



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

### Minutes

Date and Time: Thursday, April 25, 2024 – 5:30 p.m.

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

#	Agenda Item
1	<p>Opening: Call to Order and Roll Call            Vice President Sue Conry called the meeting to order at 5:31 p.m.  <b>BOARD PRESENT:</b> Cliff Anson, Sue Conry, Mary Watson, Abby Landmeier, Randy Spydell, Sheryl Fitzgerald  <b>STAFF PRESENT:</b> Michelle Boisvenue-Fox, Ami Schiffbauer, Rachel Hanson, Tamara Vliek, Katelyn Sheader, Blair Wade, Shana Wade, Alayna Adamson, Cydney Clink, Shawn Cwalinski  <b>GUESTS PRESENT:</b> Sean Edwards</p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none"> <li>Conry moved to approve the agenda as written via acclamation. None opposed,  <b>Motion Carried.</b></li> </ul>
3	<p>Approval of Minutes – March 28, 2024</p> <ul style="list-style-type: none"> <li>Conry moved to approve the minutes as written via acclamation. None opposed,  <b>Motion Carried.</b></li> </ul>
4	<p>Citizens to be Heard (<i>Each citizen speaking will be limited to three minutes.</i>)</p> <ul style="list-style-type: none"> <li>Sean Edwards talked about his former employment with MCL and requested a review and reinstatement.</li> </ul>
5	<p>Adult Learning Center Update</p> <ul style="list-style-type: none"> <li>The parking lot and lighting are complete but the fencing is still up.</li> <li>Extra lighting has been added to the library along the south windows and in the kids area where it was dark at certain times of day.</li> <li>The educational water wall is progressing and will be installed at the library in the next few months.</li> <li>The Adult Learning Center will have an opening celebration in August before their classes begin.</li> <li>This agenda topic will stay on for discussion until the fencing comes down in the parking lot.</li> </ul>
6	<p>Community Needs Assessment Update</p> <ul style="list-style-type: none"> <li>The community survey was released and has received over 3,000 responses.               <ul style="list-style-type: none"> <li>Some have been bot responses and will not be counted in the final report.</li> </ul> </li> <li>The next step is setting up focus groups of 12-14 people in June.               <ul style="list-style-type: none"> <li>Two in person and one virtual, one of which will be in Spanish.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The firm hired for the Community Needs Assessment will be coming out to facilitate these in person.</li> <li>● The focus groups are for more in depth discussions surrounding the library.</li> </ul>
8	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> <li>● Director &amp; Horizon Reports <ul style="list-style-type: none"> <li>○ Last minute legislation around public libraries' request for reconsideration process has been introduced in the state legislature. Previous legislation also included school libraries and this version does not. The Library is already in compliance with most of what's been proposed.</li> <li>○ This year staff will be awarded a project-based merit bonus that will be decided upon based on their two performance reviews. Changes to how this will be awarded in the coming years are expected based on feedback.</li> <li>○ Small claims court was settled with the owner of the Novel Cup.</li> <li>○ The Friends of the Library book sale audit saw great improvement compared to the last year thanks to better signage and the addition of Venmo as a payment option.</li> <li>○ Lisa Solko and Collection Management have been working to improve customer service in Libby by working with Overdrive and Marmot consortia libraries on removing expiring titles (so they won't take holds).</li> <li>○ Gateway is seeing large engagement. Boisvenue-Fox talked about the impact of visiting Gateway recently and seeing how involved families are at the branch.</li> <li>○ The We Are Water exhibit is coming to the Central library in July.</li> <li>○ A new marquee sign is slated to be installed in May to replace the currently defunct one.</li> <li>○ Public Services is working to expand their Words on Wheels service.</li> <li>○ Trustees asked questions about upcoming Human Library and World Cafe events.</li> </ul> </li> <li>● Statistics Report <ul style="list-style-type: none"> <li>○ Programming and circulation numbers are above 2019 numbers</li> <li>○ Curbside service is up 91% and so are branch visits largely due to Clifton.</li> <li>○ More data was presented to compare MCL to other Colorado libraries. <ul style="list-style-type: none"> <li>■ This data shows that MCL is doing well with expenditures and what is provided.</li> </ul> </li> </ul> </li> <li>● Financial Report <ul style="list-style-type: none"> <li>○ Total revenue collection as of the end of March is at 36.5% of the budget.</li> <li>○ With 25% of the year elapsed, operating expenditures YTD are at 23.8% of the budget, and capital expenditures YTD are at 16% of the budget.</li> <li>○ There were no expenditures for Board review from March equal to or greater than \$150,000.</li> </ul> </li> <li>● Development Report <ul style="list-style-type: none"> <li>○ Rotary event this morning was a ribbon cutting to recognize the Rotary District and local Rotary clubs that contributed to the Clifton Children's area.</li> <li>○ Schiffbauer and Emily McConnell, head of Adult Learning Services, are working on the Adult Education and Family Literacy grant application.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Foundation will be hosting a fundraiser to celebrate their 30th anniversary, Sippin' in the Stacks: The Next Chapter. Sunday, June 23, 2024.</li> <li>● Human Resources Report <ul style="list-style-type: none"> <li>○ Hanson had no additional updates and asked if the board had further questions.</li> </ul> </li> </ul>
9	<p>Report from Tamara Vliek and Katelyn Sheader: 970West Studio &amp; Communications</p> <ul style="list-style-type: none"> <li>● Vliek gave a presentation over her staff, their work, and goals for 2024.</li> <li>● Statistics were shared for social media, eNewsletter, and the community survey.</li> <li>● Katelyn Sheader, Studio Lead, presented on the studio staff, their work, and projects in 2024.</li> <li>● A comparison between 970West Studio and other Colorado libraries with studios/makerspaces showed that 970West has more available and open to creatives than many others.</li> <li>● Sheader also shared interviews with patrons about their studio usage and experiences.</li> </ul>
10	<p>Staff Satisfaction Survey 2024</p> <ul style="list-style-type: none"> <li>● A good number of staff responses are holding steady or increasing in the agree/strongly agree categories.</li> <li>● Most comments given were specific individual comments. In a few instances, there were comments with a similar theme. Coming up with broad categories helps, but when the examples are listed, it is a single response in almost all cases.</li> <li>● Managers and Admin will continue to focus on the Change Management Process in 2024.</li> </ul>
11	<p>Finance Committee Report</p> <ul style="list-style-type: none"> <li>● The Finance Committee met for the first time this year on March 29th.</li> <li>● The committee redetermined Alice as the Chair.</li> <li>● Two policies up for review – the Management of Capital Assets Policy and the Disposal of Surplus Capital Assets Policy, which will be on the August Board of Trustees agenda.</li> <li>● The Finance Committee will meet again in September to review the midyear 2024 budget and the 2025 draft budget.</li> </ul>
12	<p>Policy for Review: Management of Capital Assets</p> <ul style="list-style-type: none"> <li>● The Management of Capital Assets Policy guides the library in how they capitalize, depreciate, and track acquired assets. The Finance Committee only has one major recommended change.</li> <li>● Most of this policy is based on Colorado Revised Statutes, however the library does have some control over the capitalization threshold.</li> <li>● When a non-consumable item is purchased, it gets tagged with a barcode, entered into an inventory system with a picture and description. Its existence must be physically verified by library staff annually, and its cost must be depreciated over its useful life.</li> <li>● Currently, staff track and depreciate all non-consumable assets valued at \$100 or more. The Finance Committee recommends increasing this amount to \$1,000.</li> <li>● With this change, any non-consumable asset up to \$1,000 would be expensed right away so no depreciation or tracking will be needed. This will decrease the workload required for lower-valued items, adjust for inflation, and match the value at which the library capitalizes an individual item.</li> </ul>

