



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

MINUTES

Date and Time: Thursday, January 28, 2021 – 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"> <li>• Board President Cyphers called the meeting to order at 5:30 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Cindy Cyphers, Chris Mahre, Candice Walton, Dean DiDario, Elaine Barnett, Abby Landmeier</li> <li>• STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Blair Wade, Karen Kllanxhja, Jennifer Deering, Bob Kretschman, Shanachie Carroll, Shawn Cwalinski, Brandee O'Brien, Betsey Dick, Austin Mullenix, Rachel Hanson, Emily McConnell, Cydney Clink</li> <li>• COMMUNITY MEMBERS PRESENT: None</li> </ul>
2	Approval of Agenda <ul style="list-style-type: none"> <li>• Cyphers asked if there were any additions or corrections to the Agenda, there were none. Cyphers approved the agenda by acclamation. <b>Motion carried.</b></li> </ul>
3	Approval of Minutes – December 3, 2020 <ul style="list-style-type: none"> <li>• Cyphers asked if there were any additions or corrections to the Minutes, there were none. Cyphers approved the minutes by acclamation. <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>○ The art mural previously planned for the exterior of the Central Branch has currently been put on hold due to a lack of funding.</li> <li>○ At the December meeting, a plan for MCL to lend Chromebooks to Karis House and Homeward Bound was discussed. At this time, both organizations decided not to proceed with borrowing Chromebooks.</li> <li>○ Andy Hamilton, Technology Services Manager has left MCL and his position is currently open. The Head of Adult Learning Center position has been filled by Emily McConnell, who has been serving as the interim for the position.</li> <li>○ Boisvenue-Fox encouraged Trustees to attend the February 1<sup>st</sup> Annual Presentation to the Board of County Commissioners.</li> </ul> </li> <li>• <i>Statistics Report from Library Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ 2020 statistics were skewed due to the closure of the Library due to the COVID-19 pandemic. Library card holders were down due in part to inactive card holders being removed monthly instead of annually. Visits were down 55-59%, website usage was down 8.5%, and physical circulation was down 20%. E-circulation was up 40%, Adult Learning student hours increased 10%, and nearly 14,000 items were checked out through curbside.</li> <li>○ On day one of being reopened, the library had nearly 4,000 items checked out doubling a typical day.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ The 2021 Budget has been approved and submitted to the Department of Local Affairs. The Mill Levy Certification for 2021 has been approved and submitted to the County. The 2020 Annual Audit will be virtual and has already begun.</li> <li>○ 2020 revenue collection was .3% under budget in the amount of \$25,000 and expenditures were 19.3% under budget in the amount of \$1.5M. This was in part due to the Clifton Building Project not progressing as quickly as expected in 2020.</li> <li>○ At the December Meeting, Walton found a discrepancy where funds were moved from one budget line item to another and the totals were not correct. This has been fixed.</li> </ul> </li> <li>• <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>○ The MCLF Finance Committee is scheduled to meet for the first time in 2021 on February 4<sup>th</sup>.</li> <li>○ The Friends of MCL met and made their budget allocations for 2021. They are also in discussion to reopen the book depository. Kllanxhja shared where the funds would be allocated.</li> <li>○ Kllanxhja met with Ryan Sawyer Marketing to update the Clifton Capital Project timeline. Going forward there will be a monthly meeting.</li> </ul> </li> <li>• <i>On the Horizon Report from Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> <li>○ The Technology Services Department is being renamed as the Creative Technologies Department to try to depict the work of the department more accurately.</li> <li>○ There has been a lot of discussion around the community collaboration projects including the art project and the community anthology. There will be more discussion on these initiatives as they develop.</li> </ul> </li> </ul>
6	<p>COVID-19 Update</p> <ul style="list-style-type: none"> <li>• The Health Department will not be using MCL staff to assist with contact tracing because they ended up with other community partners.</li> <li>• The Health Department has agreed with the recommendation to stop sanitizing and quarantining returned library materials.</li> <li>• The Gateway Branch is still not open to the public because of the risk of bringing COVID into the Gateway community. Books by mail is still operating in the community as well as a monthly lending of the books to the local school.</li> <li>• The rest of the branches have been opened for just over a week. There have been increasing numbers of issues with mask compliance, some of these incidents have escalated to law enforcement involvement. Due to this change in compliance, MCL may have to readjust their approach.</li> </ul>
7	<p>Social Worker MOU</p> <ul style="list-style-type: none"> <li>• The Board discussed the MOU with Mind Springs and that there was a lot of flexibility for MCL and Mind Springs if the program needs to be altered. The Board gave their unanimous support for the program as a trial run with monthly updates.</li> </ul>
8	<p>One Year Review of Eliminating Fines</p> <ul style="list-style-type: none"> <li>• January and February 2020 had some of the highest circulation numbers in the library's history. Due to COVID, these numbers are skewed and it is difficult to see the impact. There was library use from patrons that had previously blocked cards that were unblocked.</li> <li>• There were a lot of positive reactions from patrons on the survey that was distributed in December. They appreciated the lowered stress levels during COVID. There was also increased usage among families with young children.</li> <li>• In 2019, there were less items billed in than in 2020, part of this may be due to the global update for due dates during the spring library closure. It is unclear if there was an effect from people keeping items too long and being billed. In 2019, the return rate was 5.5 days early as opposed to in 2020 items were returned 8.3 days early meaning that patrons are returning items earlier. In 2019, there were 960,000 transactions and in 2020 there were 525,000 transactions.</li> </ul>

