



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

Minutes

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

Location: 3270 D 1/2 Rd Building A Clifton, CO – Mt Lincoln Community Room

#	Agenda Item
1	Opening: Call to Order and Roll Call <ul style="list-style-type: none"> • Board President Alice Dow called the meeting to order at 5:32 p.m. BOARD: Alice Dow, Cliff Anson, Abby Landmeier, Randy Spydell, <i>Sue Conry attended virtually.</i> STAFF: Alayna Adamson, Rachel Hanson, Shana Wade, Tamara Vlieg, Blair Wade, Ami Schiffbauer, Michelle Boisvenue-Fox, Emily McConnell, Jennifer Deering, Shawn Cwalinski
2	Approval of Agenda <ul style="list-style-type: none"> • Dow moved to approve the agenda as presented via acclamation. None opposed, Motion Carried.
3	Approval of Minutes – June 27, 2024 <ul style="list-style-type: none"> • Dow moved to approve the minutes as presented via acclamation. None opposed, Motion Carried.
4	Citizens to be Heard <i>(Each citizen speaking will be limited to three minutes.)</i> <ul style="list-style-type: none"> • No citizens to be heard.
5	Report from Emily McConnell, Head of Adult Learning Center <ul style="list-style-type: none"> • McConnell gave a presentation about her department and 11 staff, their roles in the ALC, student statistics and demographics, moving into the new Clifton Library branch, and requirements for AEFLA grant reapplication. • There are 230 adult learners from 22 different countries! • This was the first year the Adult Learning Center served a student from the Marshall Islands. They have also had Afghan refugees. • Intensive classes have to be measured by measurable skills gains (MSG), which can be through leveling up on tests, starting a new job, going to college or completing their GED. The final program MSG rate is 49%, which is a good number. It is required by the state to make 44%. • The transition to the Clifton branch has helped the ALC serve more adults with more barriers to employment and education. • All instructors are working toward completing their ABEA certifications. They are anticipated to complete the certification by July 2025. • The ALC is working on accessible design, which helps adults with known and unknown learning disabilities to participate in the program. The partnerships and relationships with Individual Matters and DVR help more students receive further GED accommodations and a better understanding of continuing training needs as instructors and staff work with higher needs populations.

	<ul style="list-style-type: none"> ● The ALC was awarded \$288,214.98 for each of the next four years to help pay instructors.
6	<p>Community Needs Assessment Update</p> <ul style="list-style-type: none"> ● All the data has been assessed and the report is being finalized. ● The Library Board along with the Foundation Board will get a presentation of the final report on Wed. Sept 18 at 5:30pm.
7	<p>Director and Administrative Updates</p> <ul style="list-style-type: none"> ● Director Report <ul style="list-style-type: none"> ○ The request for reconsideration from last month was <i>History's Worst: Jack the Ripper</i> by Michael Burgan. Moved to the teen section from kid's nonfiction. ○ The Clifton Mural deadline passed with 18 artists applying. The committee of community members, artists, and staff are in the process of scoring applications ○ The County completed a project at the Central library to put an educational mural on the storm drain by the East entrance. Mae Pina is the artist. ○ The Library now offers cake pans to check out based on community input as part of the Library of Things collection. ○ The Digital Conversion Station has seen great utilization over the past month. ● On the Horizon Report <ul style="list-style-type: none"> ○ The library's Cat in the Hat puppet show will be happening at all locations. These are very popular and Youth Services does a great job of making them high quality and fun. ○ The documentary being shown at Clifton in August - <i>Discover the Five States of Colorado</i> - earned a regional Emmy. ● Statistics Report <ul style="list-style-type: none"> ○ eResources and eCirculation, website visits, computer use, studio reservations, and programming numbers are all seeing increased usage. ○ In person visits and wireless usage numbers are slightly down. ● Financial Report <ul style="list-style-type: none"> ○ Total Revenue collection as of the end of June is at 93.9% of the budget. ○ With 50% of the year elapsed, Operating expenditures YTD are at 45.6% of the budget, and Capital expenditures YTD are at 37.7% of the budget. ○ There was one expenditure for the board's review from June equal to or greater than \$150,000 for Mesa County shared costs related to the Clifton Capital Project campus for \$239,893.40. ○ As required by Local Government Audit Law and the Colorado Library Law, the Mesa County Library District's audited 2023 financial statements were uploaded to the Office of the State Auditor, which will send an approved version to DOLA to publish publicly on their website. The library has also published them on their website. ● Development Report <ul style="list-style-type: none"> ○ The Discovery Garden received a grant. ○ Some statistics were shared from the Sippin' in the Stacks event: <ul style="list-style-type: none"> ■ There were 136 tickets sold and 125 people in attendance. ■ Approximately \$6,000 were received in sponsorships. The cost of the event was approximately \$3,000. ○ Friends of MCL are gearing up for their big annual October book sale ○ Currently recruiting MCLF board members due to people leaving and moving. ● HR Report <ul style="list-style-type: none"> ○ Hanson attended the SHRM conference where AI was a hot topic.

