



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

**Minutes**

Date and Time: Thursday, February 23, 2023 – 5:30 p.m.

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

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call</p> <p>Board president Alice Dow called the meeting to order at 5:30 p.m. A quorum was present.</p> <p><b>BOARD PRESENT:</b> Alice Dow, Sue Conry, Mary Watson, Randy Spydell, Cindy Cyphers.</p> <p><b>STAFF PRESENT:</b> Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Rachel Hanson, Ami Schiffbauer, Shawn Cwalinski, Bob Kretschman, Cydney Clink, Honor Blevins.</p> <p><b>GUESTS PRESENT:</b></p>
2	<p>Approval of Agenda</p> <p>Dow moved to approve the agenda via acclamation, none opposed. <b>Motion Carried.</b></p>
3	<p>Approval of Minutes – January 26, 2023</p> <p>Dow moved to approve the minutes with a small correction via acclamation. None opposed. <b>Motion Carried.</b></p>
4	<p>Citizens to be Heard</p> <p><i>There were no citizens to be heard at this time.</i></p>
5	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> <li>• Boisvenue-Fox has been on site to monitor progress; the project is going well.</li> <li>• Boisvenue-Fox has been resolving the furniture budget, as well as negotiating with the county regarding a disagreement on temporary power for the location.</li> <li>• Administration is starting to plan fundraising for the Adult Learning Center at the new Clifton location.</li> </ul>
	<p><i>It should be noted that Board Trustee Abby Landmeier joined the meeting at this time.</i></p>
6	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> <li>• Director Report             <ul style="list-style-type: none"> <li>○ MCL received an incomplete Request for Reconsideration regarding a popular manga series.</li> <li>○ Boisvenue-Fox has been working with a copyright legal advisor, and has sent a cease and desist notice to the publishing company regarding the <i>Eclipse</i> copyright.</li> <li>○ The Library has received an arts and culture grant from the Grand Junction Arts &amp; Culture Commission for a mural at the Central Library.</li> </ul> </li> <li>• Statistics Report             <ul style="list-style-type: none"> <li>○ January 2022 reported a very large door count, January 2023 followed a similar trend, but is down a bit.</li> <li>○ Programming has been widely attended, and parking is starting to fill up. Administration is working to move staff parking in order to clear up space for patrons.</li> </ul> </li> <li>• Financial Report</li> </ul>

	<ul style="list-style-type: none"> <li>○ With 8.3% of the year elapsed, Total Revenue collection as of the end of January is at 4.6% of the budget. Operating expenditures YTD are at 6.7% of the budget, and Capital expenditures YTD are at 7.6% of the budget.</li> <li>○ There was one expense for the board's review from January equal to or greater than \$150,000 – for FCI. Dow and Landmeier reviewed and approved this payment.</li> <li>○ Blair updated the Clifton Budget Report for ease-of-use regarding project funding.</li> <li>○ The District currently has \$9.2 million in available funds – not including the 3 months Board Reserves.</li> <li>● Development Report <ul style="list-style-type: none"> <li>○ The Coors grant is being worked on, as well as a Request for Federal Congressional Spending from Senator Hickenlooper. Schiffbauer is working with Trustee Spydell and Library Administration to acquire letters of recommendation to submit for Hickenlooper's request.</li> </ul> </li> <li>● Human Resources Report <ul style="list-style-type: none"> <li>○ The annual staff satisfaction survey was conducted. 70% of staff participated in the survey. The current results look good and positive. Hanson will be giving a further report in the near future.</li> </ul> </li> </ul>
7	<p>Report from Rachel Hanson - Human Resources</p> <ul style="list-style-type: none"> <li>● Hanson gave a presentation on Human Resources, introducing the Board to her responsibilities as well as her goals. The Board thanked her for her presentation.</li> </ul>
8	<p>Equity Task Force: Final Report</p> <ul style="list-style-type: none"> <li>● Boisvenue-Fox shared the work that the Equity task force had implemented, including the ongoing work that has been started. Such as the steps Hanson has been working on in the hiring process. Conry offered to help Hanson further in this.</li> </ul>
9	<p>Policy Review: Display Policy</p> <ul style="list-style-type: none"> <li>● There were no recommendations to change the display policy.</li> <li>● Cyphers moved to approve the policy as presented, Spydell seconded. None opposed. <b>Motion Carried.</b></li> </ul>
10	<p>Reporting hours monthly to Volunteer Coordinator</p> <ul style="list-style-type: none"> <li>● Trustees will need to report monthly volunteer hours worked to the Volunteer Coordinator of the Library. Blevins will reach out to the Board soon with a new form for this.</li> </ul>
11	<p>Employee Handbook Update: COMPS Order #38 2023</p> <ul style="list-style-type: none"> <li>● There was one addition missing from the employee handbook that was recently approved.</li> <li>● Cyphers moved to approve the additional form, and add it to the employee handbook. Conry seconded. None opposed. <b>Motion Carried.</b></li> </ul>
12	<p>Board Comments</p> <p>Announcements</p> <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>● Board Meeting: 5:30 p.m. March 30, 2023</li> </ul> <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> <li>● Program Report: Facilities</li> <li>● Policy for Review: Collection Development Policy</li> <li>● A Freedom to Read presentation was requested by President Dow.</li> </ul>
13	<p>Adjournment</p> <ul style="list-style-type: none"> <li>● Cyphers moved to adjourn the meeting at 6:28 p.m. Conry seconded. Spydell opposed. <b>Motion Carried.</b></li> </ul>

Minutes are submitted by MVL Executive Support Coordinator, Honor Blevins.



*Alice Dow, MCL Board President*



*Mary Watson, MCL Board Secretary*

Date: 3/30/23