



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

MINUTES

Date and Time: Thursday, July 28, 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 Board President Cyphers called to order the regular meeting at 5:30 p.m. A quorum was present. BOARD PRESENT: Cindy Cyphers, Alice Dow, Randy Spydell, Mary Watson, Sue Conry STAFF PRESENT: Michelle Boisvenue-Fox, Blair Wade, Kendra Rhodes, Shana Wade, Elizabeth Bush, Bob Kretschman, Rachel Hanson GUESTS PRESENT: Dave Detwiler</p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> ● Cyphers moved to approve the agenda by acclamation with no objection. Motion carried.
3	<p>Approval of Minutes – June 30, 2022</p> <ul style="list-style-type: none"> ● Cyphers moved to approve the minutes by acclamation with no objection. Motion carried.
4	<p>Citizens to be Heard</p> <ul style="list-style-type: none"> ● Randy Spydell offered tribute to James Lovelock, an English scientist who had recently passed and carried immense personal importance to Randy Spydell. The board thanked him for the tribute.
5	<p>Clifton Branch Update</p> <p><i>Intergovernmental Agreement</i></p> <ul style="list-style-type: none"> ● Michelle Boisvenue-Fox reported on a meeting planned with the county to discuss the most recent draft of the agreement proposed by MCL, which may require a special meeting in order to approve the IGA in time for the groundbreaking on August 31st. <p><i>Groundbreaking of the Clifton Project</i></p> <ul style="list-style-type: none"> ● Groundbreaking is set for August 31st at 10:00 am at Rocky Mountain Elementary School. The public is invited to bring their own shovels to participate. <p><i>CMU Design Program Partnership from Trustee Alice Dow</i></p>

	<ul style="list-style-type: none"> ● Trustee Alice Dow and Boisvenue-Fox are working with the CMU engineering department, Capco, and Clifton Water to construct a water wall in the kids' space of the new Clifton branch. ● Capco has put forward \$5,000 to the project. ● The water wall will be user tested with local kids and aims to be a durable design within the space. <p><i>Report on Construction Developments from Dave Detwiler, Senior Project Manager at Wember</i></p> <ul style="list-style-type: none"> ● Boisvenue-Fox shared that a GMP has been signed with FCI Constructors Inc. in order to get subcontractors signed up for constructing the Clifton branch. ● Building permits are in progress, appealing for these approvals is going well. ● Met with Xcel energy regarding setting up gas and power; and should follow MCL's timeline. ● Mesa County will be doing a groundbreaking the week after MCL's groundbreaking. ● Boisvenue-Fox shared that Dennis Humphreys, principal architect on the Clifton Project is retiring. Humphrey's last day is on August 31st and will be present at the groundbreaking. Our library is one of his last projects. ● Cyphers asked if the project was proceeding as expected, Detwiler answered that the Clifton project is currently on track. Cyphers expressed hope.
6	<p>Director and Administrative Updates</p> <p><i>Director Report from Library Director Michelle Boisvenue-Fox</i></p> <ul style="list-style-type: none"> ● New executive support coordinator to start on August 5th: Honor Blevins ● Strategic roadmap is being set up for next year, staff feedback will begin soon. <p><i>Statistics Report from Associate Director Shana Wade</i></p> <ul style="list-style-type: none"> ● Statistics are looking good for the summer with visits and programming up. ● WIFI, computer access, and meeting room use are up from last year. <p><i>Financial Report from Finance Director Blair Wade</i></p> <ul style="list-style-type: none"> ● Total revenue is at 88.7% of budget. ● Operating expenditures are at 46.9% of the budget, 50% of the budget from June 2021. ● Capital expenditures are at 3.1% of the budget as Clifton spending has not ramped up yet. ● There are no expenditures for the board to review that are greater than or equal to \$150,000. ● The districts audited 2021 numbers were sent to the state auditor. ● The district has received 91.2% of tax revenue, so future months reports will flip, with expenditures being higher than tax revenue with expenses ramping

	<p>up with Clifton. B. Wade assured the board not to worry about these numbers as they are normal.</p> <ul style="list-style-type: none"> ● Creative technologies has been absorbed by public services and communications. The line item has been removed and its budget has been split into communications and public services ● ColoTrust account has made \$14,500 in a month and a half. <p><i>Development Report from Development Director Kendra Rhodes</i></p> <ul style="list-style-type: none"> ● The trustee board now has 100% donor participation. ● Canceled the contract with Ryan Sawyer, which was creating a promotional video for Clifton. Newly signed Lightbulb media to create a campaign video, working with Clifton staff. ● A \$250,000 Bacon Family Foundation pledge will be dispersed over 5 years starting in October 2022. ● Many grants are on the horizon, Rhodes has spoken or plans to speak to many local rotary clubs and other community organizations or groups for donor solicitation. <p><i>On the Horizon Report from Library Director Michelle Boisvenue-Fox</i></p> <ul style="list-style-type: none"> ● Little progress has been made on the shade sails in the Discovery Garden. ● Branch tours are resuming, and board members have been invited to participate. Upcoming date: August 19th 8 am-5 pm. ● Department visits are occurring under MBF's schedule.
7	<p>Board Presentation: Public Services</p> <ul style="list-style-type: none"> ● Elizabeth Bush, Head of Public services, spoke on the functions of Public Services. <ul style="list-style-type: none"> ○ Department is in charge of checking-in books, receiving and sending out courier totes, handling missing media, processing holds, upkeep of the sorting machine, running daily notices, and shelving. ○ For checkout services: Staff also check out materials, create library cards, facilitate Inter-Library Loans, assist friends of the library book sales, and complete refunds. ○ For the downstairs PC lab: help patrons use computers, check out chromebooks, manage study room reservations, facilitate creation stations equipped with editing software, and receive public calls on weekends. ○ Words on Wheels service: 6 drivers, (5 staff + 1 volunteer), 112 active WOW patrons. Delivers material to patrons unable to visit the library. ○ Books by mail program: mail any physical items to patrons, 17 active patrons ○ Offers coverage for other departments

