



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

Minutes

Date and Time: Thursday, December 1, 2022 – 5:00 p.m.

Location: 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 the meeting to order at 5:02 p.m.</li> </ul> <b>BOARD PRESENT:</b> Cindy Cyphers, Candice Walton, Mary Watson, Randy Spydell, Alice Dow, Abby Landmeier <b>STAFF PRESENT:</b> Michelle Boisvenue-Fox, Blair Wade, Shana Wade, Rachel Hanson, Ami Schiffbauer, Jennifer Deering, Lisa Solko, Bob Kretschman, Shawn Cwalinski, Emily McConnell
2	Approval of Agenda <ul style="list-style-type: none"> <li>● Cyphers approved the agenda via acclamation, none opposed. <b>Motion Carried.</b></li> </ul>
3	Approval of Minutes – October 27, 2022 <ul style="list-style-type: none"> <li>● Cyphers approved the minutes with a minor change to item 15 via acclamation, none opposed. <b>Motion Carried.</b></li> </ul>
4	Citizens to be Heard <ul style="list-style-type: none"> <li>● There were no citizens to be heard at this time.</li> </ul>
5	Clifton Branch Update <ul style="list-style-type: none"> <li>● The furniture budget regarding shelving, Source Wall, and other furniture to be bidded on is in the works.</li> <li>● For Contingency budget:               <ul style="list-style-type: none"> <li>○ Geofabric, \$15,000</li> <li>○ Next month, temporary electric, which will be listed for \$6,000</li> </ul> </li> <li>● Steel Beam Signing event January 20<sup>th</sup>: trustees are invited. More information to come for this event.</li> </ul>
6	Director and Administrative Updates <ul style="list-style-type: none"> <li>● Director Report               <ul style="list-style-type: none"> <li>○ Honor has moved his desk in the administrative office wing.</li> <li>○ The Equity Task force has had its final meeting. They will likely report in February to the Board on their work.</li> </ul> </li> <li>● Statistics Report               <ul style="list-style-type: none"> <li>○ In October the Library hit 1,000,000 circulations for the year.</li> <li>○ Only 3 areas are down in numbers, e-resources, total cards, and curbside holds. Everything else is up and showing good growth.</li> <li>○ Curbside holds are something the Library would like to phase out, as it was introduced for a specialized purpose and is seeing decreased use.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Cyphers asked if the library was still running the Real Program, run with the Sunset Rotary, to get 1st graders library cards. Staff reported that the program continues.</li> <li>● Financial Report <ul style="list-style-type: none"> <li>○ This Financial Report only covers through October. November and December will be presented in January 2023.</li> <li>○ Total Revenue collection as of the end of October is at 107% of the budget. Operating expenditures YTD are at 82.9% of the budget with 83.3% of the year elapsed. Capital expenditures YTD are at 8.2% of the budget.</li> <li>○ There are two expenses for the boards review in October on the equal to or greater than \$150,000 report – both for FCI. One of the expenses is below the \$150,000 requiring approval but was included since both invoices were for the same vendor and were paid together. Cyphers and Walton reviewed and approved these payments in October.</li> <li>○ The Foundation’s Capital Campaign report has been updated with the awarded \$286,000 for the Mesa County Federal Mineral Lease grant. At the end of October the Foundation had about \$610,000 left to fundraise to meet the \$3.5 million goal, this is even less as of today, as the library has received more than \$15k from individual donors in November.</li> <li>○ B. Wade will be inviting all trustees to individual meetings should they want to understand any topics regarding District finances, history, related laws and policies.</li> <li>○ Landmeier asked B. Wade about past year-end giving amounts.</li> <li>○ The Colotrust fund made over \$106,000 so far this year.</li> </ul> </li> <li>● Development Report <ul style="list-style-type: none"> <li>○ The year-end appeal mailer was sent out before Thanksgiving and has seen good results.</li> <li>○ Colorado Gives Day is December 6th, and the Library has been doing local advertising on the radio and in newspapers. The current goal is to raise \$10,000 on the Mesa County Libraries Foundation page.</li> <li>○ The Foundation Board will be having a retreat on December 12th.</li> </ul> </li> <li>● Human Resources Report <ul style="list-style-type: none"> <li>○ The Library is fully staffed.</li> <li>○ Hanson shared the results of the wage study, on how the Library’s job listings compare to retail and government jobs locally.</li> </ul> </li> </ul>
7	<p>Report from Emily McConnell – Adult Learning Center</p> <ul style="list-style-type: none"> <li>● McConnell gave a presentation on the Adult Learning Center, 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.</li> </ul>
8	<p>Good Governance Committee Report - Update on Bylaws</p> <ul style="list-style-type: none"> <li>● Cyphers presented the Committees proposed changes to the bylaws, which would clarify committee chairs terms.</li> <li>● Cyphers moved to approve the changes to the bylaws, Spydell seconded, none opposed. <b>Motion Carried.</b></li> </ul>
9	<p>Nomination and election of 2023 Board Officers</p> <ul style="list-style-type: none"> <li>● Cyphers shared the Good Governance Committee’s picks for board office, with Alice Dow as pick for president, Sue Conry as pick for Vice President, and Mary Watson as pick for Secretary.</li> </ul>

	<ul style="list-style-type: none"> <li>● Cyphers nominated Dow for presidency, Landmeier seconded. None opposed, unanimous support. <b>Motion Carried.</b></li> <li>● Dow nominated Conry for vice presidency, Cyphers seconded. None opposed, unanimous support. <b>Motion Carried.</b></li> <li>● Landmeier nominated Watson for secretary. Walton seconded. None opposed, unanimous support. <b>Motion Carried.</b></li> </ul>
10	<p>Review Draft 2023 Board Meeting Schedule</p> <ul style="list-style-type: none"> <li>● The same schedule is kept. Further, in December of 2023 there shouldn't need to be a special meeting since the regular meeting is later in the month than the current year.</li> <li>● Next month this will be seen as a resolution for Board approval.</li> </ul>
11	<p>Board Comments</p> <ul style="list-style-type: none"> <li>● Cyphers shared with the Board some general housekeeping, including management of volunteer hours for the Trustees, as they are considered volunteers.</li> </ul> <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>● Board Meeting: 5:30 p.m. January 26, 2023</li> <li>● Special BoT Meeting, 12:00 p.m. December 9, 2022</li> </ul> <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> <li>● Program Report: None</li> <li>● Policy for Review: None, though the policy report will be shared.</li> </ul>
12	<p>Adjournment</p> <ul style="list-style-type: none"> <li>● Walton moved to adjourn the regular meeting of the Board of Trustees at 5:57 p.m. Cyphers seconded. None opposed, <b>Motion Carried.</b></li> </ul>
	<p><i>It should be noted that the Board of Trustees attended a dinner hosted at 970 West Studio following adjournment.</i></p>

Minutes reported and submitted by MCL Executive Support Coordinator, Honor Blevins



Alice Dow, MCL Board President



Mary Watson, MCL Board Secretary

Date: 01/31/2023

02/21/2023