



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

MINUTES

Date and Time: Thursday, September 28, 2021 – 5:30 p.m.

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

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Cyphers called to order the regular meeting at 5:30 p.m. A quorum was present.</li> <li>• BOARD PRESENT: Cindy Cyphers, Elaine Barnett, Abby Landmeier, Alice Dow, Sue Conry, Candice Walton</li> <li>• BOARD ABSENT: Dean DiDario</li> <li>• STAFF PRESENT: Michelle Boisvenue-Fox, Nikki Coolbaugh, Shawn Cwalinski, Betsey Dick, Karen Killanxhja, Shana Wade, Blair Wade, Shanachie Carroll, Bob Kretschman, Rachel Hanson, Cydney Clink</li> <li>• GUESTS PRESENT: None</li> </ul>
2	Approval of Agenda <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	Approval of Minutes – August 26, 2021 <ul style="list-style-type: none"> <li>• Cyphers moved to approve the minutes from the August 26, 2021 Board of Trustees meeting by acclamation with no objection. <b>Motion carried.</b></li> </ul>
4	Citizens to be Heard <ul style="list-style-type: none"> <li>• None</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>○ Drive thru window service has been in operation since September 7<sup>th</sup>, patrons are adjusting and learning how to use the new service.</li> <li>○ Development Director applications have been coming in, at this point there have been seven applications received. The deadline for applicants is October 6<sup>th</sup>.</li> <li>○ There will be a COVID vaccination bus at central a few times throughout the month of October for the public.</li> <li>○ There has been wonderful attendance to several programs recently including 89 attendees to the Chipeta program. Comic Con was successful with a lot of attendees, Culture Fest will be coming up in November.</li> </ul> </li> <li>• <i>Statistics Report from Associate Director Shana Wade</i> <ul style="list-style-type: none"> <li>○ Items owned, library card holders and e-resource statistics are normalized and back to near normal, predictable numbers. There are some statistics that are still wildly off from previous years such as curbside service. Programming and computer use are significantly down due to limited availability of these services. It is difficult to compare statistics due to things being different for last year.</li> <li>○ Dow requested to include the 2019 statistics in charts so that numbers will be more comparable. S. Wade will work on this going forward.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Financial Report from Finance Director Blair Wade</i> <ul style="list-style-type: none"> <li>○ With 67% of the year elapsed, the District has collected 96.9% of total budgeted revenue while expending 56.2% of the budget. The majority of that uncollected revenue is due from the Specific Ownership Tax. The Specific Ownership Tax is part of the annual registration fees for all vehicles in Colorado. While the majority of our revenue based on property taxes is collected during the first half of the year, the revenue from Specific Ownership Tax remains pretty even month-to-month.</li> </ul> </li> <li>• <i>Development Report from Development Director Karen Kllanxhja</i> <ul style="list-style-type: none"> <li>○ Toys for Tots literacy books were delivered to the Juniper Ridge School. This donation from the Rimrock UPS Store gives the Juniper Ridge School a school library.</li> <li>○ Kllanxhja and Boisvenue-Fox met with the new DOLA representative for Western Colorado, Dana Hlavac, to discuss the possibility of the upcoming grant for the Clifton building project.</li> <li>○ Kllanxhja and S. Wade met with the local T-Mobile staff to discuss the Connectivity grant that will provide 50 hot spots with unlimited data that will be available for Adult Learning students to check out through June 2022.</li> <li>○ Kllanxhja and Kretschman are meeting with Ryan Sawyer Marketing to continue working on the Clifton building project. The finished commercial was shown to the Board.</li> </ul> </li> </ul>
6	<p>Report from Cydney Clink, Youth Services Manager</p> <ul style="list-style-type: none"> <li>• Cydney Clink presented to the Board on the Youth Services program. She discussed who is currently in the department and what is going on in the department. She gave a recap on summer reading and other ongoing programs.</li> </ul>
7	<p>Personnel Committee Report</p> <ul style="list-style-type: none"> <li>• Barnett discussed the Draft 2022 Employee Handbook, and the changes that were made. Most of the changes were minor, including the addition of time off for voting, the addition of the Juneteenth holiday and determination of holidays.</li> <li>• Barnett made a motion to accept the 2022 Employee Handbook as presented, Dow seconded the motion. <b>Motion carried.</b></li> </ul>
8	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> <li>• The district has begun working on the layout of the interior of the new Clifton Branch with Ratio. The building committee has expanded to include Kllanxhja, Cwalinski and Deering. The committee is making progress and utilizing staff perspectives.</li> <li>• During the DOLA meeting, Dana Hlavac gave some ideas of other potential funding opportunities. The original F Road property for the Clifton project is not currently for sale but will be listed once there is an intergovernmental agreement with Mesa County for the new site.</li> </ul>
9	<p>Finance Committee Report-</p> <ul style="list-style-type: none"> <li>• The finance subcommittee met and discussed the draft budget.</li> </ul> <p>First Draft MCL 2022 Budget Presentation:</p> <ul style="list-style-type: none"> <li>• B. Wade presented the first draft of the MCL 2022 Budget.</li> <li>• <i>Revenue:</i> <ul style="list-style-type: none"> <li>○ MCL projected 2022 revenue is \$8.3M, \$7.9M of this amount comes from tax revenue and the remaining amount is sourced from gifts and grants, and the District’s mill levy remains at approximately 3 mills.</li> </ul> </li> <li>• <i>Expenditures:</i> <ul style="list-style-type: none"> <li>○ Budgeted expenditures for 2022 including capital expenditures increased by \$8.1M to \$16.1M. Most of this increase is for the capital campaign project, which is expected to have a spring 2022 groundbreaking. General expenditures for 2022 not including capital expenditures is \$7.5 M with the largest portion being compensation and benefits. Pay grades and ranges have been revised to remain in alignment with the industry and remain competitive locally; these were last revised in 2016.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ There are a few capital expenditures that have been delayed from 2021 due to delays in the supply chain. This budget is increased for 2022 in preparation for these projects. Collections budgets continue to adjust to include more e-content and less in physical collections. Other major changes to expenditures include rising lease costs, increased utility rates and the upcoming Clifton building project.</li> <li>● Changes are anticipated to this draft budget before the October meeting and public hearing of the budget. These changes include selection of the new health insurance plan, and construction estimates for the Clifton Capital project.</li> </ul>
10	<p>Policy for Review: Public Demonstration and Petition Policy</p> <ul style="list-style-type: none"> <li>● There were no changes made to this policy. Cyphers made a motion to approve the policy as presented, the motion was seconded. <b>Motion carried.</b></li> </ul>
11	<p>Policy for Review: Public Comment Policy</p> <ul style="list-style-type: none"> <li>● There were minor changes made to this policy to put a 30-minute limit in place for the overall amount of time that public comment can take place. Walton made a motion to approve the 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 Meeting:</i> <ul style="list-style-type: none"> <li>○ Regular Meeting: 5:30 p.m. October 28, 2021</li> <li>○ Good Governance Committee: Date and Time TBD</li> </ul> </li> <li>● <i>Suggested Agenda Items for Upcoming Meetings:</i> <ul style="list-style-type: none"> <li>○ Second Draft MCL 2021 Budget Presentation and Public Hearing</li> <li>○ Strategic Roadmap Presentation</li> <li>○ Program Report: Branch Services- Shawn Cwalinski and Shanachie Carroll</li> <li>○ Policy for Review: None</li> </ul> </li> </ul>
13	<p>Adjournment</p> <ul style="list-style-type: none"> <li>● Barnett moved to adjourn the meeting at 6:44 pm, 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: 11/02/2021