



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

**Minutes**

Date and Time: Thursday, February 29, 2024 – 5:30 p.m.

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

| # | Agenda Item  |
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| 1 | Opening: Call to Order and Roll Call <ul style="list-style-type: none"> <li>• Board President Alice Dow called the meeting to order at 5:30 p.m.</li> </ul> <b>BOARD PRESENT:</b> Alice Dow, Mary Watson, Sue Conry, Randy Spydell, Sheryl Fitzgerald<br><b>STAFF PRESENT:</b> Alayna Adamson, Michelle Boisvenue-Fox, Ami Schiffbauer, Rachel Hanson, Shana Wade, Blair Wade, Tamara Vliek, Elizabeth Bush, Cydney Clink, Stacy Sutton  |
| 2 | Approval of Agenda <ul style="list-style-type: none"> <li>• The agenda was approved with a strike on item 11 via acclamation. None opposed,<br/> <b>Motion Carried</b></li> </ul>  |
| 3 | Approval of Minutes – January 25, 2024 (Regular Meeting) <ul style="list-style-type: none"> <li>• The minutes were approved via acclamation. None opposed, <b>Motion Carried.</b></li> </ul>   |
| 4 | Citizens to be Heard ( <i>Each citizen speaking will be limited to three minutes.</i> ) <ul style="list-style-type: none"> <li>• No citizens to be heard.</li> </ul>   |
| 5 | Adult Learning Center Update <ul style="list-style-type: none"> <li>• Furniture has been moved in and installed. The ALC is ready to move in on Monday, March 4.</li> <li>• Two damaged pieces of furniture have been reordered and will be replaced.</li> <li>• There is fencing up on the south side of the library where a mini parking lot will go.               <ul style="list-style-type: none"> <li>○ Construction will begin in mid-March.</li> <li>○ There will be signage to notify patrons about the parking lot project.</li> </ul> </li> </ul>  |
| 6 | Director and Administrative Updates <ul style="list-style-type: none"> <li>• Director Report               <ul style="list-style-type: none"> <li>○ Sugar and Ice coffee and mini donut truck is moved in and opens on Monday, March 4.</li> <li>○ Boisvenue-Fox thanked Shana Wade for acting as interim Head of Youth Services and introduced Stacy Sutton as the new Head of Youth Services.</li> <li>○ Had a successful Staff Development Day.                   <ul style="list-style-type: none"> <li>■ 2024 is the last year Staff Development Day will be at the Library. Next year it will be off site due to an increasing number of staff.</li> </ul> </li> <li>○ Boisvenue-Fox gave kudos to the facilities team for working through all of the department changes, office moves, ALC move, and installation of the Programming Department.</li> </ul> </li> </ul> |

- Grand Valley Connects started in the library. There has been a lot of interaction with the community so far. There will be a report in approximately six months.
- The library's attorney is moving firms. She will continue to represent MCL at her new firm.
- **Statistics Report**
  - Increases in library card holders, website visits, programming attendance, and social media followers.
  - Curbside holds are up 93% due to Clifton drive up and desire to continue using curbside services.
  - There is food distribution for kids and families, which will begin to be tracked
  - Wade included an event evaluation summary for 2023 programs/events. Surveys are provided to patrons and are compiled into one report. Questions include learning something new, connectivity, where they hear about library events and resources, if they recommend the program, and how often the person attends programs.
- **Financial Report**
  - Total Revenue collection as of the end of January is at 1.3% of the budget
  - The Library's property tax revenue will be delayed due to last-minute 2023 legislation. MCL will be operating at a net loss until that revenue begins to come in again.
  - It is possible that the Library will have to tap into their preferred six-months reserves by March. These reserves do not require Board approval but do require Board notification.
  - The District has expended 9.3% of the Operating budget and 0.3% of the Capital Expenditures budget with 8.33% of the year elapsed. January expenditures are generally higher because many of the Library's annual contracts, such as insurance coverage, are renewed.
- **Development Report**
  - Schiffbauer presented the Library's Film Exposure Program at the Grand Junction Arts and Culture Commission on 2/28 and will find out about any grant funding next week.
  - Western Colorado Community Foundation awarded the Library \$4,500 for the third annual Teen Self Care Fair taking place on April 27.
  - Received a check from the Rotary clubs locally for a new picture book shelving unit plus outdoor furniture for the kids patio at Clifton. They would like to have a celebration event sometime in April or May once the book unit is delivered and installed.
  - The Friends are conducting an audit in March to determine how much money is being received compared to what items are going out. Results will be released in April.
    - Last spring their audits determined that there was about \$1000 in merchandise that was not paid for.
    - There has been improved signage and Venmo pay option added for ease of payment and awareness.
- **Human Resources Report**
  - Hired programming coordinator, who was selected internally. The Programming Department is now fully staffed.

