



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

Minutes

Date and Time: Thursday, December 14, 2023 – 5:00 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 5:01 p.m. BOARD PRESENT: Alice Dow, Mary Watson, Abby Landmeier, Randy Spydell, Sheryl Fitzgerald, Cliff Anson STAFF PRESENT: Ami Schiffbauer, Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Rachel Hanson, Tamara Vliek, Shawn Cwalinski, Elizabeth Bush, Cydney Clink, Lisa Solko GUESTS PRESENT: Patrick Metoyer <i>Sue Conry joined virtually</i></p>
2	<p>Approval of Agenda</p> <ul style="list-style-type: none">Anson made a request to correct Boisvenue-Fox's title to Executive Director in regard to minutes, agenda, and other documentation.Dow moved to approve the agenda via acclamation with corrections made to Boisvenue-Fox's title.
3	<p>Approval of Minutes – October 26, 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 (Each citizen speaking will be limited to three minutes.)</p> <ul style="list-style-type: none">Patrick Metoyer shared concerns with frequency of bathroom closures and waste at the Library. He mentioned high flow toilets and the desire for energy and water efficient/green toilets. The Board thanked Metoyer. <p><i>Staff member, Lisa Solko, joined the meeting here.</i></p>
5	<p>Executive Director and Administrative Updates <i>Trustee, Mary Watson, joined the meeting here.</i></p> <ul style="list-style-type: none">Director Report<ul style="list-style-type: none">Boisvenue-Fox introduced the Library's new Senior Communications Manager, Tamara Vliek.Vliek introduced herself to the board and shared her background.Grand Valley Connects will likely start after January. The MOU is expected in January.Cydney Clink will be the head of the new Programming Department.Adult Learning Center Citizenship Clinic is coming up in December in partnership with the Hispanic Affairs ProjectThe November Take and Make kit was a partnership with Roice-Hurst making toys for dogs and cats.

- The current offices in the ALC space will be used for the Programming Department. The ALC will continue to have classes at both Central and Clifton.
- There will be an ALC office space in study room A and in the call center.
- The ALC computer lab will function like the Idea lab (study room C) where it can be used as either a study room or a community room.
- There is no exact timeline for when these changes will happen.
- **Statistics Report**
 - It is important to note that these statistics are through October. Annual stats report will be delivered in January 2024.
 - Most of the statistics have held steady or are slightly higher than the previous year.
 - eResource use is up 130%
 - Meeting room use is up and in high demand
 - Clifton study rooms are very popular
 - Continued growth in programming numbers
 - Growth in volunteer hours
- **Financial Report**
 - This report covers numbers from October and November since there was no Board meeting in November.
 - Total Revenue collection as of the end of November is at 107.9% of the budget. This overage is mostly due to the timing of disbursements from the Foundation for the Clifton Capital Project and the earned interest from the Library's COLOTrust investments.
 - The District has expended 84% of the Operating budget and 68.1% of the Capital Expenditure budget with 92% of the year elapsed.
 - Coffee Kiosk Update: the City of Grand Junction requires installation of a water and sewer tap to move a new coffee hut to the vacant pad. Since this will require funds and planning, the Library is considering allowing temporary food truck vendors use of the space. A survey application has been issued for any interested vendors. The District will use the information gathered from this survey to determine if a food truck or several rotating food trucks will work in that space. The application period ends at the end of January.
- **Development Report**
 - Western Colorado Community Foundation will be sending \$5000 to support service for hotspots for ALC students who don't have access to the internet at home. This was a grant distribution from the Rashleigh Fund.
 - Final grant report was submitted to the Mesa County Federal Mineral Lease District. The Library will receive approximately \$286,000 by the end of the year. The grant was awarded in 2022 but because it was a reimbursement grant, Schiffbauer couldn't submit the final report until the project was substantially completed.
 - Friends of MCL and Mesa County Library Foundation both met to approve projects they will support next year, including: Artist in Residence, Gardener in Residence, Summer Reading, Human Library, art show prizes, Comic Con and up to \$20,000 of the needs assessment. Schiffbauer extended her thanks for MCLF and Friends.
- **Foundation Update**
 - MCLF is searching for new board and committee members.

