adjourned at 1:25 p.m.</li> </ul>

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator.