



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

**MINUTES**

Date and Time: Thursday, June 30, 2022 — 5:30 p.m.

Location: Central Library, 443 N. 6th St., Grand Junction, CO

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call</p> <p>Board President Cyphers called to order the regular meeting at 5:30 p.m. A quorum was present.</p> <p>BOARD PRESENT: Cindy Cyphers, Alice Dow, Abby Landmeier, Randy Spydell, Candice Walton, Mary Watson.</p> <p>STAFF PRESENT: Michelle Boisvenue-Fox, Blair Wade, Kendra Rhodes, Shana Wade, Elizabeth Bush, Bob Kretschman, Emily McConnell.</p> <p>GUESTS PRESENT: Dave Detwiler, Craig Glogowski, Ruth Anna, Sherrie Galloway, Lisa Hemann, Jill Delavan, Laurie Cole, Steve Watson, Jane Foster, Cheryl Lucas.</p>
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 – May 26, 2022</p> <ul style="list-style-type: none"><li>• Cyphers moved to approve the minutes by acclamation with no objection. <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>2021 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis &amp; Co., P.C.</p> <ul style="list-style-type: none"><li>• Hemann described the process for completing the audit of the library district and the library Foundation's financials for 2021. Field work was completed in March 2022, and the audit report was finished June 27, 2022.</li><li>• The auditor's opinion is that the financials are "fairly stated in accordance with Generally Accepted Accounting Principles." Hemann discussed several points of the audit that are covered in the audit report. She said library management was cooperative in the audit.</li></ul>
6	<p>Clifton Branch Update</p> <ul style="list-style-type: none"><li>• Sale of F Road Property<ul style="list-style-type: none"><li>○ Boisvenue-Fox said plans are being made for a groundbreaking at the D 1/2 Road site in mid-August. No date has been set.</li><li>○ The library received a second opinion on the value of the F Road property, this one from Re/Max. Both opinions recommended that the library offer the two parcels on the property together and separately.</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Spydell said he met with representatives of the county assessor's office and the county planning department to discuss the difference between the county assessor's valuation and the two estimates prepared by real estate agents, and he is concerned about the estimates that come from real estate agents. He suggested that the library contact an appraiser who doesn't sell real estate to provide an estimate.</li> <li>○ There was some discussion about whether to seek a rezoning of the property to possibly achieve a higher sale price.</li> <li>○ Blair Wade said the property does not need to be sold in 2022 in order to generate funds for the Clifton Branch Project.</li> <li>○ Cyphers named a subcommittee to further explore the value and sale of the F Road property, with trustee Spydell as chair and trustee Watson as a subcommittee member.</li> <li>• IGA <ul style="list-style-type: none"> <li>○ Boisvenue-Fox reported that the library has reviewed a draft intergovernmental agreement (IGA) received from Mesa County for the development and operation of the proposed Clifton Branch site at 3270 D 1/2 Road. The library will propose a number of changes to the draft.</li> <li>○ The library intends to seek a \$900,000 cap on the library's share of overall design and engineering costs for the library/county community center site. The library also will seek changes in sections of the draft agreement addressing the length of the property lease and renewal options; conditions affecting the library in case of construction delays; conditions of lease termination; notification requirements about events and gatherings; and shared expenses for landscaping, maintenance, and campus operational costs.</li> </ul> </li> </ul>
7	<p>Foundation Fundraising</p> <ul style="list-style-type: none"> <li>• Rhodes introduced Craig Glogowski, a fundraising specialist who is assisting with the Mesa County Libraries Foundation's fundraising plan for the Clifton Branch Project. Rhodes presented trustees with a 10-month campaign calendar and plan for raising \$3.5 million.</li> <li>• Rhodes said initial work with the fundraising campaign has focused on building a donor database, cultivating prospective donors, and soliciting grants.</li> <li>• Glogowski said the capital campaign is set up to rely on boards to use their personal and professional connections to find and inform prospects about the projects.</li> <li>• Rhodes said the campaign includes increased public awareness and support of the Foundation, with a goal of broadening the Foundation's base of support and gaining new donors.</li> </ul>
Recess	<ul style="list-style-type: none"> <li>• The meeting stood in recess from 7:28 to 7:37 p.m.</li> </ul>
8	<p>Director and Administrative Updates</p> <p><i>Director Report from Library Director Michelle Boisvenue-Fox</i></p> <ul style="list-style-type: none"> <li>• The library will begin providing Appleton Clinic benefits to interested part-time staff Aug. 1.</li> </ul>

