



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

Minutes

Date and Time: Thursday, July 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</p> <ul style="list-style-type: none"> • Board President, Alice Dow, called the meeting to order at 5:31 p.m. • BOARD PRESENT: Alice Dow, Mary Watson, Randy Spydell, Abby Landmeier, Sue Conry • STAFF PRESENT: Alayna Adamson, Michelle Boisvenue-Fox, Blair Wade, Rachel Hanson, Ami Schiffbauer, Shana Wade, Elizabeth Bush, Bob Kretschman, Jennifer Deering, Shanachie Carroll, Cydney Clink, Sean Edwards, Lisa Solko • GUESTS: Barb Kremaki., Carol R., Karen Leonhart, Elise Fierro
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> • Spydell moved to approve the agenda with minor amendments, Watson seconded. None opposed, Motion Carried. <p><i>It should be noted Abby Landmeier joined the meeting here.</i></p>
3	<p>Approval of Minutes – June 28, 2023</p> <ul style="list-style-type: none"> • Landmeier moved to approve minutes with addition of Rachel Hanson, Spydell seconded. None opposed, Motion Carried.
4	<p>Citizens to be Heard</p> <p><i>(Each citizen speaking will be limited to three minutes.)</i></p> <ul style="list-style-type: none"> • Barb – Shared concerns with the Board regarding specific titles in the library’s teen collection. • Carol – Shared concerns with the Board regarding specific titles in the library’s teen collection. <p>The Board thanked all citizens for their time. No further action or discussion took place.</p>
5	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> • 2 weeks of construction remain. • Community room chair order was delayed until January so the order was canceled.

	<p>New order was placed to ensure chairs would arrive on time.</p> <ul style="list-style-type: none"> ● Permit for a temporary HVAC system is in place. It is hooked up. ● Final punch list meeting will take place August 4th. ● The public art for Clifton was selected and will be digitized for the permanent collection. ● A media tour is planned and a billboard is going up. ● The first piece of furniture, the service desk, is in place. ● Pricing for Adult Learning Center is still coming. ● The opening date is August 29th. ● Saturday August 12th is the last day the old Clifton Branch will be open.
6	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> ● Director Report <ul style="list-style-type: none"> ○ 1 request for reconsideration was completed for the month. ○ Numbers were up all around for Summer Reading 2023. ● Statistics Report <ul style="list-style-type: none"> ○ eResources and eMaterials are up 34% and continue to trend upward. ○ Meeting room use is up 26%. ○ All ages programming are well attended. ○ An outlier skewed adult programming numbers, but those programs are also trending up. ● HR Report <ul style="list-style-type: none"> ○ Hanson met with the library's Intrepid representative about benefits. ○ B. Wade and Hanson are looking into benefits such as hospital services, funeral services, and additional mental health benefits. ○ Turnover continues to trend down. ○ At 100 employees. ● Financial Report <ul style="list-style-type: none"> ○ Total revenue collection as of the end of June is 89.8% of the budget. Operating expenditures YTD are at 45.9% of the budget with 50% of the year elapsed. Capital expenditures YTD are at 37.1% of the budget. ○ One transaction was up for review in June equal to or greater than \$150,000 to FCI for \$652,919 for general construction services, which was approved by Dow and Cyphers. ○ The 2022 Financial Statements presented at the June Board meeting have been submitted to the Office of the State Auditor, which will send an approved version to DOLA to publish on their website. A copy will also be on the Library's website. ○ In order to lower barriers for patrons, the authorization amount for credit card purchases on the public copiers decreased from a minimum of \$10 to \$1. This was suggested by East Branches Regional Manager, Shawn Cwalinski. ○ If Proposition HH passes, the deadline for the County's final property valuations

