



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

**MINUTES**

Date and Time: Thursday, April 29, 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"><li>• Board President Cyphers called the meeting to order 5:32 p.m. A quorum was present.</li><li>• BOARD PRESENT: Cindy Cyphers, Candice Walton, Dean DiDario, Sue Conry, Abby Landmeier, Alice Dow, Elaine Barnett</li><li>• STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Blair Wade, Karen Killanxhja, Shana Wade, Bob Kretschman, Rachel Hanson, Shawn Cwalinski, Shanachie Carroll, Emily McConnell, Betsey Dick, Cydney Clink</li><li>• COMMUNITY MEMBERS PRESENT:</li></ul>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"><li>• Cyphers moved to approve the agenda by acclamation with no objection. <b>Motion carried.</b></li></ul>
3	<p>Approval of Minutes – March 25, 2021</p> <ul style="list-style-type: none"><li>• Cyphers moved to approve the minutes by acclamation with a minor correction to the word “Anti-bias”. There was no objection to the acclamation. <b>Motion carried.</b></li></ul>
4	<p>Citizens to be Heard</p> <ul style="list-style-type: none"><li>• No citizens to be heard.</li></ul>
5	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"><li>• <i>Director Report from Library Director Michelle Boisvenue-Fox</i><ul style="list-style-type: none"><li>○ Activity levels and workloads are increasing back to a more “normal” level, and MCL is gearing up for summer reading and more in person programs to be offered soon. The Facilities/ Security Department has changed slightly and Dean Garcia is taking on the Security Department with Jennifer Deering will continue oversight and administrative duties. Around the time that the new Clifton Branch opens there will be an official promotion of the Security Manager due to increased workload. The MCL internal Equity Task Force had their first meeting on April 29<sup>th</sup>, this group will look at the library structure and ways to improve. The library mural mentioned in the Director’s Report will be addressed in May’s revision to the Art Policy. MCL is continuing to work with the Department of Human Services Equity Task Force, there will be changes to the committee due to the death of Tracey Garchar, who was head of the task force. The District is currently working on a language audit and making sure that patrons have access to information in the language that they are most comfortable with.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>• <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ Statistics show an increase in activity; the Central Branch is now seeing 1500 to 1600 patrons per day and the Clifton and Fruita locations are seeing 200 to 300 visits per day. These activity levels are closer to what was typical pre-COVID. Quarter 1 numbers still show a decline due to closures during the first part of January 2021. Overall, cardholders are up 2% and e-resources are up 15%. In person programming is still not back on track so programming is down significantly but is expected to increase in the summer.</li> </ul> </li> <li>• <i>Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ The district has currently collected 38.5% of budgeted revenue, and expended 20.8% of budgeted expenses with 25% of the year elapsed. Year-over-year revenue currently looks similar due to the 2020 COVID closures starting in March, the 2020 vs. 2021 numbers will start to look significantly different from each other. The electric vehicle charging station contract between MCL and Atlasta Solar was just renewed and the District is looking into the possibility of expanding the availability of more electric charging stations. The Palisade roof replacement project is completed and came in under budget. Deering was able to add an extra layer of protective coating on the roof and still remain under budget.</li> </ul> </li> <li>• <i>Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>○ The Friends of MCL has approved a contract for online book sales, the contract is currently awaiting signatures. There was a benefit yard sale held at Okagawa Farms in memory of Myrna Renner. This yard sale generated approximately \$1635 and will be used for take and make kits for the Youth Services program. The Foundation registered to receive donations through Amazon Smile, .5% of eligible sales will be donated to the Foundation.</li> </ul> </li> <li>• <i>On the Horizon Report from Library Director Michelle Boisvenue-Fox</i> <ul style="list-style-type: none"> <li>○ Mesa County Arts and Culture organizations are currently setting up a workshop to collaborate and self-advocate to City Council, MCL is part of this group. In Quarter 3 the District staff will participate in a project centered around what they would like to keep after COVID and what they would like to let go. The change in dynamics during the pandemic has allowed some insight as to more efficient processes in some areas.</li> </ul> </li> </ul>
6	<p>COVID-19 Update</p> <ul style="list-style-type: none"> <li>• Since Mesa County has re-opened more the library is adjusting to the changes. The District will no longer be part of Mesa County’s 5-star variance program due to the requirement of masks. The Community rooms have been re-opened with limited capacity and patrons are able to reserve rooms again. The Mesa and Monument rooms have a capacity of 10-12 people and the downstairs Classroom has a capacity of 8-10 people. Computers will stay socially distanced going forward and the Magazine rack downstairs will be relocated.</li> </ul>
7	<p>Social Worker Update</p> <ul style="list-style-type: none"> <li>• There have been four pop-up Mind Springs clinics, so far there has not been great attendance but this is expected to change with patron visits increasing. Mind Springs has hired a Clinician that is expected to spend time at the Library beginning in mid-May.</li> </ul>
8	<p>Report from Bob Kretschman, Communications Manager</p> <ul style="list-style-type: none"> <li>• Kretschman gave his report on the Communications Team and what the current projects are of the department.</li> </ul>

9	<p>Clifton Branch Steering Committee Report</p> <ul style="list-style-type: none"> <li>• UTA Student Presentation Report The UTA students presented their final presentation at the Clifton Branch Steering Committee Meeting on April 1, 2021. There were no major changes from earlier renditions of the design and layout of the project.</li> <li>• Architect Recommendation The RFP for the Clifton Project Architect ended on April 9, 2021. There were ten proposals, that the committee members each reviewed and scored. The committee then narrowed the process down to three proposals to invite to interviews. The interviews were conducted with Blythe Group/ studioTrope Design Collective; Ratio Architectural Design Services; and Chamberlin/ Anderson Hallas Architects. The committee determined that they would like to recommend that Ratio Design be accepted as the Architect for the Clifton Capital Project. There was discussion of the different companies and why the committee made the recommendation. DiDario made a motion to follow the recommendation of the committee and select Ratio Architectural Design Services as the Architect for the Clifton Building Project, Landmeier seconded the motion. <b>Motion carried</b> with Walton in dissent.</li> <li>• The Construction Manager at Risk RFP has been posted. There will be a similar interview process for the Construction Manager RFP. There will be a special meeting held on June 10<sup>th</sup> to vote on the recommendation of the committee.</li> <li>• Cyphers made a clarification that the Clifton Branch Steering Committee is being dissolved at this time and there will be two separate committees assembled; the Building Committee and the Clifton Capital Committee.</li> </ul>
10	<p>Policy for Review: Management of Capital Assets Policy</p> <ul style="list-style-type: none"> <li>• Barnett made a motion to accept the revised Management of Capital Assets Policy as presented, Dow seconded the motion. <b>Motion carried.</b></li> </ul>
11	<p>Policy for Review: Disposal of Surplus Capital Assets Policy</p> <ul style="list-style-type: none"> <li>• DiDario made a motion to accept the revised Disposal of Surplus Capital Assets Policy as presented, Cyphers seconded the motion. <b>Motion carried.</b></li> </ul>
12	<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>○ Regular Meeting: 5:30 p.m. on May 27, 2021 Location TBD</li> <li>○ Special Meeting: 5:30p.m. on June 10, 2021 Location TBD</li> </ul> </li> <li>• Topics for next meeting: Financial Update, Policy for Review: Art Policy, Summer Reading Update</li> </ul>
13	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Cyphers moved to adjourn the meeting at 7:03 p.m.; the motion was seconded. <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: 06/02/2021