



Mesa County Libraries
BOARD
 OF **TRUSTEES**
 • B O A R D M E E T I N G •

Minutes

Date and Time: Thursday, August 25, 2022 – 5:30 p.m.

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

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call Board President Cindy Cyphers called to order the regular meeting at 5:30 p.m. A quorum was present</p> <p>BOARD PRESENT: Cindy Cyphers, Abby Landmeier, Candice Walton, Alice Dow, Randy Spydell, Sue Conry, Mary Watson</p> <p>STAFF PRESENT: Michelle Boisvenue-Fox, Blair Wade, Rachel Hanson, Shana Wade, Honor Blevins, Lisa Solko, Shanachie Carrol, Bob Kretschman, Cydney Clink</p> <p>GUESTS PRESENT: Dave Detwiler</p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> ● Cyphers suggested moving agenda item 5, “Clifton Branch Update” to be directly before agenda item 12 “Executive Session: Pursuant to C.R.S. § 24-6-402(4)(a) for the sole purpose of discussing real estate” ● Cyphers moved to approve the agenda with the proposed amendment by acclamation, received no objection. Motion carried.
3	<p>Approval of Minutes – July 28, 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"> ● There were no citizens to be heard at this time.
5	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> ● Moved to item 12
6	<p>Director and Administrative Updates <i>Director Report, Michelle Boisvenue-Fox</i></p> <ul style="list-style-type: none"> ● Boisvenue-Fox welcomed Rachel Hanson as Human Resources Director ● The Library reviewed a recently released Library Trauma Report, covering resiliency and trauma. It is the first trauma-specific study focusing on library work to date. ● Staff feedback has been received on the strategic roadmap. Library Board members and community stakeholders will also give feedback.

- Clifton campaign t-shirts have been received and are being distributed to staff and board members. They were designed in-house and largely paid for by FCI Constructors.
- Clifton groundbreaking is on Aug. 31st, the Board of Trustees will be attending, and a public notice will be posted.
- Promotional photos will occur shortly before the groundbreaking is set to start, Board members will be told the specific time before the groundbreaking.

Statistics Report – Shana Wade

- Statistics are still trending upwards from last year.
- Program attendance is almost to what it was in 2019.
- Cyphers expressed joy at the rising studio use numbers.

Financial Report – Blair Wade

- Total revenue as of the end of July is at 92.8% of the YTD
- Operating expenditures are at 55.5%
- Capital expenditures are at 3.3%
- There were no purchases for the board to review over \$150k.
- Department managers are working on their 2023 budgets, which will be compiled and reviewed by the finance committee in an upcoming meeting.
- There is a new line item in the finance report, separating total donations from capital revenue separating capital project revenue from other grants/donation revenue.
- Donor files have been cleaned and sorted, in Neon CRM, which will make donor file retention and review far easier.

Development Report – Michelle Boisvenue-Fox

- Alpine Bank has pledged 25,000\$ over 5 years.
- The Board discussed the presentation of the Clifton Capital Project Campaign Funding Report, separating corporate sponsors from individual donors, as well as grants and pledges.
- The Board tasked B. Wade with designing an appropriate format and presenting it at the next meeting.

Human Resources Report – Rachel Hanson

- Turnover reports will begin annually and will be presented to the board in the coming meeting; vacancy rates will also be added to this report.
- Vacancy rates for MCL are at 5%, and other nearby libraries have higher percentages, with Pueblo at 6% and Jefferson county library at 14%. So MCL has a relatively good vacancy rate.
- Landmeier inquired about Public Services having an above-average turnover rate recently. Hanson cited this as an effect of merging Creative Technologies into Public Services.

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Board Presentation: Collection Management – Lisa Solko

- Solko gave a presentation on Collections management, introducing the board to her team and what they do, as well as her goals for the department in the upcoming year. The board thanked her for the presentation.

