



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

MINUTES

Date and Time: Thursday, January 26, 2023 – 5:30 p.m.

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

#	Agenda Item
1	Opening: Call to Order and Roll Call Board President, Alice Dow, called the meeting to order at 5:30 p.m. A quorum was present. BOARD PRESENT: Alice Dow, Mary Watson, Sue Conry, Cindy Cyphers, Randy Spydell, Abby Landmeier. STAFF PRESENT: Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Rachel Hanson, Ami Schiffbauer, Bob Kretschman, Elizabeth Bush, Austin Mullenix, Shawn Cwalinski, Honor Blevins, Jennifer Deering, Cydney Clink, Lisa Solko. GUESTS PRESENT: David Detwiler, Paige Nee.
2	Approval of Agenda Dow moved to accept the agenda with the striking of item 3 via acclamation, none opposed, Motion Carried.
3	Oath of Office – New Trustee ● Erika Satie
4	Approval of Minutes – <ul style="list-style-type: none">● December 1, 2022 (Regular Meeting)<ul style="list-style-type: none">○ Dow moved to accept the minutes with the correction of a type, Landmeier seconded. None opposed, Motion Carried.● December 9, 2022 (Special Meeting)<ul style="list-style-type: none">○ Dow moved to approve the minutes as presented via acclamation, none opposed, Motion Carried.
5	Citizens to be Heard <i>There were no citizens to be heard at this time.</i>
6	Clifton Branch Update <ul style="list-style-type: none">● The foundation of the new Clifton Branch has been completed.● The County is planning to finish their construction in March of 2024, eight months past the Library District’s scheduled construction completion date.● The furniture budget is being considered and tweaked, as the initial presented numbers were too high.● The budget for the Adult Learning Center should have estimates soon.
7	Director and Administrative Updates <ul style="list-style-type: none">● Director Report<ul style="list-style-type: none">○ Ami Schiffbauer has accepted a position as the permanent Development Director, and is no longer interim as of 2/18/23.

- Some libraries in Colorado have temporarily closed due to meth substances; Boisvenue-Fox is following local health department guidelines and will not be testing the library.
- The library received three requests for reconsideration on New Years Eve, however the forms were not complete.
- The Eclipse copyright that the Library Foundation owns has potentially been violated. Boisvenue-Fox will pursue next steps in acting on this claim.
- Statistics Report
 - General use stats are up 8-20%
 - Year end stats have been compiled and were shared with the board.
 - Decreases shown were expected.
 - ILL's are down, requests in general are down.
 - The report includes 2019 statistics for comparison; the Library is still performing below 2019 numbers.
 - A new door counter was installed at the Central, Fruita, Orchard Mesa, Clifton, and Palisade branches in 2020.
- Financial Report
 - The Libraries' 2023 Budget has been filed with DOLA (the Colorado Department of Local Affairs) and the Mill Levy Certification signed at the December Board meeting was submitted to the Mesa County Treasurer. Once DOLA has approved the budget, they will submit it to the Secretary of State.
 - End of the year compliance for W-2s, 1099s, and 1095cs have been completed.
 - Preparations for the annual audit have already begun with Chadwick, Steinkirchner, Davis & Co.
 - There was one invoice exceeding \$150,000 in December for FCI Constructors at \$253,732.65 for the Clifton Capital Project. This invoice was approved by trustees Dow and Cyphers before payment.
 - Wade gave a brief summary of financials at the end of 2022 compared to the 2022 budget. Revenue collection for the year exceeded the budgeted amount. The majority of the additional operating revenue came from an increase in tax revenue, grants, and a higher rate of return on the COLOTRUST investments.
 - The Foundation was also very busy disbursing funding to the District for the Clifton Capital Project.
 - Total operating expenditures for the year came in under budget by 6.2% (about \$463,000) due to staffing shortages and frugal spending of the department budgets.
 - Total capital expenditures for the year came in under budget by 85.7% (about \$7.5 million) due to delaying expenses related to the Clifton Capital Project.
 - Estimated net income for 2022 is about \$1.2 million. Unspent funds will go into the fund balance and towards future needs, including Clifton.
- Development Report
 - There is less than \$390,000 left to fundraise for the Clifton Branch.
 - The Library has been selected as a recipient of the Lions Club grant; there will be a Lions club parade to celebrate for trustees to participate in.
 - Schiffbauer is working on multiple grants.
 - Schiffbauer is planning an event to introduce the District and Foundation boards to each other.
- Human Resources Report

	<ul style="list-style-type: none"> ○ There will be interviews for a part-time security position. There are 12 candidates for the role. ● On the Horizon <ul style="list-style-type: none"> ○ The new Gardener in Residence program has been funded by the Foundation Board and the Friends of MCL.
7	<p>Strategic Plan Activities 2022: Final Report</p> <ul style="list-style-type: none"> ● Boisvenue-Fox shared the final report of the Strategic Plan. ● This is the last report of the Strategic Plan, as following years will be following the Strategic Roadmap.
8	<p>Report from Austin Mullenix – Information Services</p> <ul style="list-style-type: none"> ● Mullenix gave a presentation on Information Services, introducing the Board to his team and their responsibilities, as well as his goals for the department. The Board thanked him for his presentation.
9	<p>Overview of Policies Due for Review in 2023</p> <ul style="list-style-type: none"> ● Boisvenue-Fox shared the schedule of policies to be updated in 2023. There are also internal talks regarding the cycle of legal reviews.
1-	<p>Appoint a Finance Committee Chair</p> <ul style="list-style-type: none"> ● Dow appointed Dow to serve as chair of the Finance Committee.
11	<p>Appoint an Audit Committee Chair</p> <ul style="list-style-type: none"> ● Dow appointed Watson to serve as chair of the Audit Committee.
12	<p>Resolution #23-01 - Resolve to Designate Mesa County Libraries Posting Locations and Adopt the 2023 Board Meeting Schedule</p> <ul style="list-style-type: none"> ● Cyphers moved to accept the resolution as presented, Dow seconded. None opposed, Motion Carried.
13	<p>Volunteer Waivers to be Signed</p> <ul style="list-style-type: none"> ● Volunteer Waivers were distributed to Trustees to sign.
14	<p>Conflict of Interest Forms to be Signed</p> <ul style="list-style-type: none"> ● Conflict of Interest forms were distributed to Trustees to sign.
15	<p>Board Comments</p> <ul style="list-style-type: none"> ● Conry requested a board retreat for team building and formal training. ● Spydell confirmed the time of the upcoming County Commissioners Meeting. <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Meeting February 23rd. 5:30 p.m. ● County Commissioners Annual Report, February 15th. 12:00 p.m. <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> ● Program Report: Human Resources ● Policy for Review: Display Policy ● MCL Equity Task Force: Final Report
16	<p>Adjournment</p> <ul style="list-style-type: none"> ● Landmeier moved to adjourn the regular meeting of the Board of Trustees at 6:42 p.m. Cyphers seconded. None opposed, Motion Carried.

Minutes submitted by Honor Blevins, MCL Executive Support Coordinator



Alice Dow, MCL Board President



Mary Watson, MCL Board Secretary

Date: 04/04/2023

04/04/2023