



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

Minutes

Date and Time: Thursday, April 27, 2023 – 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 Alice Dow called the meeting to order at 5:30 p.m. A quorum was present.</p> <p>BOARD PRESENT: Alice Dow, Cindy Cyphers, Randy Spydell, Abby Landmeier, Sheryl Fitzgerald, Mary Watson, and Sue Conry. <i>Mary Watson and Sue Conry attended the meeting via Zoom.</i></p> <p>STAFF PRESENT: Michelle Boisvenue-Fox, Ami Schiffbauer, Shana Wade, Blair Wade, Rachel Hanson, Honor Blevins, Lisa Solko, Bob Kretschman, and Cydney Clink.</p> <p>GUESTS PRESENT: Ryan Biller of the Grand Junction Daily Sentinel</p>
2	<p>Approval of Agenda Dow moved to accept the agenda as presented via acclamation, none opposed. Motion Carried.</p>
3	<p>Oath of Office – Sheryl Fitzgerald B. Wade administered Fitzgerald's Oath of Office as a Notary Public of the State of Colorado.</p>
4	<p>Approval of Minutes – March 30, 2023 Dow moved to accept the minutes as presented via acclamation, none opposed. Motion Carried.</p>
5	<p>Citizens to be Heard <i>There were no citizens to be heard at this time.</i></p>
6	<p>Clifton Branch Update</p> <ul style="list-style-type: none">• All furniture and shelves have been ordered; August 1st is the planned installation date.• The Library's construction is 50% complete. Drywall is going up, as well as some paint.• Library Administration has met with a moving company to plan the move from the current Clifton branch to the new location.

	<ul style="list-style-type: none"> ○ The Clifton Branch will be closed from August 14th to the 26th for moving. ● Sippin' in the Stacks, a fundraiser planned by the Library Foundation Board, is scheduled for Sat. August 26th. ● The Library will open to the public tentatively on August 28th, with a grand opening event being planned sometime in October of 2023. ● Boisvenue-Fox is working with Clifton staff and community members for planning and finding art to be displayed in the Clifton branch. ● Cyphers inquired about the contingency fund in the budget, which is over \$1 million.
7	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> ● Director Report <ul style="list-style-type: none"> ○ The County is potentially using the Central Library's community rooms as polling locations. Boisvenue-Fox will be discussing terms with Bobbie Gross. <ul style="list-style-type: none"> ■ Having the community rooms occupied will increase costs for the Library, and the County will not be required to reimburse these costs due to Colorado Revised Statutes. Depending on the length of use, it will disrupt community use and regular function of the Central Library. ■ Boisvenue-Fox will update the board when the conversation with Gross has occurred. ○ The position of Executive Support Coordinator will be posted for hire. ● Statistics Report <ul style="list-style-type: none"> ○ Stats are holding steady, with only slight variations. ○ Downloading e-content is continuing to grow. ○ Curbside use is down, but is still being used. ○ Meeting room use is up ~20%. ● Financial Report <ul style="list-style-type: none"> ○ With 25% of the year elapsed, total revenue collection as of the end of March was at 38.7% of the budget. Operating expenditures YTD are at 24.8% of the budget, and Capital expenditures YTD are at 14.7% of the budget. ○ There is one expenditure over \$150,000 for the board to review: to FCI Constructors for \$712,189 for general construction. This expenditure was approved earlier by Dow and Cyphers. ○ The 2022 Audit commenced the week of April 3rd, and took longer than usual because of added transactions from the Clifton Capital Project. Once the auditors have finalized their analysis and the Library has completed the 2022 financial statements, the Audit Committee will meet with the auditors to review the findings before they are presented to the whole board at the June meeting. All Board

	<p>members are invited to the Audit Committee meeting. An invite will be sent once it has been scheduled.</p> <ul style="list-style-type: none"> ● Human Resources Report <ul style="list-style-type: none"> ○ The position for a full-time Clifton library assistant has been filled internally, all other positions have been posted publicly. ○ “Gender not defined” is now an option on hiring paperwork. ○ National Library Workers day was on April 25th. Hanson distributed gifts for all Library employees. ● Development Report <ul style="list-style-type: none"> ○ Schiffbauer presented to the Horizon Sunrise Rotary Club on the library’s services as well as the Clifton Capital Project. ○ The Pinnacle Grant has been submitted. ○ Representatives from the Adolph Coors foundation were given a tour of the existing and future Clifton Branches; reportedly these tours went very well. ○ The Congressional Spending Request for federal funding has been put forward with support from Senator Hickenlooper.
	<i>It should be noted that Trustee Mary Watson left the meeting at this time.</i>
7	<ul style="list-style-type: none"> ● On the Horizon Report <ul style="list-style-type: none"> ○ Collections Management will be planning and purchasing Clifton’s new collection before the opening. ○ Teen Self Care Fair will take place on May 6th. This event was well attended last year. ○ Collbran will be implementing another story walk. ○ The Amigo Bus from Eureka! Math and Science Center will be at Palisade from 1:00- 3:00 PM every Tuesday in June and July.
8	<p>Board Presentation: Communications & 970West Studio</p> <ul style="list-style-type: none"> ● Kretschman gave a presentation on Communications, introducing the Board to his team and their responsibilities, as well as the functions of the 970West Studio. The Board thanked him for the presentation.
9	<p>Staff Satisfaction Survey 2023</p> <ul style="list-style-type: none"> ● There were more participants this year compared to 2022. The majority of responses were positive. ● Conry inquired if there were any surprising responses. Hanson shared that there were some issues coming back from last year's survey.
10	<p>Policy for Review: Meeting Room Policy</p> <ul style="list-style-type: none"> ● Library Administration has no recommended changes at this time. S. Wade pointed to the public availability outlined in the meeting rooms. ● Spydell moved to renew this policy for a further 3 years, Landmeier seconded. None opposed, Motion Carried.
11	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Comments & Announcements <ul style="list-style-type: none"> ○ Dow will not be present at the regular June meeting.

	<ul style="list-style-type: none"> ○ ALC students will be graduating on May 24th at 6pm. All trustees are invited to the ceremony. ● Board Retreat: 9:00 a.m. May 6 ● Board Meeting: 5:30 p.m. May 25 ● Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> ○ Policy for review: Programming Review ○ Department Review: Adult Learning Center ○ COLOTRUST update
12	<p>Adjournment</p> <p>Cyphers moved to adjourn the meeting at 6:38 p.m. Spydell seconded, none opposed. Motion Carried.</p>

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



Alice Dow, MCL Board President



Mary Watson, MCL Board Secretary

Date: 5/25/23