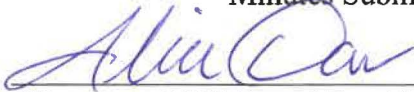
	<p>will move from 12/10/23 to 12/29/23. The deadline to certify our mill levy will move from 12/15/23 to 1/5/24. A meeting to certify our mill levy will take place late December or the first week of January 2024. A quorum will be necessary.</p> <ul style="list-style-type: none"> ● Development Report <ul style="list-style-type: none"> ○ A generous gift was received for just over \$300,000 from the estate of a long-time donor, Linda Rose, who passed away. The Clifton Capital Campaign is officially funded. The focus is now on funding the Adult Learning Center. ○ Still waiting to hear about the Congressional Spending Request. ○ August 26th is the donor appreciation event, Sippin' in the Stacks. Members of the Board will be helping with tours of the new Clifton Library. ○ Schiffbauer is hoping to hear about business sponsorships. ○ Official invites to Sippin' in the Stacks event on August 26th will be going out. ● Foundation Update <ul style="list-style-type: none"> ○ Foundation updates will happen at Board of Trustees meetings and Board of Trustees updates will happen at the Foundation Board meetings. ○ Ruth Anna and Stephanie Krueger spent time cleaning up the bylaws. ○ Ruth Anna will go with members to meet with potential donors. ○ Liquor License (no action needed) ○ The Foundation is focused on laying groundwork for its future operation. ● On the Horizon Report <ul style="list-style-type: none"> ○ Community mural at the Central Library is moving forward. Artist renderings will be available shortly. The artist will begin in September and wrap up the mural in time for Culture Fest. ○ Elizabeth Bush's report was unintentionally omitted. Public Services is working to expand their volunteer drivers for the Words on Wheels program. ○ Preschool STEAM program is expanding to two sessions for easier participation. ○ Boisvenue-Fox, Cydney Clink, and Rose Marie Fraser will be presenting at CalCon this year. Kacee Edinger chaired the CalCon committee and will be helping set up the conference this year.
7	<p>Report from Elizabeth Bush, Public Services</p> <ul style="list-style-type: none"> ● Bush gave a presentation on Public Services staff, the daily tasks and programs they run, and some statistics. ● Public Services consists of 20 employees and has 4 main areas of operation: circulation, check-out service desk, downstairs computer lab desk, and Words on Wheels (WoW). ● WoW has ten routes and six drivers. There are 140 active patrons who utilize this service. Patrons can enroll online, by phone, and via printed applications. ● In 2023, 2,818 courier totes were received, 2,173 courier totes were sent out, and there have been 845 drive-thru visits. ● A new voice notification system was put into place in July in order to accommodate Spanish speaking patrons.
8	<p>Policy for Review: Audit Compliance</p> <ul style="list-style-type: none"> ● The only change recommended by the Audit Committee is an increase in the number of