9	<p>2020 Strategic Plan Activity Update</p> <ul style="list-style-type: none"> <li>There were many activities in 2020 that were not completed due to the nature of the year and the lack of capability for accomplishing certain tasks. Some items will be readdressed on the 2021 Strategic Plan activities.</li> </ul>
10	<p>Report from Austin Mullenix- Public Services</p> <ul style="list-style-type: none"> <li>Mullenix discussed the different positions in his department of 18 people and what their tasks include. The Public Services department takes care of most of the circulation and patron facing tasks as well as curbside, words on wheels and books by mail.</li> <li>There are goals of expanding the Words on Wheels program to include volunteers delivering materials and adding a drive through window for curbside services.</li> </ul>
11	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> <li>The committee has met twice since the last board meeting and the community forums also took place. The community forum feedback included concerns about parking, the layout of the children's area, and green building elements. Overall, community feedback was positive especially around the outdoor spaces.</li> <li>Marmot staff is now being included in the Clifton Branch Steering Committee meetings. The committee has narrowed their building design down to one design and initial exterior renderings. The committee should be seeing a final report from the UTA students in February.</li> <li>The next steps for the project will be to hire an owner's rep and then an architect.</li> </ul>
12	<p>Overview of Policies for Review in 2021</p> <ul style="list-style-type: none"> <li>MCPLD Policies for review in 2021 handout was distributed and discussed.</li> </ul>
13	<p>Resolution #21-01 Resolve to Designate Mesa County Libraries Posting Locations and Adopt the 2021 Board Meeting Schedule</p> <ul style="list-style-type: none"> <li>Landmeier made a motion to accept Resolution #21-01 as presented, Walton seconded the motion. <b>Motion carried.</b></li> <li>Walton asked about the part of resolution that discusses a revised meeting date for February 2021, this does not apply to 2021. It was requested to adjust the Resolution to make the February 2021 on the 4<sup>th</sup> Thursday of the month, Cyphers approved the change to the resolution by acclamation. <b>Motion carried.</b></li> </ul>
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li><i>Location and Time of Next Meetings (all virtual meetings will be via Zoom):</i> <ul style="list-style-type: none"> <li>Clifton Branch Steering Committee Meeting: February 18, 2021 at 12:00p.m.</li> <li>Regular Meeting: 5:30 p.m. on February 28, 2021 via Zoom</li> </ul> </li> <li>Topics for next meeting: The county commissioners are finishing the process of appointing two new Trustees, Social Worker Update.</li> </ul>
15	<p>Adjournment</p> <ul style="list-style-type: none"> <li>Mahre moved to adjourn the meeting at 6:44 p.m.; Walton seconded the motion. <b>Motion carried.</b></li> </ul>

Minutes submitted by Nikki Coolbaugh, MCL Executive Support Coordinator

Cynthia Cyphers

Cindy Cyphers – MCL Board President

Elaine Barnett

Elaine Barnett – MCL Board Secretary

Date: 03/30/2021