	<ul style="list-style-type: none"> ● 2021 Drive-through: opened to the public on September 7th,2021. Patrons can designate drive-through as the pickup location, 170 visits in the drive-through, per month. 7-8 per day on average. 1680 transactions have occurred since opening.
8	<p>Strategic Plan Update – Boisvenue-Fox</p> <ul style="list-style-type: none"> ● 6th-month status update of activities in each department as well as action plans. ● Strategic roadmap is a switch for next year. The board will rank items on the roadmap for feedback. ● Wage study happening later this year in order to define where wages can be more competitive in order to help staff retention and considering more benefits to increase competitiveness as well. <ul style="list-style-type: none"> ○ Examples include more wellness days or upping wellness reimbursement; other libraries have offered similar ideas.
9	<p>Policy Review: Privacy Policy</p> <ul style="list-style-type: none"> ● Shana Wade reported that no changes were recommended by the library. ● S. Wade Touched on important points in the current privacy policy <ul style="list-style-type: none"> ○ Respect privacy around patrons; giving out patron information only under specific circumstances. ○ Patron responsibility in terms of library card security ○ Children are individuals and their privacy is protected ○ Disposal of records ○ Informing patrons on what information is collected and getting consent for that information to be gathered. ● Spydell moved to adopt the policy without amendment, Dow seconded. Motion carried.
10	<p>Policy Review: Social Media Policy</p> <ul style="list-style-type: none"> ● Boisvenue-Fox reported on the creation of the policy, having it built off of other library policies and ALA office for Intellectual Freedom tenants. ● Policy is new, but used the previous guidelines currently in place. ● Blocking or deletion of public comments online are handled intentionally by more than one person, there are avenues provided for disgruntled patrons to speak up about actions against them. The library will attempt to give notice to the patron, though it is recognized that that is not always possible. MCL believes retaining comments online is valuable instead of eliminating this option entirely. <ul style="list-style-type: none"> ○ Cyphers asked about a recent incident involving a banned patron. Boisvenue-Fox assured the board that this incident was isolated and rare. ● Dow moved to adopt the policy with a minor amendment to formatting, Spydell Seconded. Motion carried.

11	<p>TIF Resolution #22-05: TO ALLOCATE TIF FUNDS TO THE GRAND JUNCTION DDA</p> <ul style="list-style-type: none"> ● Library contribution to the Downtown Development Authority, minimum 50% donation the library has paid each year. Donations to develop the downtown district, with the hope that in the future the downtown property taxes rise, positively impacting the library. ● Conry moved to accept the TIF Resolution donation at 50%, Cyphers seconded. Motion carried.
12	<p>Executive Session: Pursuant to C.R.S. §24-6-402(4)(a) for the sole purpose of discussing real estate.</p> <ul style="list-style-type: none"> ● Cyphers moved to adjourn the public special meeting of the MCL Board of Trustees Executive Committee to convene an executive session for the sole purpose of discussing real estate, as authorized by C.R.S. §24-6-402(4)(a); Spydell seconded. Motion carried. ● Executive session of the MCL Board of Trustees convened at 6:45 p.m. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Cyphers, Spydell, Conry, Watson, and Dow, as well as Library Director 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 moved that the executive session of the MCL Board of Trustees was adjourned at 7:24 p.m., and the board reconvened its regular meeting at 7:25 p.m. A quorum was present. <ul style="list-style-type: none"> ○ BOARD PRESENT: Cindy Cyphers, Randy Spydell, Mary Watson, Sue Conry, Alice Dow ○ STAFF PRESENT: Michelle Boisvenue-Fox <p><i>Regarding the Executive Session</i></p> <ul style="list-style-type: none"> ● Randy Spydell moved to allow Boisvenue-Fox to proceed with action in regard to the F Road property as discussed in the executive session, Conry seconded. Motion carried.
13	<p>Upcoming Board Meetings</p> <p><i>Location and Time of Next Meetings:</i></p> <ul style="list-style-type: none"> ● Regular Meeting: 5:30 p.m. August 25th – Monument Community Room, Central Library ● A potential meeting may occur earlier in regards to the IGA <p><i>Suggested Agenda Items for Upcoming Meetings:</i></p> <ul style="list-style-type: none"> ● Resolution #22-06 in regards of the FMLD grant being submitted on September 1st, 2022 ● Photography policy to be discussed and updated ● FAML I presentation

	<ul style="list-style-type: none"> ● Board presentation from collection management ● Finance report from the finance committee <p><i>Board Comments</i></p> <ul style="list-style-type: none"> ● Conry stated excitement for the CMU engineering partnership ● Spydell commented on groundbreaking Clifton t shirts ● Cyphers commented on the local necessity of the Clifton Branch
14	<p>Adjournment</p> <ul style="list-style-type: none"> ● Conry moved to adjourn the meeting at 7:30 p.m.; Watson seconded. Motion carried.

Minutes submitted by Honor Blevins, MCL Executive Support Coordinator

Cindy Cyphers, MCL Board President

Abby Landmeier, MCL Board Secretary

Date: _____