### Minutes

Date and Time: Thursday, August 31, 2023 – 5:30 p.m.
Location: 443 N 6th St. Grand Junction, CO – Monument Community Room

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<th>Agenda Item</th>
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| 1 | Opening: Call to Order and Roll Call  
- 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:** Dave Detwiler joined virtually |
| 2 | Approval of Agenda  
- Dow moved to approve the agenda as written via acclamation. None opposed, **Motion Carried.** |
| 3 | Approval of Minutes – July 27, 2023  
- Dow moved to approve the minutes as written via acclamation. None opposed, **Motion Carried.** |
| 4 | Citizens to be Heard  
(Each citizen speaking will be limited to three minutes.) |
| 5 | Clifton Branch Update  
- 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.  
  - 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. |
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.
| 7 | Board Presentation: Collection Management Report  
- 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. |
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| 8 | Policy Review: Capital Debt Policy  
- 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 | Upcoming Board Meetings  
- **Board Comments & Announcements**  
  o Dow congratulated the Library and Library staff on the completion of the Clifton Library.  
  o 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  
  o Department Report: Youth Services  
  o Purchasing Policy  
  o Finance Committee and Draft Budget |
| 10 | Adjournment  
- 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