



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

MINUTES

Date and Time: Thursday, September 29, 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, Mary Watson, Randy Spydell, Sue Conry, Alice Dow.</p> <p>STAFF PRESENT: Michelle Boisvenue-Fox, Blair Wade, Shana Wade, Ami Schiffbauer, Rachel Hanson, Shanachie Carrol, Cydney Clink, Bob Kretschman, Elizabeth Bush, Honor Blevins.</p> <p>GUESTS PRESENT: Dave Detwiler.</p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> ● Cyphers moved to approve the agenda via acclamation, received no objection. Motion Carried.
3	<p>Approval of Minutes – August 25, 2022</p> <ul style="list-style-type: none"> ● Spydell moved to approve the agenda with no additions, Walton seconded, no objections. 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"> ● Boisvenue-Fox shared the recent updates on the Clifton Capital Campaign. ● There will be regular blog updates regarding the construction of the Clifton building. ● The cost share list is still being updated with the County. ● A patron is willing to donate design work to put in a xeriscape no-water space on the Library’s premises. ● Dave Detwiler shared the WEMBER report, detailing photos and details of the Clifton construction project. Detwiler requested the board share any questions or comments with him. ● Permits are all in hand, construction is on track to finish on time. <ul style="list-style-type: none"> ○ Projected milestones <ul style="list-style-type: none"> ▪ Foundation Complete: Oct 26, 2022 ▪ Slab poured: Dec 12, 2022 ▪ Steel erected: Jan 10, 2023 ▪ Roof and walls: March 3, 2023 ▪ Substantial completion: July 1, 2023 ▪ Move in: Aug 1, 2023 ● Boisvenue-Fox shared with the board plans for a sign party when the steel is erected, for board members and local kids to sign the steel beams. The board will be invited.

Director and Administrative Updates

- **Director report - Michelle Boisvenue-Fox**
 - The strategic roadmap draft is underway, there will be a presentation next month.
 - There has been an issue with an increase in animals in the library, claiming to be service animals. There are plans to change the approach in these situations.
 - There was organization-wide staff training discussing customer service, focusing on techniques for de-escalation from staff.
- **Statistics report - Shana Wade**
 - Comic-Con: there will be a full report next month, but roughly 4,600 people attended, twice as much as last year, and almost the same as 2019.
 - eResource use is down due to fewer patrons needing them than they did during the pandemic.
 - Social media engagement is up.
 - The board asked about story time attendance, which vary from location to location. Generally Central sees 30-50 attendees and Fruita sees 30-40 attendees.
- **Financial Report - Blair Wade**
 - Total revenue as of the end of July is at 98.3% of the YTD.
 - Operating expenditures are at 62.8%.
 - Capital expenditures are at 4%.
 - There were no purchases for the board to review over \$150k.
 - Per board request, there is an updated report for board review on the status of the Clifton Capital Campaign. B. Wade asked if the report was up to standard; the board thanked her.
 - A finance committee meeting is scheduled for October 5th to review the draft 2023 budget as well as the cash flow report and other Clifton Project reports.
- **Development Report - Ami Schiffbauer**
 - Schiffbauer thanked Boisvenue-Fox and the Board for her new role.
 - Major donations.
 - \$50,000 donation from WCCF.
 - \$25,000 Grant from the El Pomar Foundation.
 - There was a \$350,000 disbursement from the MCL Foundation to the District.
 - Schiffbauer has been getting acquainted with each element of the Foundation, such as the book drop and Friends of MCL meetings.
 - Foundation meetings will be occurring monthly rather than quarterly until the Clifton Fundraising is completed.
 - Schiffbauer is getting help from the Foundation Board on the Year End Appeal, to be sent to a large list of potential and past donors, as well as volunteers.
 - Steve Watson has donated 500 bricks. The Foundation may use these for a buy-a-brick fundraising opportunity.
 - Carol Spinelli has joined the Foundation Board as a sustaining member, she is the MCL Friends Liaison.
 - The board welcomed Schiffbauer to her position.
- **Human Resources Report - Rachel Hanson**
 - Turnover and other statistics look starker than they should. But they are similar to previous years.
 - The wage study, vacation increase, and staff input are all an effort to increase staff retention.

