



Mesa County Libraries  
**BOARD**  
OF **TRUSTEES**  
• B O A R D M E E T I N G •

## Minutes

Date and Time: Thursday, October 26, 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 5:30 p.m. <b>BOARD PRESENT:</b> Alice Dow, Mary Watson, Randy Spydell, Sue Conry, Sheryl Fitzgerald. <i>Cliff Anson and Abby Landmeier attended virtually.</i> <b>STAFF PRESENT:</b> Alayna Adamson, Ami Schiffbauer, Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Rachel Hanson, Shawn Cwalinski, Shanachie Carroll, Bob Kretschman, Jennifer Deering, Lisa Solko.</p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"><li>• Dow moved to approve the agenda as written via acclamation. None opposed, <b>Motion Carried.</b></li></ul>
3	<p>Approval of Minutes – September 28, 2023</p> <ul style="list-style-type: none"><li>• Dow moved to approve the minutes as written via acclamation. None opposed, <b>Motion Carried.</b></li></ul>
4	<p>Citizens to be Heard</p> <ul style="list-style-type: none"><li>• There were no citizens to be heard. <i>(Each citizen speaking will be limited to three minutes.)</i></li></ul>
5	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"><li>• Director Report<ul style="list-style-type: none"><li>○ No requests for reconsideration were submitted in October.</li><li>○ Orchard Mesa lease is done and signed.</li><li>○ There were 19 applications for the Senior Communications Manager position.</li><li>○ The Novel Cup kiosk was removed overnight. The library does not own the kiosk, but does lease out the pad where it was located. Next steps are being determined.</li><li>○ The Library is continuing their partnership with Grand Valley Connects. The first reading/MOU will take place in December.</li><li>○ The solar eclipse programs on October 14th were very popular. Boisvenue-Fox gave kudos to frontline staff.</li><li>○ Clifton Library staff issued 500 new library cards. Public Services helped train new staff on library card creation.</li><li>○ The “Hoofbeats From The Past” program at the Collbran Library Branch was very successful and received high praises from patrons.</li></ul></li><li>• On the Horizon Report<ul style="list-style-type: none"><li>○ The Programming Department is in development, which will lighten the load on staff, provide higher quality programming, more training, and more opportunities for Branch programs.</li></ul></li></ul>

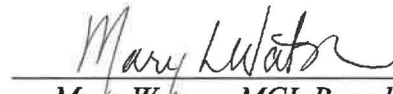
	<ul style="list-style-type: none"> <li>○ HR Director, Rachel Hanson, is working with Marmot on an automated emergency text messaging system to notify staff of delays, closures, etc.</li> <li>○ Information Services is partnering with the 21st Judicial District for Free Legal Resources Day in the Central Library.</li> <li>● Statistics Report <ul style="list-style-type: none"> <li>○ With the Clifton Library being open for a full month, the stats are beginning to look more clear.</li> <li>○ eResources are seeing more use this year.</li> <li>○ Curbside numbers are down, but the service still continues to be utilized.</li> <li>○ Adult programming numbers were adjusted for accuracy and are up by 38%. One of the Library's Studio Lounge videos had much higher numbers, which skewed the average.</li> </ul> </li> <li>● Financial Report <ul style="list-style-type: none"> <li>○ Total Revenue collection as of the end of September is at 98.6% of the budget. Operating expenditures YTD are at 67.9% of the budget with 75% of the year elapsed. Capital expenditures YTD are at 63.4% of the budget.</li> <li>○ There were two transactions for review in September equal to or greater than \$150,000 to FCI for general construction services, which were both approved by Dow and Conry.</li> </ul> </li> <li>● Development Report <ul style="list-style-type: none"> <li>○ The Friends' Annual Book Sale made \$9,800, which is down slightly from 2022.</li> <li>○ Year end appeal mailing is in progress.</li> <li>○ Colorado Gives Day is on December 5th. Webpage goes live November 1, 2023. The goal is \$10,000 this year.</li> <li>○ The Kiwanis grant was submitted.</li> <li>○ The Robin Hood Grant for the Teen Self Care Fair will be submitted the week of November 1st.</li> </ul> </li> <li>● Foundation Update <ul style="list-style-type: none"> <li>○ Planning for the next fundraiser will begin in January.</li> <li>○ The Foundation Board is looking for members.</li> <li>○ Members of the Foundation Board will have a table where they will be selling copies of the book at the musical adaptation of Eclipse at the Avalon Theater.</li> </ul> </li> <li>● Human Resources Report <ul style="list-style-type: none"> <li>○ The first Staff Development Day meeting took place.</li> <li>○ The Head of Programming department position was posted.</li> </ul> </li> </ul>
6	<p>Report from Shawn Cwalinski - Eastern Branches</p> <ul style="list-style-type: none"> <li>● Cwalinski delivered his report over the Eastern Branches. He introduced his team, their responsibilities, and some interesting statistics along with some program and branch highlights.</li> </ul>
7	<p>Report from: Shanachie Carroll - Western Branches</p> <ul style="list-style-type: none"> <li>● Carroll gave his report on the Western Branches. He introduced his team, their responsibilities and some interesting statistics along with highlights he is proud of for the branches.</li> </ul>
8	<p>Adult Learning Center Building Update</p> <ul style="list-style-type: none"> <li>● The HVAC system is installed in the library.</li> <li>● The blinds have been installed in the Clifton library's upper and lower parts of the windows.</li> <li>● Adult Learning Center construction has started.</li> <li>● The furniture order is in progress.</li> </ul>

