



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

MINUTES

Date and Time: Thursday, September 28, 2023 – 5:30 p.m.

Location: 443 N 6th St. Grand Junction, CO – Monument Community Room

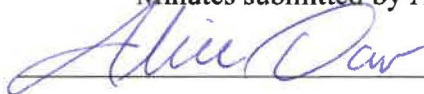
#	Agenda Item
1	<p>Opening: Call to Order and Roll Call Board President, Alice Dow, called the meeting to order at 5:31 p.m. BOARD PRESENT: Alice Dow, Sue Conry, Abby Landmeier, Randy Spydell, Cliff Anson STAFF PRESENT: Alayna Adamson, Ami Schiffbauer, Michelle Boisvenue-Fox, Rachel Hanson, Blair Wade, Cydney Clink, Shanachie Carroll, Susie Robertson, Jennifer Deering, Elizabeth Bush, Lisa Solko, Emily McConnell</p>
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 – August 31, 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</p> <ul style="list-style-type: none"> There were no citizens to be heard. <p><i>(Each citizen speaking will be limited to three minutes.)</i></p>
6	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> Director Report <ul style="list-style-type: none"> No requests for reconsideration were submitted in September. A discussion has been started with the county to add a small ADA parking lot at the new Clifton Branch. More updates to come. The Novel Cup is still closed. The Library has requirements for The Novel Cup per the lease agreement that need to be met before reopening. The Filmmaker's Workshop has started up at the 970West Studio. Fall classes have started at the Adult Learning Center. Facilities is working on a zero water demonstration garden at the 970West Studio. It will require one year of watering to establish the plants, after which it will subsist off of rain water. Statistics Report <ul style="list-style-type: none"> Overall circulation from August is down slightly at -1%, physical circulation is down 3%, but eBook and audiobook circulation are up by 6%. eResource use from August is up by 36%. Clifton Library was closed for 2 weeks in August, which impacted circulation and visit numbers.

	<ul style="list-style-type: none"> ○ Social media following is up 6%. ○ ComicCon had just under 3500 attendees, with a full report coming next month. ● Financial Report <ul style="list-style-type: none"> ○ Total Revenue collection as of the end of August is at 96.9% of the budget. Operating expenditures YTD are at 61.2% of the budget with 66.7% of the year elapsed. Capital expenditures YTD are at 58% of the budget. ○ There were two transactions for the board's review in August equal to or greater than \$150,000 to FCI for general construction services and to Mesa County for shared site development costs, which were both approved by Dow and Conry. ● Development Report <ul style="list-style-type: none"> ○ Schiffbauer started working on the Year End Appeal letter and campaign ○ The 30 year anniversary of Mesa County Libraries Foundation is coming up in 2024. The Foundation is looking into what kind of events can be done to raise awareness of the Foundation. ● Foundation Update <ul style="list-style-type: none"> ○ Foundation Vice President, Stephanie Krueger, has been restructuring the Foundation Handbook. ○ Future fundraising and donor appreciation events are being discussed by committees in the Foundation. ○ Friends of the Library is having their Annual October book sale from 10/19-10/21. ○ The Foundation will use the data from a future needs assessment to put its efforts towards new goals once the Clifton Library and Adult Learning Center are finished. ● Human Resources Report <ul style="list-style-type: none"> ○ The new full-time security position was filled. She has a very strong background and the Library is excited to have her. ○ The hiring pool for the Volunteer Coordinator position was strong. ○ Bob Kretschman's position as Senior Communications Manager will be posted.
7	<p>Adult Learning Center Building Update</p> <ul style="list-style-type: none"> ● The slope and distance from the parking lot present challenges for our disabled and mobility-challenged patrons. Conversations with the County about a separate and closer parking area are ongoing. ● Clifton Library will be closed from 10/19-10/21 for the installation of the permanent HVAC unit and blinds. The Adult Learning Center will also be prepped for construction during the closure. <ul style="list-style-type: none"> ○ The drive through window will remain open during the closure. ● October 7th was the Clifton Grand Opening celebration. ● Construction materials for the Adult Learning Center are being ordered.
8	<p>Board Presentation: Youth Services Report</p> <ul style="list-style-type: none"> ● Clink gave a presentation on the Youth Services department, what the staff do and what their titles are, and brought a variety of items that are circulated in the youth collection. ● Clink passed around a puppet kit, family engagement kit, launchpads, a playaway, read & listen books, and a ball that can be controlled by an app. ● Youth Services offers: <ul style="list-style-type: none"> ○ Snacks from Foodbank of the Rockies ○ Child and teen Take & Make kits ○ Summer Reading ○ Various storytimes to fit the community's needs ○ Dog Ears