	<ul style="list-style-type: none"> ○ There are more interviews scheduled for filling staff vacancies.
7	<p>Report from Cydney Clink, Youth Services Manager</p> <ul style="list-style-type: none"> ● Clink gave a presentation on Youth Services, introducing the board to her team and what they do, as well as her goals for the department and its functions. The board thanked her for the presentation.
8	<p>First Draft 2023 Budget Presentation</p> <ul style="list-style-type: none"> ● B. Wade presented the first draft of the MCL 2023 Budget. ● Revenue: <ul style="list-style-type: none"> ○ MCL projected 2023 revenue is \$9.57M, \$7.88M of this amount comes from tax revenue and the remaining amount is sourced from gifts and grants, \$1.28M is specifically designated for the Clifton Capital Project. The final mill levy is estimated to be about 3.014 mills for 2023 (it was 3.043 in 2022). ● Expenditures: <ul style="list-style-type: none"> ○ Budgeted expenditures for 2023 including capital expenditures increased by \$1.6M to \$17.77M. Of this increase, \$519,238 occurred within the General Fund and \$1.08M occurred in the Capital Projects Fund with the expected 2023 completion of the Clifton Capital Project. General Fund expenditures for 2023 not including capital expenditures is \$7.99M with the largest portion (61.8%) appropriated to compensation and benefits. ○ Colorado's minimum wage will increase to \$13.65, an 8.7% increase. The District has contracted with the Employers Council to perform a market analysis on current compensation rates. Until the analysis is complete, an increase of at least 8% for each employee is included in this draft budget. ○ The 2023 Budget for total capital expenditures from the Capital Project Fund is \$9.8M and includes construction costs for the Clifton Branch Capital Project. ● Changes are anticipated to this draft budget before the October meeting and public hearing of the budget. These changes may include updates to benefits premiums and compensation rates based on market analysis, as well as Clifton Capital Project expenses.
9	<p>Resolution #22-07: TO DECLINE PARTICIPATION IN THE COLORADO PAID FAMILY AND MEDICAL LEAVE INSURANCE PROGRAM</p> <ul style="list-style-type: none"> ● The board discussed the FAMLII program, questioning the liability pushed onto the Library Admin, as well as the effects on employee choice. The board concluded that they would rather wait a year for the program to fully implement. ● Dow moved to accept Resolution #22-07, fully opting out of the FAMLII program. Cyphers seconded, no objections. Motion Carried.
10	<p>Resolution #22-08: TO SELL LOT 1 AT 3180 F ROAD</p> <ul style="list-style-type: none"> ● The board did not discuss any changes or concerns to Resolution #22-08. ● Walton moved to accept resolution #22-08, Dow seconded. Motion Carried.
11	<p>Resolution #22-09: TO SELL LOT 2 AT 3180 F ROAD</p> <ul style="list-style-type: none"> ● The board did not discuss any changes or concerns to Resolution #22-09. ● Conry moved to accept resolution #22-09, Spydell seconded. Motion Carried. ● The board thanked Boisvenue-Fox for her work on the sales.
12	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Meeting: 5:30 p.m. October 27, 2022. ● Finance Committee 12:00 p.m. October 5, 2022. ● Personnel Committee October 14, 2022. ● Good Governance Committee TBD.

	<p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> ● Program Report: Branches- Shanachie and Shawn. ● Policy for Review: None. ● 2023 Strategic Roadmap Presentation. ● Comic Con Report.
13	<p>Adjournment</p> <ul style="list-style-type: none"> ● Walton moved to adjourn the meeting at 7:03, Cyphers seconded. Motion Carried.

Minutes submitted by Honor Blevins, MCL Executive Support Coordinator

Cynthia Cyphers
Cindy Cyphers, MCL Board President

Abby Landmeier
Abby Landmeier, MCL Board Secretary

Date: *10/28/22*