	<ul style="list-style-type: none"> <li>• The other recommended minor changes are to the Board President and Secretary signature lines.</li> <li>• Spydell moved to approve the Capital Assets Policy with the recommended changes, Fitzgerald seconded. None opposed, <b>Motion Carried.</b></li> </ul>
13	<p>Board Comments</p> <ul style="list-style-type: none"> <li>• Watson gave kudos to Austin Mullenix and Information Services for some of their adult programming. She also gave a shout out to Clifton staff that are holding information sessions covering various library services.</li> <li>• Conry asked Wade about her attendance at a virtual AI presentation at PLA. Wade responded with what libraries are seeing in terms of AI use.</li> <li>• Spydell shared an article from the Smithsonian about a book in the Harvard library that was owned by a Harvard philanthropist written in 1789.</li> </ul> <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>• Board Meeting: 5:30 p.m. May 30, 2024</li> <li>• Audit Committee: 11:00 a.m. May 17, 2024</li> <li>• Board Retreat: May 18, 2024</li> <li>• MCLF and BoT Social Mixer: 4:00 p.m. June 7, 2024</li> <li>• Good Governance Committee: TBD</li> </ul> <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> <li>• Report from Cydney Clink: Programming</li> <li>• Policy for Review: Art Exhibit Policy</li> <li>• Proposal for Debeque Hours</li> <li>• Audit Committee Report</li> </ul>
14	<p>Adjournment</p> <ul style="list-style-type: none"> <li>• Conry adjourned the meeting via acclamation at 7:02 p.m.</li> </ul>

Minutes are submitted by Alayna Adamson, MCL Executive Support Coordinator

*Alice Dow, MCL Board President*

*Mary Watson, MCL Board Secretary*

Date: 5/30/24