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|    | <ul style="list-style-type: none"> <li>○ The librarians for the Programming Department officially begin on Saturday.</li> <li>○ A full-time position for the West Branches Coordinator is now available. <ul style="list-style-type: none"> <li>■ When a full-time staff member of the East Branches leaves, the full-time East Branches Coordinator position will replace the assistant role.</li> </ul> </li> <li>○ 41 candidates applied for the part-time library assistant position in Public Services.</li> <li>○ A part-time position in facilities in Clifton has opened with 9 applicants.</li> </ul>  |
| 7  | <p>Report from Elizabeth Bush – Public Services</p> <ul style="list-style-type: none"> <li>● Bush gave a presentation on her department and staff duties.</li> <li>● 20 staff members</li> <li>● 1,887 drive-thru visits</li> <li>● Shelving accuracy of 93% (most libraries average below 90%)</li> <li>● Courier <ul style="list-style-type: none"> <li>○ Outgoing: 5,117 totes</li> <li>○ Incoming: 5,464 totes</li> </ul> </li> <li>● 142 active WoW Patrons; 7 patrons on Books by Mail</li> <li>● 2024 focuses: <ul style="list-style-type: none"> <li>○ Grow Words on Wheels service</li> <li>○ Building one team as an organization</li> <li>○ Advanced training on available technology (ChromeCast, Electric Typewriter, etc.)</li> </ul> </li> </ul> |
| 8  | <p>Audit Committee Report</p> <ul style="list-style-type: none"> <li>● The Audit committee met with the new auditors via Zoom. The Auditors discussed their process and what to expect for the Library’s upcoming audit.</li> <li>● Spydell is the new chair of the Audit Committee.</li> </ul>   |
| 9  | <p>Executive Committee Report</p> <ul style="list-style-type: none"> <li>● The Executive Committee held a meeting over the Executive Director’s mid-year review in a closed executive session.</li> </ul>   |
| 10 | <p>Committee Assignments</p> <ul style="list-style-type: none"> <li>● Dow contacted each board member to check their committee assignments for 2024.</li> </ul>   |
| 11 | <p>Board Comments</p> <ul style="list-style-type: none"> <li>● Spydell asked when the Gardener in Residence (GiR) will be selected and when the residency takes place. The GiR will begin spring through fall. Applications are being received now through March 19th with interviews taking place in late-March.</li> <li>● Dow thanked the board for attending the Annual Presentation to the County Commissioners.</li> </ul> <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>● Board Meeting: 5:30 p.m. March 28, 2024</li> </ul> <p>Suggested agenda items for upcoming meetings</p> <ul style="list-style-type: none"> <li>● Policy for Review: Internet Use</li> <li>● Report From Jennifer Deering – Facilities</li> </ul>        |
| 12 | <p>Adjournment</p> <p>Dow adjourned the meeting at 6:23 p.m. via acclamation. None opposed, <b>Motion Carried.</b></p>  |

Minutes Submitted by Alayna Adamson, MCL Executive Support Coordinator



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*Alice Dow, MCL Board President*



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*Mary Watson, MCL Board Secretary*

Date: 5/30/24