



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

Minutes

Date and Time: Wednesday, June 28, 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 Watson called the meeting to order at 5:30 p.m. A quorum was present. BOARD PRESENT: Abby Landmeier, Sheryl Fitzgerald, Mary Watson, Cliff Anson STAFF PRESENT: Michelle Boisvenue-Fox, Ami Schiffbauer Bob Kretschman, Shana Wade, Blair Wade, Lisa Solko, Cydney Clink, Alayna Adamson, Honor Blevins, Jennifer Deering, Rachel Hanson GUESTS PRESENT: Lisa Hemann <i>Randy Spydell, Sue Conry, and Dave Detwiler joined the meeting virtually</i></p>
2	<p>Approval of Agenda Watson moved to approve the agenda as written via acclamation. None opposed, Motion Carried.</p>
3	<p>Oath of Office-New Trustee</p> <ul style="list-style-type: none"> • B. Wade swears in Clifton Anson as a member of the Board of Trustees. • Anson swore an oath and was welcomed by Watson.
4	<p>Approval of Minutes – May 25, 2023 Watson moved to approve the minutes as written via acclamation. None opposed, Motion Carried.</p>
5	<p>Citizens to be Heard <i>(Each citizen speaking will be limited to three minutes.)</i></p> <ul style="list-style-type: none"> • Barb K.--Shared with the Board concerns she had regarding certain titles in the Library's collection regarding teens. Does share one book she feels is age appropriate. • Jackie B.--Shared with the Board concerns she had regarding certain titles in the Library's collection regarding teens. • Diane B.--Shared with the Board concerns she had regarding certain titles of the Library's Collection regarding teens. • Carol R.--Shared with the Board concerns she had regarding sex trafficking and certain titles in the Library's collection regarding teens. <p>The Board thanked all citizens for their concerns. Boisvenue-Fox offered printed requests for reconsideration forms, where to find them online, and her contact information. No further discussion or action took place.</p>
6	<p>2022 Audit Presentation by Lisa Hemann, CPA from Chadwick, Steinkirchner, Davis & Co., P.C.</p> <ul style="list-style-type: none"> • An audit was conducted in April. • Hemann explained the process and reasoning on how an audit is conducted to the Board. • There were no <u>gray</u> areas in the statements and there were no disagreements.

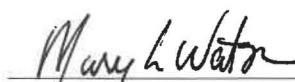
	<ul style="list-style-type: none"> • \$2.2 million spent on project construction during the year and \$2.1 million dollars in gifts and contributions in the Capital Fund for the construction of the location.
7	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> • There are 5 weeks left of construction. • The previous shelving units were 4 weeks delayed. On Monday at 4 p.m., new shelving units were ordered that are expected to arrive on time. • The temporary HVAC unit is currently on the Children's patio with plans for a permanent unit to be installed in September. • Clifton Sanitation, Clifton Water, and Valor are partnering together to sponsor the Children's Interactive Water Conservation Wall in the kid's area. • Call for public art is open until July 10th, 2023. • The Community Committee consists of eight people, including Clifton staff and community members. They will choose the art for the Clifton Library. • The Grand Opening Celebration is October 7th, but the soft opening will take place in late August. • Boisvenue-Fox and Kretschman are working on a communication plan to let the media and public know about Clifton library closing and reopening, including the new hours. • Detwiler gave updates on small change orders and thanked Boisvenue-Fox and staff for flexibility with the shelving order.
8	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> • Director Report <ul style="list-style-type: none"> ◦ There have been two requests for reconsideration forms submitted and completed for June. ◦ First week in August will no longer be a construction site. Staff can go on site more freely. ◦ Anson would like to attend a tour if one is scheduled in the future. Boisvenue-Fox extended invite if anyone would like to attend a tour. ◦ Summer classes for Adult Learning Center intensive classes have started. ◦ Public Services worked with Marmot staff to add a new name field for the database. This will allow the Library to be flexible with patrons' preferred names. ◦ Summer reading is going well and numbers are up from last year. Attendance for summer reading programs were high. ◦ Collection Management Manager Lisa Solko purchased full sets of graphic novels for both adults and kids. ◦ There are 5-6 people on the vendor waitlist for Comic-Con with vendor spots at maximum capacity. ◦ S. Wade explained what the Film Exposure Program is and detailed this year's success. ◦ Solko and staff member Nelson participated in outreach at the community's Juneteenth celebration. • Statistics Report <ul style="list-style-type: none"> ◦ 73,000 current cardholders. Library card holders' cards expired and more cards were being purged from the database rather than renewed. However, card signup has gone up. ◦ There was a dip in the physical circulation, but an increase in digital circulation numbers. ◦ There has been an increase in use of eResources. ◦ Programming numbers are looking good—especially kids programs.