	<ul style="list-style-type: none"> <li>• Head of facilities, Jennifer Deering, is working on the AV for the classrooms.</li> <li>• Completion is expected in mid-January.</li> </ul>
9	<p>Policy for Review: Reserve Policy</p> <ul style="list-style-type: none"> <li>• The Finance Committee reviewed the Reserve Policy. The Reserve Policy explains the District's purpose in establishing minimum levels of restricted funds to protect against financial instability and save for future needs.</li> <li>• The Finance Committee recommends the redline changes to the Reserve Policy: <ul style="list-style-type: none"> <li>◦ The minimum required reserve level is spelled out and set at no less than an average of three months' worth of the current year's budgeted operating expenditures.</li> <li>◦ The Board will be notified when reserves drop below six months' worth of operating expenditures. Used the wording 'required' minimums instead of 'established' minimums.</li> <li>◦ Abbreviated 'MCL Board of Trustees' to 'the Board'.</li> </ul> </li> <li>• Spydell moved to adopt the redlined Reserve Policy as presented, Conry seconded. None opposed, <b>Motion Carried.</b></li> </ul>
10	<p>Second Draft MCL 2024 Budget Presentation and Public Hearing</p> <ul style="list-style-type: none"> <li>• Opened to public comment at 6:53p.m. No public comment was made. Closed from public comment at 6:53p.m.</li> <li>• This budget has total revenue in the General Fund of \$10.16 million. Of this amount, \$9.61 million constitutes pre-Proposition HH preliminary tax revenue estimates from Mesa County.</li> <li>• This draft does not take into account what impact Proposition HH will have on the Libraries' mill levy revenue.</li> <li>• The total budget from the general fund for operating expenditures is \$9.18 million.</li> <li>• A Minimum Wage increase to \$14.42 an hour, increases in health insurance premiums, and staff feedback on the Library's current benefits package are some of the areas being addressed in this budget.</li> <li>• The Library will still be completing the Clifton Capital Project in 2024 with the ALC and the County campus. With this draft, the overall net income after capital expenditures will be \$-539,880 and require the use of some of the Library's reserve funds.</li> <li>• Changes to this draft are anticipated before the next Board meeting in December. At a minimum, the changes will include updates on Proposition HH if it passes and benefits premiums.</li> </ul>
11	<p>Audit Committee Report</p> <ul style="list-style-type: none"> <li>• The original company being used discontinued their auditing service.</li> <li>• B. Wade created a matrix with options for the Audit Committee to review to compare firms.</li> <li>• After consideration, McMahan and Associates, LLC was the firm chosen to provide audit services for fiscal year 2023 in 2024.</li> </ul>
12	<p>Comic Con Report</p> <ul style="list-style-type: none"> <li>• Comic Con is more than just comics and has expanded to include all types of fandoms with a wide range.</li> <li>• Attendees have the opportunity to build community and share their excitement.</li> <li>• There is a committee of staff to plan for each year.</li> <li>• This year saw just under 3,500 attendees.</li> <li>• Many people come from outside of Mesa County and pay a \$5 entry fee, though some people give more also as a donation.</li> </ul>

	<ul style="list-style-type: none"> <li>• This year had 63 exhibitors, which is the highest number so far.</li> <li>• Vendor spaces opened June 1st and were full by the end of the month with a waitlist.</li> <li>• The 10 year anniversary will be in 2024.</li> </ul>
13	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>• Board Comments &amp; Announcements</li> <li>• Board Meeting: 5:00 p.m. <del>December 7 (original date)</del> December 14, 2023</li> <li>• Good Governance Committee: November 27, 2023</li> <li>• Personnel Committee: October 27, 2023</li> <li>• Executive Committee: TBD</li> <li>• Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> <li>o Policy Review: Code of Conduct (2022) &amp; Meeting Room Policy (2023)</li> <li>o Personnel Committee Report - Consideration of Revised MCL 2024 Employee Handbook</li> <li>o Good Governance Report</li> <li>o Budget adoption</li> <li>o MOU Mesa County Grand Valley Connects</li> </ul> </li> </ul>
14	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Dow moved to adjourn the meeting at 7:18 p.m. via acclamation. None Opposed, <b>Motion Carried.</b></li> </ul>

*Minutes Submitted by Alayna Adamson, MCL Executive Support Coordinator.*

  
Alice Dow, MCL Board President

  
Mary Watson, MCL Board Secretary

Date: 12/14/23