	<p>years the Library can contract with an audit firm. An audit is very complicated and there are many efficiency benefits in using an auditor who is familiar with the District's financials. The wording still gives the Library the flexibility to seek out a new auditor before the five year mark if they are dissatisfied with their services.</p> <ul style="list-style-type: none"> • Watson moved to approve the Audit Compliance Policy with the presented edits, Conry seconded. None opposed, Motion Carried.
9	<p>TIF Resolution # 23-02: TO ALLOCATE TIF FUNDS TO THE GRAND JUNCTION DDA</p> <ul style="list-style-type: none"> • The Tax Increment Financing (TIF) is used to fund redevelopment projects targeted at improving property values in urban areas and facilitating economic growth – in our case, the TIF funds the Grand Junction Downtown Development Authority. <ul style="list-style-type: none"> ○ The TIF allows the Downtown Development Authority to issue and repay redevelopment bonds by using the “increment” of increased taxes collected within the TIF district after improvements are made. The Library is unable to receive any of the additional tax revenue until the TIF bonds are paid off. ○ The Library's annual TIF has averaged about \$30,000. This year, it is expected to be about \$33,000. The allocation required by the Library is a minimum of 50% up to 100%. The Library has historically allocated the minimum 50% and the other 50% remains to benefit the library. • The TIF resolution is to be signed and submitted to the County Treasurer by 8/1/23. • Dow moved to accept TIF Resolution #23-02 to allocate TIF funds to the Grand Junction Downtown Development Authority at the 50% level, Spydell seconded. None opposed, Motion Carried.
10	<p>Review of Facility Use Agreement for 2024 Elections at Central (First Reading)</p> <ul style="list-style-type: none"> • Redline copy was presented. Board will not need to approve anything until later in the year. • Boisvenue-Fox and Dow presented more information highlighted in the Facility Use Agreement for 2024 Elections at Central. This information consisted of reimbursement outside of library operating hours, why the library was chosen to facilitate the upcoming elections, safety and security, and level of attendance to expect.
11	<p>Mid-year Strategic Roadmap Update</p> <ul style="list-style-type: none"> • Board made positive comments about library attendance, alignment between departments and shared goals, and the emphasis of using local vendors for non-book materials.
12	<p>Finance Committee Report</p> <ul style="list-style-type: none"> • Dow reported on three policy reviews that saw changes to redline copies. All three policies will be up for review during the following months. • The Finance Committee discussed preparing for additional auditing that comes with federal funds if they were to be received. • There was a review of the budget thus far—the Library is currently under budget. The next steps for the annual budget were discussed.

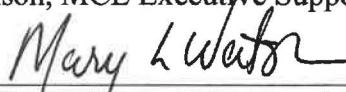
	<ul style="list-style-type: none"> • There will be an upcoming finance committee meeting on 9/14/23.
13	<p>Executive Session – pursuant to C.R.S. § 24-6-402(4)(f) for the sole purpose of discussing personnel matters, specifically the Library Director’s annual review</p> <ul style="list-style-type: none"> • Dow moved to adjourn the regular public meeting of the MCL Board of Trustees 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); Watson seconded. None opposed, Motion Carried. • Executive session of the MCL Board of Trustees convened at 6:48 p.m. <ul style="list-style-type: none"> ○ Attending the executive session were Trustees Alice Dow, Mary Watson, Sue Conry, Abby Landmeier, and Randy Spydell. ○ Dow stated an objection for the record. A brief discussion occurred that was outside of the executive session. ○ 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. • Dow moved that the executive session of the MCL Board of Trustees was adjourned at 7:01 p.m. and the board reconvened its regular meeting at 7:01 p.m. A quorum was present. • BOARD PRESENT: Mary Watson, Alice Dow, Abby Landmeier, Randy Spydell, Sue Conry. • STAFF PRESENT: None, with the exception of Alayna Adamson to end executive session recording and begin recording to reconvene the regular meeting. <p><i>Regarding the Executive Session</i></p> <ul style="list-style-type: none"> • Conry moved to provide Michelle Boisvenue-Fox with a 4.5% performance increase, effective immediately. Spydell seconded. None opposed, Motion Carried. • Dow moved to offer Michelle Boisvenue-Fox a \$10,000 performance bonus that will take effect at the Clifton Library Grand Opening on October 7, 2023. Conry seconded. None opposed, Motion Carried.
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> • Board Comments & Announcements <ul style="list-style-type: none"> ○ Landmeier looks forward to seeing Board of Trustees members helping assist with Sippin’ in the Stacks on August 26th. ○ Conry will be out of the country for the August meeting. ○ Dow requests Board members to think about wifi if they have travel plans over the Holiday season when the special meeting will take place. ○ Watson asked Boisvenue-Fox about Native American art pieces for purchase for Clifton Library art collection. Boisvenue-Fox gave an update on when that

	<p>would be taking place and ideal pieces of art.</p> <ul style="list-style-type: none"> • Board Meeting: 5:30 p.m. August 31, 2023 • Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> o Capital Debt Policy o Collection Management
15	<p>Adjournment</p> <p>Dow moved to adjourn via acclamation at 7:07 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