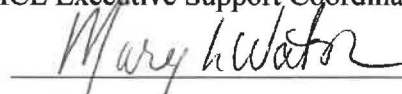
	<ul style="list-style-type: none"> ○ Preschool STEAM ○ Dungeons and Dragons for teens ○ 1000 Books Before Kindergarten ○ And much more ● There were 2.8 million Summer Reading Minutes <ul style="list-style-type: none"> ○ The prize model changed and more kids earned book prizes. ● The first graduation for 1000 Books Before Kindergarten since 2020 happened and Rachel Hanson from the Library's admin team was the guest reader. ● A point of pride for the Youth Services team is how well the team works together.
9	<p>Policy Review: Purchasing Policy</p> <ul style="list-style-type: none"> ● The Finance Committee recommended the following changes to the Purchasing Policy. These include: <ul style="list-style-type: none"> ○ Updated the threshold amount of an expense before board approval is required from \$100k to \$150k to be consistent with the Banking and Cash Management Policy. ○ Clarified when the Board needs to approve or amend the budget for purchases not in the original budget or that would exceed budget contingencies. ○ House Bill 23-1023 increased the contract threshold amount for requiring a formal bid process and published public notice from \$60k to \$120k. ○ Added sections on what we can consider when limited competition is received from a Request For Proposals. ○ Inclusion of Federal procurement requirements to be compliant with single audit specifications if federal funding is received in excess of \$750,000 – including the budget and record keeping section and the rewording of the code of ethics section. ● Spydell moved to approve the Purchasing Policy with the change of Michelle Boisvenue-Fox's title from Library Director to Executive Director. Landmeier seconded. None opposed, Motion Carried.
10	<p>First Draft 2024 Budget Presentation</p> <ul style="list-style-type: none"> ● The Library's biggest revenue stream comes from property and specific ownership taxes. This budget has total revenue in the General Fund of \$10.16 million. Of this amount, \$9.61 million constitutes the pre-Proposition HH preliminary tax revenue estimates from Mesa County. ● This revenue estimate is the maximum amount the Library will receive from the mill levy. This draft does not take into consideration Proposition HH. ● There is no current estimate of how much the Library's revenue will be impacted if Proposition HH passes in November. What is known is that the mill levy revenue will decrease and the Library is not eligible for state backfill. ● The total budget from the general fund for operating expenditures is \$9.1 million. ● Employee compensation and benefits is almost 62% of General Fund expenditures. ● Library Materials expenditures for 2024 are budgeted at \$891,500, which is 9.8% of expenditures from the General Fund. ● Changes to this draft budget are expected before the October Board Meeting.
11	<p>Review of Orchard Mesa Lease</p> <ul style="list-style-type: none"> ● The original lease was with a different landlord until 2021. ● The new landlord proposed a 35% increase to leased cost with changes to CAM charges; also there are legal issues and the Library's attorney strongly advised not to sign. ● No staff would be laid off if the Orchard Mesa Library were to close. ● The Board and staff discussed the importance of the OM library to the community.

	<ul style="list-style-type: none"> • The Board and staff agreed that if negotiations can be made to meet the Library's attorney's standards then the OM Library will remain open. • Conry moved for the Board of Trustees to direct staff to secure a new lease at Orchard Mesa library with legal counsel approval and an early termination clause. If unable to negotiate a suitable lease, at the end of the current lease, the board approves the closure of Orchard Mesa Library. Anson seconded. None opposed, Motion Carried.
12	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> • Board Comments & Announcements • Board Meeting: 5:30 p.m. October 26, 2023 • Audit Committee: 12:00 p.m. Monday, October 2, 2023 • Finance Committee: 11:00 a.m. Monday, October 9, 2023 • Clifton Library Grand Opening: October 7, 2023 • Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> o Department presentations from West and East Branches o Policy for Review: Reserve Policy o Budget Second Draft
13	<p>Adjournment</p> <ul style="list-style-type: none"> • Spydell moved to adjourn the meeting at 7:19p.m. Conry seconded. 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