



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

MINUTES

Date and Time: Thursday, June 24, 2021 – 5:30 p.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO – Monument Community Room

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> • Board President Cyphers called to order the regular meeting at 5:31 p.m. A quorum was present. • BOARD PRESENT: Cindy Cyphers, Candice Walton, Elaine Barnett, Dean DiDario, Alice Dow, Sue Conry • BOARD ABSENT: Abby Landmeier • STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shana Wade, Karen Kllanxhja, Blair Wade, Shanachie Carroll, Emily McConnell, Rachel Hanson, Bob Kretschman, Jennifer Deering, Betsey Dick, Shawn Cwalinski, Julie McDonell • GUESTS PRESENT: Lisa Hemann, Brian Schroeder
2	Approval of Agenda <ul style="list-style-type: none"> • Cyphers moved to approve the agenda by acclamation with no objection. Motion carried.
3	Approval of Minutes – May 27, 2021 and June 10, 2021 <ul style="list-style-type: none"> • Dow moved to approve the May 27, 2021 and the June 10, 2021 (Special Board Meeting) minutes, Conry seconded the motion. Motion carried.
4	Citizens to be Heard <ul style="list-style-type: none"> • Brian Schroeder from Collbran discussed his issues around a library teen take and make activity for the month of June. Mr. Schroeder was concerned with the activity being focused on “Pride Month” and felt that the activity was not appropriate for all families, necessitating parent consent for this particular activity. The Board thanked Mr. Schroeder for his comment.
6	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"> ○ Mesa County Libraries Human Resources Manager, Brandee O’Brien will be leaving the library for an outside opportunity. There will be an Interim Human Resources Manager for the next 6 months, this position will be filled by Rachel Hanson who is the current Head of Information Services. After a successful 6-month interim period, the position could become a permanent hiring since Hanson already interviewed for the position previously. ○ Staff Development Day, which usually takes place in November is being discussed. Some MCL staff are not comfortable having a large in-person gathering, so there are other options being explored and more feedback being sought. ○ The “In This Together” community anthology deadline for entries has been extended to July 1. Board Members are encouraged to spread the word that submissions are still being accepted. This project is open to poets, writers and artists of all ages. ○ At Central, The Friends of MCL would like to re-open the bookstore in its former location. The bookstore will be reopened, but will only include wall shelving to offer more room. The kiosk will remain in the current location because it is doing well on book sales. • <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> ○ Year over year statistics do not offer a clear picture due to instability of in-person programming and closures of the library. Statistics are starting to stabilize, but are not quite

	<p>where they were pre-COVID, due to limited in-person programming still being a factor. The expectation is that as summer progresses attendance numbers will continue to increase.</p> <ul style="list-style-type: none"> • <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> ○ The district has collected 74.1% of budgeted revenue and has expended 33.1% of the budget with 41.7% of the year elapsed. The district is in the process of implementing a new Human Resources Information System that will integrate payroll, time clock and human resources functions. ○ There are currently several bills that may impact the district's revenue stream that need to be watched including SB293, as well as the property tax assessment reduction measure. • <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> ○ There will be new software tested to manage donors and grants called Neon CRM. This program will be tested and hopefully implemented by Mid-August. Kllanxhja has also found that there are more grants and funding opportunities available for the district to use for the Clifton Capital Campaign.
7	<p>2020 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C.</p> <ul style="list-style-type: none"> • The audit was completed virtually in the month of March and no concerns were found. The audit committee met with Hemann on June 15th. There were no concerns about internal control structures with the pandemic, which was a common finding in 2020 audits among other organizations. • Chadwick, Steinkirchner, Davis and Co., P.C., issued an unmodified opinion of the audit, declaring that they were fairly and accurately presented.
8	<p>Report from Emily McConnell, Head of Adult Learning Center</p> <ul style="list-style-type: none"> • Emily McConnell presented an update on the Adult Learning Center and the program components within the department. The Adult Learning Center currently offers English Language Acquisition Classes, GED/ High School Equivalency, Citizenship Classes, Adult Literacy Classes and SB-251 Driver's License Assistance.
9	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> • FCI has been added to the Clifton Branch Meetings with Wember and Ratio Design. All of the partners involved are utilizing the UTA student work and starting to further develop the project. The DOLA grant will be in September and the group is trying to make sure that all of the ground work is ready for that process.
10	<p>Policy for Review: Open Records Request</p> <ul style="list-style-type: none"> • Kretschman discussed minor changes made to the Open Records Request Policy including a removal of gender specific pronouns and a possible change on the fee structure. Barnett made a motion to accept the policy with the removal of pronouns and leave the fee structure the same, DiDario seconded. Motion carried.
11	<p>Executive Session:</p> <ul style="list-style-type: none"> • Cyphers moved to adjourn the public meeting of the MCL Board of Trustees to convene an executive session for the sole purpose of discussing personnel matters, specifically to discuss the Library Director's annual evaluation as authorized by C.R.S. §24-6-402(4)(f); Conry seconded the motion. Motion passed unanimously. • The executive session of the MCL Board of Trustees convened at 6:34 p.m. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Cindy Cyphers, Candice Walton, Elaine Barnett, Dean DiDario, Sue Conry and Alice Dow, and Director Boisvenue-Fox (for part of the discussion). ○ During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. §24-6-402(4)(f). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action.

	<ul style="list-style-type: none"> • Cyphers announced that the executive session of the MCL Board of Trustees was adjourned at 7:20 p.m. and the board will convene in another executive session pursuant to C.R.S. § 24-6-402(4)(a) for the sole purpose of discussing real estate at 7:20 p.m. A quorum was present.
12	<p>Executive Session:</p> <ul style="list-style-type: none"> • Cyphers motioned to go into the second executive session of the MCL Board of Trustees and convene at 7:20 p.m. pursuant to C.R.S. § 24-6-402(4)(a) for the sole purpose of discussing real estate, DiDario seconded the motion. Motion passed unanimously. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Cindy Cyphers, Candice Walton, Elaine Barnett, Dean DiDario, Sue Conry and Alice Dow, as well as Director, Michelle Boisvenue-Fox. ○ During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. § 24-6-402(4)(a). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. • Cyphers announced that the executive session of the MCL Board of Trustees was adjourned at 7:42 p.m., and the board reconvened its regular meeting at 7:42 p.m. A quorum was present. <ul style="list-style-type: none"> ○ BOARD PRESENT: Cindy Cyphers, Candice Walton, Dean DiDario, Elaine Barnett, Sue Conry, Alice Dow. STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh.
13	<p>Resume Open Meeting</p> <ul style="list-style-type: none"> • DiDario made a motion to grant the Library Director a 4.75% merit increase, Dow seconded the motion. Motion carried. • Cyphers made a motion to authorize the Library Director to explore and investigate the potential real estate opportunity discussed in Executive Session, Conry seconded the motion. Motion carried.
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> • <i>Location and Time of Next Meeting:</i> <ul style="list-style-type: none"> ○ Regular Meeting: 5:30 p.m. July 29, 2021 • <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> ○ Policy for Review: Sponsorship and Donation Policy ○ Strategic Plan Update ○ Summer Reading Update ○ Report from Rachel Hanson, Information Services
15	<p>Adjournment</p> <ul style="list-style-type: none"> • Cyphers moved to adjourn the meeting at 7:53pm by acclamation with no objection. 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: 07/30/2021