	<ul style="list-style-type: none"> ○ Watson asked if curbside pickup will be continued despite a dip in use of the service. S. Wade responded that it will be continued. ● Financial Report <ul style="list-style-type: none"> ○ The Audit Committee met with auditors on June 7th prior to tonight's Board meeting. ○ Total Revenue collection by the end of May 2023 is at 73.3% of the budget. With 41.7% of the year elapsed, operating expenditures YTD are at 38.5% of the budget. Capital expenditures YTD are at 30% of the budget. ○ There was one transaction for review in May, equal or greater than \$150,000 to FCI Construction for \$672,781.45 for general construction services, which was approved by Alice Dow and Cindy Cyphers. ○ This time last year, the YTD operating revenue was \$34,154. This year, the YTD is \$239,369 due to the earnings on COLOTRUST investments. It was noted that the Library's investments won't always do this well, but it is still impressive. ○ The parking lots at Central got a seal coating and restriping over the Juneteenth holiday while the building was closed to the public. ○ Conry asked who will become the second signator in the absence of Cyphers. Blair asked for volunteers. Conry will join the Finance Committee (and leave the Good Governance Committee). ○ Anson asked about the tax increase and assessment evaluations and when it will reach the Library budget. B. Wade responded that the District won't receive any preliminary tax revenue numbers from the County until late August. ● HR Report <ul style="list-style-type: none"> ○ Mesa County Library has reached 100 employees. ○ 3 positions are currently open with one more to post after Clifton Library opens. ○ Exit interviews have contained practical feedback with no surprises. ● Development Report <ul style="list-style-type: none"> ○ There has been a great response to the Donor Wall mailings that were sent out. ○ Around \$30,000 in donations have been received by mail-in. ○ Coors Foundation gave the Library Foundation a \$20,000 grant, which was twice the amount received for the Central Library expansion project in 2013. ○ Schiffbauer participated in the Kiwanis Pancake Day with lots of engagement.
9	<p>Changes to Branch Hours - Orchard Mesa and Clifton</p> <ul style="list-style-type: none"> ● Orchard Mesa hours are still under review. ● Clifton hours will change for increased community access and will match Central's hours except there will be no Sunday hours. ● Clifton's hours will go into effect when they re-open in the new location this August. <p>Landmeier motioned to approve Changes to Branch Hours, Anson seconded. None opposed, Motion Carried.</p>
10	<p>Committee Business</p> <ul style="list-style-type: none"> ● Good Governance <ul style="list-style-type: none"> ○ Fitzgerald will join the committee. ○ Anson will join the committee. ○ Conry will step down. ● Personnel ● Audit ● Finance <ul style="list-style-type: none"> ○ Conry will join the committee since she is the second signator for the library. ○ Next meeting is July 21, 2023 at 10 a.m.

	<ul style="list-style-type: none"> ● Clifton Building
11	<p>Executive Session – pursuant to C.R.S. § 24-6-402(4)(f) for the sole purpose of discussing personnel matters, specifically the Library Director’s annual review</p> <ul style="list-style-type: none"> ● Landmeier moved to adjourn the public special meeting of the MCL Board of Trustees Executive Committee to convene an executive session for the sole purpose of discussing the Library Director’s annual review, as authorized by C.R.S. §24-6-402(4)(f); Anson seconded. None opposed, Motion Carried. ● Executive session of the MCL Board of Trustees convened at 6:53 p.m. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Watson, Landmeier, Anson, Fitzgerald, Spydell, Conry, and Library Director Boisvenue-Fox. ○ During the executive session, the board did not engage in substantive discussion of any matter not enumerated in C.R.S. §24-6-402(4)(f). The board did not adopt any proposed policy, position, resolution, rule, regulation, or formal action. ● Watson moved that the executive session of the MCL Board of Trustees was adjourned at 7:34 p.m., and the board reconvened its regular meeting at 7:35 p.m. A quorum was present. ● BOARD PRESENT: Mary Watson, Sue Conry, Abby Landmeier, Randy Spydell, Sheryl Fitzgerald, and Cliff Anson ● STAFF PRESENT: Michelle Boisvenue-Fox regarding the Executive Session <p><i>Regarding the Executive Session:</i></p> <ul style="list-style-type: none"> ● Fitzgerald motioned to change Boisvenue-Fox’s title from Library Director to Executive Director, seconded by Spydell. None opposed, Motion Carried. ● No motion was made to give Boisvenue-Fox an annual raise or additional bonus upon the completion of the Clifton Library.
12	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Meeting: 5:30 p.m July 27, 2023 <p>Board Comments</p> <ul style="list-style-type: none"> ● Board Retreat follow-up ● Watson thanked Blevins for his service and welcomed Adamson. <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> ● Policy review: Audit Compliance ● Department Review: Public Services ● Review of Facility Use Agreement with the County Elections Dept ● Mid-year Strategic Roadmap Update ● Permission to Serve Alcohol at the <i>Sippin’ in the Stacks</i> Event ● Tax Increment Financing (TIF) Resolution
13	<p>Adjournment</p> <p>Watson moved to adjourn the meeting via acclamation at 7:41 p.m. None opposed, Motion Carried.</p>

Minutes Submitted by Alayna Adamson, MCL Executive Support Coordinator.


Alice Dow, MCL Board President


Mary Watson, MCL Board Secretary

Date: 8/31/23