



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

Minutes

Date and Time: Thursday, August 31, 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 5:30 p.m. BOARD PRESENT: Alice Dow, Mary Watson, Randy Spydell, Abby Landmeier, Sue Conry, Cliff Anson, Sheryl Fitzgerald. STAFF PRESENT: Alayna Adamson, Ami Schiffbauer, Michelle Boisvenue-Fox, Blair Wade, Rachel Hanson, Shana Wade, Bob Kretschman, Shanachie Carroll, Cydney Clink, Lisa Solko, Shawn Cwalinski, Bob Kretschman, Jennifer Deering. GUESTS: <i>Dave Detwiler joined virtually</i>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> Dow moved to approve the agenda as written via acclamation. None opposed, Motion Carried.
3	<p>Approval of Minutes – July 27, 2023</p> <ul style="list-style-type: none"> Dow moved to approve the minutes as written via acclamation. None opposed, Motion Carried.
4	<p>Citizens to be Heard <i>(Each citizen speaking will be limited to three minutes.)</i></p>
5	<p>Clifton Branch Update</p> <ul style="list-style-type: none"> Moving forward, the Clifton Branch Update will now be the Adult Learning Center Update. The Adult Learning Center will be ready by mid-January. Wember is stepping back, but is still available for consultations and questions. Many people attended the opening day. There has been good attendance. Punch list is still being finished. <ul style="list-style-type: none"> Fireplace is being worked on. Doors are being worked on. It's still warm in the building even with the temporary HVAC. Bottom step was removed in the Children's area for safety. The use will be monitored for safety. Waiting on chairs and dividers for the community rooms. Permanent HVAC system will come in late October. There is still money leftover in the contingency and money from FCI will be returned. Approximately \$500,000-\$700,000 under budget.

6 Director and Administrative Updates

- Director Report
 - 5 Requests for reconsideration were submitted.
 - Elections will no longer be held at the Central Library, but will instead be at the Center for Independence.
 - There will not be another facility use agreement for review.
 - Comic Con is coming up.
 - The Adult Learning Center will be named the Linda Rose Adult Learning Center after Linda Rose who gifted a large estate donation. Her daughter said education was very important to her.
 - The second password to access Hoopla accounts was removed for ease of use.
 - Passwords caused overall circulation to go down, but will hopefully trend up again soon.
 - The facilities team has been busy getting the new Clifton Library prepared as well as transitioning from old Clifton.
 - The Take and Make kits that began being distributed in 2020 continue to be very popular.
- Statistics Report
 - Physical circulation is down 2%.
 - Libraries across the country are seeing a decline in physical circulation, with an increase in electronic circulation.
 - Digital circulation is still expected to grow.
 - Computer use is at a plateau.
 - Attendance for children's programs have increased.
- Financial Report
 - Total Revenue collection as of the end of July is at 95% of the budget. Operating expenditures YTD are at 53.8% of the budget.
 - There was one transaction for review in July equal to or greater than \$150,000 to FCI for \$905,009 for general construction services which was approved by Alice and Sue.
 - In regard to the financial report and graphs, this is the time of year where the Library sees a negative net income where expenses exceed monthly revenues. The reserves and income earned earlier in the year are used.
 - The 2024 budget process has begun and the draft will be reviewed at the Finance Committee meeting set for September 14th at 11:00 a.m. All board members are encouraged to attend.
 - The County issued their preliminary property tax assessment valuations. These preliminary valuations are pre-Proposition HH.
- Development Report
 - The Foundation continues to raise money for the Adult Learning Center with the understanding that additional fundraising will ease the amount of tax revenue needed for the project.
 - There will be a Sippin' in the Stacks debrief in the September Foundation meeting.
 - The Foundation was awarded the full grant amount of \$9,294 from the Colorado Commission for the Deaf, Hard of Hearing, and Deafblind for the hearing loop.
- Foundation Update
 - Landmeier gave kudos to Schiffbauer for hosting the first donor appreciation event. She also gave kudos to the Foundation Board President, Ruth Anna.
 - Friends of the Library are hosting their annual book sale October 19-21st.

	<ul style="list-style-type: none"> ○ Mesa County Library Foundation supports the Artist in Residence program and Comic-Con. ● Human Resources Report <ul style="list-style-type: none"> ○ Exit surveys are being done. ○ 30-day surveys have been implemented for new staff. ○ Some staff have given feedback on what they need, such as specific training. Hanson continues to be receptive to feedback. ○ Turnover has slowed down. ○ There is currently an open position for a full-time security officer.
7	<p>Board Presentation: Collection Management Report</p> <ul style="list-style-type: none"> ● Solko gave a presentation on Collection Management staff, statistics, and current projects. ● Current staff consists of an adult collections librarian, a youth collections librarian, the acquisitions coordinator, one full-time library assistant, one part-time library assistant, and some great volunteers who are versed in book repair. Solko detailed some of the staff's regular tasks. ● Solko explained the process and results of the Equity, Diversity, and Inclusion report. ● Solko explained how the collection policy and selection process works, sharing data related to the use of the library's collection.
8	<p>Policy Review: Capital Debt Policy</p> <ul style="list-style-type: none"> ● The only recommended changes to the Capital Debt Policy by the Finance Committee was a small grammar adjustment with the addition of the word "approval" in the last sentence and the updates to the Board President and Secretary's signature lines. ● Spydell motioned to adopt the Capital Debt Policy, Anson seconded. None opposed, Motion Carried.
9	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Comments & Announcements <ul style="list-style-type: none"> ○ Dow congratulated the Library and Library staff on the completion of the Clifton Library. ○ Conry thanked the Library for the hospitality for a 2-1-1 meeting she was involved in. The other attendees said they were in awe of Central Library. ● Finance Committee Meeting: 11:00 a.m. September 14, 2023 ● Board Meeting: 5:30 p.m. September 28, 2023 ● Clifton Library Grand Opening: October 7, 2023 ● Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> ○ Department Report: Youth Services ○ Purchasing Policy ○ Finance Committee and Draft Budget
10	<p>Adjournment</p> <ul style="list-style-type: none"> ● Dow moved to adjourn the meeting via acclamation at 6:46 p.m. None opposed, Motion Carried.

Minutes Submitted by Alayna Adamson, MCL Executive Support Coordinator


 Alice Dow, MCL Board President


 Mary Watson, MCL Board Secretary

Date: 10/26/23