8	<p>Finance Committee Report – Candice Walton</p> <ul style="list-style-type: none"> ● Spending projections are available on the Clifton Capital Campaign. The board may need to vote in order to let MCL dip into reserve funds for capital project costs. The Library must keep 3 months of reserve funds. In order to go below that the Board must vote to do so. This could occur due to the dissonance between Clifton project expenditures and the timing of tax income revenue. ● B. Wade commented on the projected spending for Clifton, stating that it is based on 100% expending of the budget, which MCL does not historically do.
9	<p>FAMLI Presentation – Blair Wade</p> <ul style="list-style-type: none"> ● Paid medical leave benefits available beginning in 2024, voted on by Colorado voters and mandatory for all private companies. As a government entity, MCL has the choice on the level of participation in the program. ● MCL can opt-in: <ul style="list-style-type: none"> ○ MLC and employees contribute half of the premium (0.45% of gross wages). ○ Employee participation in the program would be mandatory. ○ MCL would remit all contributions and wage reports to the program. ● MCL can opt-out: <ul style="list-style-type: none"> ○ MCL would not deduct or match the premium from pay (participating employees' benefits would not be affected). ○ Employee participation would be voluntary. ○ The employee would be responsible for remitting any contributions or wage reports to the program if participating. ● MCL can partially opt-out: <ul style="list-style-type: none"> ○ MCL would deduct only the employee's portion of the premium (participating employees' benefits would not be affected). ○ Employee participation would be voluntary. ○ MCL would remit employee contributions and wage reports to the program. ● The board inquired about the strength and size of the fund allotted to employees, as well as the risk involved with joining in. No official decision or vote was made towards FAMLI, however, a vote will need to occur before the end of the year.
10	<p>Policy Review: Photography, Videography, and Recording Policy</p> <ul style="list-style-type: none"> ● S. Wade presented on the creation of this policy as it is fairly recent. Regarding first amendment auditors and patron security and privacy. ● Spydell moved to approve the policy with no amendments, Cyphers seconded, Motion Carried
11	<p>Resolution # 22-06: TO SUPPORT MESA COUNTY FEDERAL MINERAL LEASE DISTRICT GRANT APPLICATION</p> <ul style="list-style-type: none"> ● The Board discussed who would sign the grant should it be approved, and nominated B. Wade to act as signator. ● Cyphers moved to approve the resolution with the proposed amendment, Dow seconded. Motion Carried
12	<p>Clifton Branch Update – David Detwiler</p> <ul style="list-style-type: none"> ● Plans are being approved and the timeline is not hindered. ● The project lead architect is moving on to a new project, and will be replaced.

	<ul style="list-style-type: none"> ● Some costs will be shared with the county. ● The library will be using regular fencing instead of the bookshelf fencing seen at central for budgetary purposes.
	<i>It should be noted that Trustee Sue Conry left the meeting at 7:00 p.m.</i>
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); Landmeier seconded. Motion carried. ● Executive session of the MCL Board of Trustees convened at 7:10 p.m. ● Attending the executive session were Trustees Cyphers, Spydell, Landmeier, Watson, Dow, Walton, Library Director Boisvenue-Fox, and Dave Detwiler ● 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 7:30 p.m. A quorum was present. <p>BOARD PRESENT: Cindy Cyphers, Randy Spydell, Mary Watson, Alice Dow, Abby Landmeier, Candice Walton STAFF PRESENT: Michelle Boisvenue-Fox, Honor Blevins GUESTS PRESENT: Dave Detwiler</p> <ul style="list-style-type: none"> ● After the executive session, Cyphers moved to accept the IGA with the addition of exhibit A, discussed in the executive session, Spydell seconded, Motion Carried
13	<p>Upcoming Board Meetings <i>Location and Time of Next Meeting:</i></p> <ul style="list-style-type: none"> ● Regular Meeting: 5:30 p.m. Sept 29 ● Finance Committee Meeting, TBD ● Personnel Committee Meeting, TBD <p><i>Suggested agenda items for upcoming meetings</i></p> <ul style="list-style-type: none"> ● Youth Services Presentation ● Finance and personnel meeting updates ● No policies will be up for review ● The board requested an update on the upcoming Comic-Con event <p><i>Board Comments</i></p> <ul style="list-style-type: none"> ● Dow and the rest of the board were very happy about the signing of the IGA ● Landmeier talked about their library tour, and how they saw all the branches. Other board members were invited to future branch tours.
14	<p>Adjournment</p> <ul style="list-style-type: none"> ● Cyphers moved to adjourn the meeting by acclamation at 7:36 p.m. Motion Carried

Cynthia Cyphers
Cindy Cyphers, MCL Board President

Abigail Landmeier
Abby Landmeier, MCL Board Secretary

Date: 9/29/22