	<ul style="list-style-type: none"> <li>Recruiting and staff retention were significant topics of discussion at a recent library directors' retreat. Boisvenue-Fox said she heard good ideas that she will explore more for possible application at Mesa County Libraries.</li> </ul> <p><i>Statistics Report from Associate Director Shana Wade</i></p> <ul style="list-style-type: none"> <li>Wade noted that a change in weeding procedures caused an apparent increase of 5% in the size of the library's collection. She said the collection size is not growing.</li> <li>In response to a question, Wade said a drop in eResource use may have been due to a change in the use of Reference USA, a data-intensive eResource that can skew the overall eResource statistics. Other eResource use remains consistent from month to month.</li> <li>In response to a question about a decline in cardholders, Wade said library users are returning to the library as the pandemic wanes. Summer Reading registration is up, and the library plans to conduct a library card promotional campaign in the fall. Many statistics have recovered to pre-pandemic levels.</li> </ul> <p><i>Financial Report from Finance Director Blair Wade</i></p> <ul style="list-style-type: none"> <li>The district transferred \$8 million from its money market account to its new ColoTrust account, as discussed at a previous board meeting.</li> <li>By the end of the year, the board must decide whether the library will participate in Colorado's Family and Medical Leave program. A presentation to the board about that program is planned before the end of the year.</li> </ul> <p><i>Development Report from Development Director Kendra Rhodes</i></p> <ul style="list-style-type: none"> <li>Rhodes showed the board a sample of materials that the Foundation is using to support donor contributions in the community.</li> <li>In response to a question, Rhodes described a Planned Giving Roundtable that she attended and said she wants to start a Planned Giving program for the Foundation.</li> <li>In response to a question, Boisvenue-Fox described outreach efforts at the local Juneteenth event.</li> </ul>
9	<p>Policy Review: Library Card and Borrowing Policy</p> <ul style="list-style-type: none"> <li>Shana Wade reviewed proposed changes to the existing policy, including a slight change to clarify the introduction, adding board games to the list of items billed, and adjusting when patron accounts are blocked due to accumulated charges.</li> <li>Wade said that under the proposed change, patron accounts will be blocked when patrons owe the library more than \$10. This change loosens procedures to allow staff to work with patrons to get their charges under \$10 so they can regain their ability to borrow.</li> <li>Landmeier made a motion to approve the Library Card and Borrowing Policy as amended. Second by Spydell. <b>Motion carried.</b></li> </ul>
10	<p>Executive Session – pursuant to C.R.S. § 24-6-402(4)(f) for the sole purpose of discussing personnel matters, specifically the Library Director's annual review</p> <ul style="list-style-type: none"> <li>Cyphers advised the board that only the subject stated in the motion will be discussed during the executive session, and that if any discussion outside of the stated subject takes place, trustees are obligated to object and then end the executive session. No decisions will be made in the executive session.</li> </ul>

	<ul style="list-style-type: none"> <li>• Cyphers made a motion for the meeting to enter executive session pursuant to C.R.S. § 24-6-402(4)(f) for the sole purpose of discussing personnel matters, specifically the Library Director's annual review. Walton seconded the motion. <b>Motion carried.</b></li> <li>• Executive session began at 8:13 p.m.</li> <li>• The executive session adjourned and the open meeting resumed at 8:41 p.m. Present for the open meeting were Library Director Boisvenue-Fox and Trustees Cyphers, Dow, Landmeier, Spydell, Walton, and Watson.</li> <li>• Dow said Boisvenue-Fox has risen to a number of challenges in the past year, including the Clifton Branch Project and recovery from the COVID pandemic, and warrants a 5% salary increase in line with the raise given to library staff this year.</li> <li>• Walton noted that Boisvenue-Fox has also worked much of the past year without an Executive Support Coordinator, thus adding to her responsibilities.</li> <li>• Cyphers said that in the past, the library district has granted the director a bonus upon completion of a construction project. That is a consideration for 2023.</li> <li>• Dow made a motion to increase the director's salary by 5%, effective on her anniversary date this year. Watson seconded the motion. <b>Motion carried.</b></li> </ul>
11	<p>Upcoming Board Meetings</p> <p><i>Location and Time of Next Meeting:</i></p> <ul style="list-style-type: none"> <li>• Regular Meeting: 5:30 p.m. Thursday, July 28, 2022, at the Central Library</li> </ul> <p><i>Suggested agenda items for upcoming meetings:</i></p> <ul style="list-style-type: none"> <li>• Annual TIFF resolution; On the Horizon report; Strategic Plan activity update; Public Services update; Privacy and Confidentiality Policy; possible F Road Property Subcommittee report; possible Social Media Policy consideration.</li> </ul> <p><i>Board Comments:</i></p> <ul style="list-style-type: none"> <li>• Walton urged trustees to attend a Finance Committee meeting July 14 to review cash-flow projections for the library district.</li> <li>• Cyphers said she wants to start an Internal Audit Program for library trustees. Two trustees at a time would meet with the Finance Director to review the district's financial procedures, and trustees would have an opportunity to ask questions and gain an in-depth understanding of district finances. Over the course of a year, all trustees would participate in the program.</li> </ul>
11	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Cyphers adjourned the meeting by acclamation at 8:53 p.m.</li> </ul>

Minutes submitted by Bob Kretschman, MCL Communications Manager

Cynthia Cyphers  
Cindy Cyphers, MCL Board President

Abigail Landmeier  
Abby Landmeier, MCL Board Secretary

Date: 7/28/22

07/29/2022