



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

MINUTES

Date and Time: Thursday, February 25, 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"> • Board President Cyphers called the meeting to order at 5:38 p.m. A quorum was present. • BOARD PRESENT: Cindy Cyphers, Chris Mahre, Candice Walton, Dean DiDario, Elaine Barnett, Abby Landmeier, Alice Dow • STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Karen Kllanxhja, Brandee O'Brien, Bob Kretschman, Shanachie Carroll, Shawn Cwalinski, Cydney Clink, Betsey Dick, Rachel Hanson • COMMUNITY MEMBERS PRESENT: Joseph Montalbano
2	Approval of Agenda <ul style="list-style-type: none"> • Cyphers approved the agenda as written by acclamation, with no objection. Motion carried.
3	Approval of Minutes – January 28, 2021 <ul style="list-style-type: none"> • DiDario moved to approve the minutes as drafted; Barnett seconded. Motion carried.
4	Citizens to be Heard <ul style="list-style-type: none"> • No citizens to be heard. Coolbaugh read a letter passed on by Patricia Johns, citizen.
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"> o The Director's Report was distributed and discussed. Boisvenue-Fox will be part of a conference panel for the Colorado Municipal League. MCL has also been working on "rules of engagement" with staff, Walton asked that this document be shared with the Board when completed. • <i>Statistics Report from Library Associate Director Shana Wade</i> <ul style="list-style-type: none"> o The statistics report was distributed and discussed. This report looks a little bit different and laptops/chrome books, incoming calls and service by phone have been added. With the library being closed to the public for 18 days in January numbers still looked positive. There were 4,000 hold pick-ups and over 5,000 service by phone calls in January 2021. • <i>Report from Library Director Michelle Boisvenue-Fox in the absence of Finance Director Blair Wade</i> <ul style="list-style-type: none"> o Year to date expenses are at 6.6% of budget with 8.33% of the year elapsed, with an unexpended amount of just under \$7.5M. The long-term balance sheet had a few changes including: The Orchard Mesa and Clifton Leases have been added and will be

	<p>amortized through the life of the lease. The eastern and western branches have been split up on the report.</p> <ul style="list-style-type: none"> ○ Most of the mill levy revenue that is received by MCL will be between February and June so revenue currently looks low, but this is to be expected. • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ Friends of MCL had their first book sale for 2021 on February 20th, these sales will continue weekly through mid-March when it will be reassessed. Grande River Vineyards is currently under contract and will be out of business in May, so options are currently being discussed for the MCL wine label.
6	<p>Oath of Office- Alice Dow</p> <ul style="list-style-type: none"> • Coolbaugh administered Dow’s Oath of Office as a Notary Public of the State of Colorado.
7	<p>Report from Betsey Dick, Collection Management</p> <ul style="list-style-type: none"> • Dick reported on the Collection Management department activities in 2020. The Collection Management department does acquisitions, cataloging, processing and maintenance of the physical collection of the MCL District. In 2020, there were 25,000 new items added to the collection. In response to COVID-19 there was \$25,000 reallocated to e-books and audiobooks. The e-content budget for 2021 was increased by 57%. The new focuses of the Collection Management department will be to add a parenting collection, add social justice items to the collection and to complete a diversity audit.
8	<p>COVID-19 Update</p> <ul style="list-style-type: none"> • Boisvenue-Fox has successfully gotten Mesa County Library Staff added to the 1B3 group for COVID-19 vaccinations. Staff has been added to the lists for Mesa County Health Department and St. Mary’s Hospital. • There is discussion of planning for in person programming in the next several months. MCL will ease into these programs and will start with outside socially distanced programs such as a seed exchange in the Discovery Garden.
9	<p>Social Worker Update</p> <ul style="list-style-type: none"> • The MOU with Mind Springs has been fully evaluated and approved by both parties. A social worker will begin to be in the library in early March two days a week. There will also be two pop-up clinics in coordination with the MOU to include services such as a caseworker, peer navigator and employment specialist.
10	<p>Staff Diversity Survey</p> <ul style="list-style-type: none"> • The staff diversity survey and narrative were distributed and discussed. The racial justice statement that was signed by the Board of Trustees in 2020 is now displayed on the MCL website. MCL is also developing a temporary Equity Task Force, and is part of the Grand Valley Anti-Biased Task force. There was a Community Advisory Board that MCL was going to hold, but it will be put on hold per staff request.
11	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> • The RFP for Owner’s Rep was posted on February 1st and opened on February 16th. There were five proposals received. The Clifton Branch Steering Committee met and reviewed the Owner’s Representative Proposals. There were interviews conducted with the top two proposals: Wember Inc. and Dynamic Management. After the interviews the Committee would like to recommend the acceptance of the proposal from Wember Inc. Cyphers moved that the Board accept the recommendation of the Committee and accept the proposal from

	Wember Inc., Barnett seconded the motion. Motion carried.
12	<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"> o Clifton Branch Steering Committee Meeting: March -Date and time TBD o Regular Meeting: 5:30 p.m. on March 25, 2021 via Zoom o Topics for next meeting: Policy for Review: Internet Use.
13	<p>Adjournment</p> <ul style="list-style-type: none"> • Mahre moved to adjourn the meeting at 6:52 p.m.; Cyphers seconded the motion. Motion carried.

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