	<ul style="list-style-type: none"> ○ Some highlights: <ul style="list-style-type: none"> ■ The CEO did a presentation on the fear and concern people have about losing their jobs to AI, which could create as much conflict as the last presidential election. Hanson said it was a wakeup call for having empathy for those who are facing these challenges. While it is not applicable to the library, it is good to keep in mind. ■ Focus on combining Artificial Intelligence + HI (Human Intelligence) to leverage tools intelligently and compassionately. ■ Other sessions covered how to effectively use AI prompts.
8	<p>Policy for Review: Sponsorship and Donation Policy</p> <ul style="list-style-type: none"> ● The changes to this policy include the addition of the Friends of MCL and the Mesa County Library Foundation. It also specifies guidelines for library management or staff making decisions on how the money, gifts, and/or support will be used or spent. ● Spydell motioned to adopt the sponsorship and donation policy with redline edits, Landmeier seconded.
9	<p>Resolution #24-04 - Authorizing an amendment and transfer between funds to the 2024 Mesa County Public Library District budget</p> <ul style="list-style-type: none"> ● With the Grand Ave lots offer accepted, the Library needs to amend the 2024 budget to include the unplanned expenditure. The Board packet includes a summary of the budget amendment and Resolution 24-04 that adds a line item for the Capital Asset Outlay. The funds will come out of the fund balance and not change anything else in the 2024 budget. The budget needs to be amended before the Library closes on the properties - currently scheduled in August. ● Spydell motioned to approve resolution #24-04 with the amendment on the capital project's budget, Anson seconded. None opposed, Motion Carried.
10	<p>Resolution #24-05 - To allocate TIF funds to the Grand Junction DDA</p> <ul style="list-style-type: none"> ● The Tax Increment Financing (TIF) is used to fund redevelopment projects targeted at improving the property values in urban areas and facilitating economic growth – in this case, the TIF funds the Grand Junction Downtown Development Authority. ● The TIF allows the Downtown Development Authority to issue and repay redevelopment bonds by using the "increment" of increased taxes collected within the TIF district after improvements are made. The Library is unable to receive any of the additional tax revenue from improvements until the TIF bonds are paid off. ● The Library's annual TIF has averaged about \$32,000. This year, it is expected to be about \$43,000. ● The Board must agree on what amount to allocate to the Downtown Development Authority. The allocation required by the library is a minimum of 50%, up to 100%. The library has historically allocated the minimum 50% and the other 50% remains to benefit the library. ● There is also the TIF Resolution to be signed, which must be submitted to the County Treasurer by August 1st. ● Dow moved to accept TIF resolution #24-05 to allocate at the 50% level, Spydell seconded. None opposed, Motion Carried.
11	<p>Strategic Roadmap Update</p> <ul style="list-style-type: none"> ● Management staff added new goals for each focus area along with the measure of success related to that goal and list of activities departments are planning to do to achieve that goal.
12	<p>Good Governance Committee</p> <ul style="list-style-type: none"> ● Updated Bylaws First Reading

	<ul style="list-style-type: none"> ○ The committee suggested the following changes be made to the bylaws <ul style="list-style-type: none"> ■ Update “Library Director” to “Executive Director” ■ Include “place” in section 5.2 ■ Move sections 5.1-5.4 after 5.5-5.6 for structural clarity. ■ Make reference to the Public Comment policy after the first sentence of section 5.7 ○ The second reading will take place at the next Board of Trustees meeting on August 29, 2024.
13	<p>Foundation Liaison Update</p> <ul style="list-style-type: none"> ● Nicole Rivas presented her time as Artist in Residence at the Foundation meeting. Landmeier hopes she keeps engaged with the library. ● MCLF needs more Foundation members. <ul style="list-style-type: none"> ○ MCLF is encouraging interested parties to join a committee first before committing to the Foundation board. ● The Foundation helped support the Community Needs Assessment. Landmeier asks to please keep in mind that they are contributing a lot.
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Comments & Announcements <ul style="list-style-type: none"> ○ Dow offered to send federal AI roadmaps to Anson and extended the same offer to other members of the board. She also offered to send the AI Bill of Rights composed by the White House and an AI safety executive order. ○ Landmeier wants to highlight the positive presence of Grand Valley Connects at the library. ○ The board thanked Shawn Cwalinski, Clifton and East Branches Manager, for hosting the BoT meeting at Clifton. ● Board Meeting: 5:30 p.m. August 29, 2024 ● Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> ○ Grand Valley Connects Six Month Update ○ Department Presentation: Collection Management ○ Policy for Review: Disposal of Surplus Property Policy ○ Early Closing for Human Library Event (hours adjustment)
15	<p>Adjournment</p> <ul style="list-style-type: none"> ● Dow moved to adjourn the meeting at 6:51 p.m. via acclamation. None opposed, Motion Carried.

Minutes submitted by Alayna Adamson, MCL Executive Support Coordinator