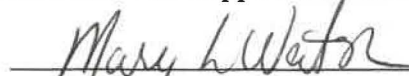
	<ul style="list-style-type: none"> ○ The Foundation's 30th anniversary is coming up in 2024. ○ Mary Watson attended the December Foundation meeting. ● Human Resources Report <ul style="list-style-type: none"> ○ New benefits are being offered <ul style="list-style-type: none"> ■ All employees, including part time, will be offered dental and vision. Fully paid by the library. ■ Benefits package that includes teledoc mental health services, which is also fully paid for all staff. ■ ID Shield and Legal Shield plans are being offered.
6	<p>Adult Learning Center Building Update</p> <ul style="list-style-type: none"> ● Building is almost done, a month ahead of schedule. The window is being installed. Flooring, painting, and ceiling are done. ● A class is currently meeting at Clifton. After their break, they will be moving into a classroom. ● Furniture is being ordered very soon ● Timeline for move-in will be staggered. Office staff will move in the first week of April. Most classes will begin at Clifton branch in August. ● ADA parking lot is moving forward. There will be 5 spaces. FCI is pricing it out in the \$120k range. Trees, asphalt, sewage and lighting will be included.
7	<p>Policies for Review: Code of Conduct and Meeting Room Policy</p> <ul style="list-style-type: none"> ● The Board requested to leave in the appeals process that was struck out on redline copy on the "Code of Conduct" policy. ● The Board requested to change Boisvenue-Fox's title to Executive Director on the "Code of Conduct" policy. ● Landmeier moved to approve the "Code of Conduct" Policy with correction of not striking the lines referring to the appeal process, Fitzgerald seconded. None opposed, Motion Carried. ● Spydell moved to approve the Meeting Room Policy as presented, Fitzgerald seconded. None oppose, Motion Carried.
8	<p>Good Governance Committee Report</p> <ul style="list-style-type: none"> ● The Good Governance Committee met on November 27, 2023 ● The committee proposed that the current slate of officers remain unchanged. <ul style="list-style-type: none"> ○ Alice Dow as president, Mary Watson as secretary, and Sue Conry as vice president. ● Board Bylaws will need to be reviewed in 2024. The committee will meet again before November 2024.
9	<p>Nomination and Election of 2024 Board Officers</p> <ul style="list-style-type: none"> ● Landmeier moved to approve the slate of officers as presented, Watson seconded. None opposed, Motion Carried.
10	<p>Personnel Committee Report - Consideration of Revised MCL 2024 Employee Handbook and Payscale</p> <ul style="list-style-type: none"> ● The Personnel Committee met on October 27, 2023. ● Watson gave kudos to Rachel Hanson and highlighted some of the changes proposed. ● Watson moved to approve the revised handbook and payscale as presented, Landmeier seconded. None opposed, Motion Carried.
11	<p>Presentation of MCL 2024 Final Budget</p> <ul style="list-style-type: none"> ● There are two resolutions to approve and adopt the 2024 budget as-is. The resolution certifying the Library's mill levy is not on tonight's agenda. After Proposition HH failed,

	<p>Governor Polis called an Extraordinary Session to determine a temporary alternative, the bill SB23B-001.</p> <ul style="list-style-type: none"> • This bill: <ul style="list-style-type: none"> ◦ Lowers the residential assessment rate from 6.765% to 6.7% just for property tax year 2023. ◦ Limits any backfill of lost revenue due to the rate reduction to districts with less than 15% assessed value growth. ◦ Increases the amount of residential property value that is exempt from taxes from \$15,000 to \$55,000. ◦ Delays deadlines for final assessment and levy certifications to allow time to calculate these changes. Assessors have until January 3, 2024 to issue final certifications. Districts have until January 10, 2024 to certify their mill levy. • SB23B-001 is estimated to decrease the Library's 2024 revenue by between \$530,000 and \$700,000. The current budget's net income of \$1.1 million is expected to absorb the impact of SB23-001 without needing to change to the budgeted operational expenditures. • A virtual Board meeting has been scheduled on January 8 at 11:30am to certify the Library's mill levy. • There will be a minor budget amendment at the regular January Board meeting with the certified mill levy revenue amount.
12	<p>Resolution #23-03 – A Resolution to Adopt Annual Budget for 2024</p> <ul style="list-style-type: none"> • Anson moved to accept resolution #23-03 to adopt the 2024 Annual Budget pursuant to § 29-1-108 of the C.R.S., Watson seconded. None opposed, Motion Carried.
13	<p>Resolution #23-04 – A Resolution to Appropriate Sums of Money</p> <ul style="list-style-type: none"> • Anson moved to approve the resolution #23-04 to appropriate sums of money pursuant to § 29-1-108 of the C.R.S., Watson seconded. None opposed, Motion Carried.
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> • Board Comments & Announcements • Board Meeting: 5:30 p.m. January 25, 2024 • Executive Committee Meeting: TBD • Special Meeting to Certify Mill Levy Resolution #24-01: 11:30 a.m. January 8, 2024 • Audit Committee will meet January 19th at 11 am to meet new auditors. • Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> ◦ Overview of Policies Due for Review in 2024 ◦ Information Services Report ◦ Resolution #24-02 – Resolve to Designate Mesa County Libraries Posting Locations and Adopt the 2024 Board Meeting Schedule ◦ Strategic Roadmap 2023 Report ◦ MOU Mesa County Grand Valley Connects
15	<p>Dow moved to adjourn the meeting via acclamation at 6:16 p.m. None opposed, Motion Carried.</p>

Minutes submitted by Alayna Adamson, MCL Executive Support Coordinator



Alice Dow, MCL Board President



Mary Watson, MCL Board Secretary

Date: 5/30/24