



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

MINUTES

Date and Time: Thursday, March 25, 2021 – 5:30 p.m.

Location: Virtual Meeting via Zoom

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call</p> <ul style="list-style-type: none">• Board President Cyphers called the meeting to order 5:30 p.m. A quorum was present.• BOARD PRESENT: Cindy Cyphers, Sue Conry, Alice Dow, Dean DiDario, Abby Landmeier, Elaine Barnett• BOARD ABSENT: Candice Walton• STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Blair Wade, Karen Kllanxhja, Jennifer Deering, Bob Kretschman, Shanachie Carroll, Shawn Cwalinski, Erik Lionberger, Betsy Dick, Emily McConnell• COMMUNITY MEMBERS PRESENT: Patricia Johns
2	<p>Oath of Office- Sue Conry</p> <ul style="list-style-type: none">• Coolbaugh administered Conry’s Oath of Office as a Notary Public of the State of Colorado.
3	<p>Approval of Agenda</p> <ul style="list-style-type: none">• Cyphers moved to approve the agenda as presented, Landmeier seconded the motion. Motion carried.
4	<p>Approval of Minutes – February 25, 2021</p> <ul style="list-style-type: none">• Cyphers moved to approve the minutes as drafted; Barnett seconded. Motion carried.
5	<p>Citizens to be Heard</p> <ul style="list-style-type: none">• No citizens to be heard.
6	<p>Director and Administrative Updates</p> <ul style="list-style-type: none">• <i>Director Report from Library Director Michelle Boisvenue-Fox</i><ul style="list-style-type: none">○ Erik Lionberger was introduced as the new Manager of the Creative Technologies Department.○ There was a Candidate Forum facilitated by Boisvenue-Fox for Grand Junction City Council candidates.○ The Grand Valley Anti-bias Task Force is, moving forward with a language audit to help community members get important information in their native language.○ Both resiliency projects, the tree ribbon project and the community anthology, continue to move forward and both projects will happen this spring.○ There was discussion on when Board Meetings will be held in person. The consensus was to wait and determine the state of Mesa County during the next several months. Meetings will first transfer back to hybrid, then later they will be in person.

	<ul style="list-style-type: none"> • <i>Statistics Report from Library Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Year over year January and February numbers are down obviously due to COVID and limited programming. The number of library card holders has been tracked differently, instead of removing all inactive cards at the end of the year inactive cards are removed monthly. E-resources, e-books and curbside are up from last year. Social media numbers and Adult learning center classes numbers have increased due to a change in the services offered. Circulation numbers are getting back closer to the normal level. • <i>Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ The district has collected 20.2% or expected revenue, and expended 12.5% of budgeted expenses with 16.7% of the year elapsed. Overall, the spending and revenue of the district are down year over year. B. Wade is optimistic that the delay in revenue is due to a delay in tax revenue of the county. ○ The 2020 audit has been scheduled for the last week of March and will be conducted virtually. Board members may be contacted by the audit team with questions. ○ \$350,000 bond matured in February and it has been disbursed into the district's money market account per the district's earlier decision. The district still has just over \$1M in bonds with maturity dates in 2022 and 2023. ○ The lease agreement with The Novel Cup, the coffee kiosk at central has been renewed for another year. • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ The Foundation's Finance committee will meet to finalize the investment policy for the Foundation and it will be discussed at the Foundation Board meeting on April 14, 2021. ○ Kllanxhja met with Ryan Sawyer Marketing to continue to develop the marketing campaign for the Clifton Capital Campaign. She also attended a webinar from the National Foundation for Humanities to look into further funding opportunities for the Campaign.
7	<p>Report from Jennifer Deering, Facilities Manager</p> <ul style="list-style-type: none"> • The staff of the Security/ Facilities team was presented to the Board. There is currently a capable team with many years of experience and a high level of expertise. Deering discussed the philosophy of the Facilities/ Security department and the things that they have done to keep the district's branches clean, comfortable, safe and accessible. • The Facilities department has utilized the times of library closures to complete a couple of big projects that were a long time in the works including the replacement of the Central Elevator project, the moisture issue at the Collbran Branch and the replacement of the roof at the Palisade Branch as well as many other maintenance projects. • The Facilities and Security Department was instrumental in the response to COVID at all locations and discussed the different steps taken in order to keep all of the branches in compliance with the restrictions that were implemented. Deering also discussed the response of the Security team to the recent and current social climate and recent issues.
8	<p>COVID-19 Update</p> <ul style="list-style-type: none"> • There will be some changes made in mid-April and some COVID restrictions will be decreased. MCL will be easing back and be undoing the COVID changes in a phased approach in order to keep staff comfort level high. Staff has been doing more community outreach and partnerships based on their comfort levels. Mask and vaccination policies are being discussed.

9	<p>Social Worker Update</p> <ul style="list-style-type: none"> • Pop-up clinics have started in collaboration with Mind Springs, this is currently a new process and will be evolved. Due to some turnover that Mind Springs has experienced the Social Worker has not yet started in the Library and hopefully will start sometime after a replacement person has been hired.
10	<p>Policy for Review: Internet Use Policy</p> <ul style="list-style-type: none"> • Cyphers made a motion to approve the revised Internet Use Policy as presented with the amendment of the gender pronoun in the last sentence of the first paragraph, Landmeier seconded. Motion carried.
11	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> • An agreement has been reached with the Owner’s Representative, Wember, and they have begun working with the committee. The RFP for the Architect has been distributed are due April 9th. • The UTA Students will present to the Steering Committee at the next meeting.
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"> ○ Clifton Branch Steering Committee Meeting: April 1, 2021 12:00 pm ○ Finance Committee Meeting: April 6, 2021 11:00 am ○ Regular Meeting: 5:30 p.m. on April 29, 2021 via Zoom • Topics for next meeting: Policy for Review: Management of Capital Assets, Disposal of Surplus Capital Assets, CBSC: Architect Recommendation
13	<p>Adjournment</p> <ul style="list-style-type: none"> • Barnett moved to adjourn the meeting at 6:46 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: 05/05/2021