



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

## Minutes

Date and Time: Thursday, September 26, 2024 – 5:30 p.m.

Location: 443 N 6th Street 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, Randy Spydell, Abby Landmeier, Sue Conry<br><b>STAFF PRESENT:</b> Alayna Adamson, Ami Schiffbauer, Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Tamara Vlieg, Rachel Hanson, Stacy Sutton, Shawn Cwalinski, Lisa Solko<br><b>GUESTS PRESENT:</b> Adam Murray, Sean Hanson  |
| 2 | Approval of Agenda <ul style="list-style-type: none"> <li>• Dow moved to approve the agenda via acclamation. None opposed, <b>Motion Carried.</b></li> </ul>  |
| 3 | Approval of Minutes – August 29, 2024 <ul style="list-style-type: none"> <li>• Dow moved to approve the minutes as presented via acclamation. None opposed, <b>Motion Carried.</b></li> </ul>   |
| 4 | Citizens to be Heard<br><i>(Each citizen speaking will be limited to three minutes.)</i> <ul style="list-style-type: none"> <li>• <i>There were no citizens to be heard.</i></li> </ul>   |
| 5 | Marmot: Library IT Security Overview <ul style="list-style-type: none"> <li>• Marmot Executive Director, Murray and Assistant Director for DevOps and Cybersecurity, Hanson gave a presentation over library cybersecurity.               <ul style="list-style-type: none"> <li>○ They reviewed the security measures that are in place, measures that are in progress, and covered ransomware attacks on libraries across the country.</li> </ul> </li> </ul>   |
| 6 | Report from Youth Services <ul style="list-style-type: none"> <li>• Head of Youth Services, Stacy Sutton gave a presentation on the Youth Services department, their staff, and what services they provide to the community.               <ul style="list-style-type: none"> <li>○ Summer Reading attendance doubled from 2023 to 2024.</li> <li>○ They are implementing a sensory-friendly puppet show.</li> <li>○ They are creating a Spanish puppet show.</li> </ul> </li> </ul>  |
| 7 | Director and Administrative Updates <ul style="list-style-type: none"> <li>• Director Report               <ul style="list-style-type: none"> <li>○ There were no requests for reconsideration submitted for September.</li> <li>○ Attendance and tickets for <i>Meet Me at the Library</i> event are growing and the books will be arriving soon.</li> <li>○ Staff at the 970West Studio are updating the reservation and orientation process to streamline studio access for patrons.</li> <li>○ Youth Services is working on another storywalk in downtown Grand Junction per request of businesses downtown.</li> </ul> </li> </ul> |

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|    | <ul style="list-style-type: none"> <li>○ Community Food Bank mobile pantry has been visiting the Branch locations, which greatly benefits the community.</li> <li>● Statistics Report <ul style="list-style-type: none"> <li>○ The official attendance count for Comic Con is 4,111, which is up from last year. The additional Friday evening saw approximately 900 attendees.</li> <li>○ Some significant changes from last year include; eBook circ is up 9%, eResource use fluctuates but is seeing good use, curbside holds (between Central and Clifton) are increasing.</li> <li>○ Wireless use is down, library visits at Central are down slightly, and ALC numbers are down due to the move to Clifton and class start up dates.</li> <li>○ Study rooms are still well utilized, studio reservations are doing well, and there is increased attendance at programs.</li> </ul> </li> <li>● Financial Report <ul style="list-style-type: none"> <li>○ Total Revenue collection as of the end of August is at 98.2% of the budget.</li> <li>○ With 67% of the year elapsed, Operating expenditures YTD are at 60% of the budget, and Capital expenditures YTD are at 53.1% of the budget.</li> <li>○ There was one expenditure for the board’s review from August equal to or greater than \$150,000 for Fidelity Title Company for the purchase of the Grand Ave lots.</li> </ul> </li> <li>● Development Report <ul style="list-style-type: none"> <li>○ The Friends booth was very popular at Comic Con.</li> <li>○ Schiffbauer assisted in getting volunteers for Comic Con.</li> <li>○ As of this meeting, 32 people are signed up to attend the <i>Meet me at Library</i> author event.</li> </ul> </li> <li>● HR Report <ul style="list-style-type: none"> <li>○ Hanson is pleasantly surprised to see turnover is lower than it has been in the past two years and former staff are returning.</li> </ul> </li> </ul> |
| 8  | <p>Policy for Review: Public Comment Policy</p> <ul style="list-style-type: none"> <li>● It was recommended to add the verbiage “board president” in the fourth bullet point to match the first bullet point for consistency.</li> <li>● Conry moved to approve the Public Comment Policy with the suggested change, Spydell seconded. None opposed, <b>Motion Carried.</b></li> </ul>  |
| 9  | <p>Policy for Review: Public Demonstration and Petition Policy</p> <ul style="list-style-type: none"> <li>● No changes were suggested for this policy.</li> <li>● Watson moved to approve the policy as presented, Dow seconded. None opposed, <b>Motion Carried.</b></li> </ul>  |
| 10 | <p>First Draft 2025 Budget Presentation</p> <ul style="list-style-type: none"> <li>● B. Wade and Boisvenue-Fox attended the Special District Association’s session on HB24B-1001 and confirmed the District’s 2025 revenue will not be affected by the changes.</li> <li>● The summary shows a comparison of the draft budget to actual expenditures for the last two years as well as this year’s projections.</li> <li>● The total budget from the general fund for operating expenditures is \$9.44 million. This increased from 2024 by 3.3% or \$302,699. Employee compensation and benefits are at about \$5.82 million, or 61.7% of General Fund expenditures, representing the most significant expenditure of the 2025 budget. <ul style="list-style-type: none"> <li>○ A Minimum Wage increase to \$14.81 an hour, across the board COLA increases, and an anticipated rise in health insurance premiums are some of the areas addressed in this budget.</li> </ul> </li> <li>● Library materials expenditures for 2025 are budgeted at \$922,450. This figure represents 9.8% of expenditures from the General Fund. The collection expenditures as a percent of</li> </ul>  |

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|    | <p>total expenses did not change over 2024 however, the dollar amount increased 3.5%. The library's purchasing has continued to change with the trends of what patrons want – even more digital access items like ebooks and streaming content and fewer physical items.</p> <ul style="list-style-type: none"> <li>● The 2025 budget for total capital expenditures is \$458,000 and includes a new hearing loop for the main meeting rooms and an update to the lower level bathrooms at the Central library; a new shade pergola for the Clifton library's children's patio, and paving the Palisade parking lot to improve ADA accessibility.</li> <li>● Changes to this draft budget are anticipated before it is presented again at the October Board Meeting. At minimum, those changes include updates to the library's benefits premiums.</li> </ul>   |
| 11 | <p>Community Needs Assessment Follow Up</p> <ul style="list-style-type: none"> <li>● Boisvenue-Fox discussed a draft of priorities from the Community Needs Assessment. The suggestion is for the Board to rank them anonymously for prioritization. Dow agreed with this idea. <ul style="list-style-type: none"> <li>○ Dow wants to remind the board to consider the budgetary impacts of short term projects on larger capital, which is real but also serves as a motivator for the Foundation Board to have a focus that drives development forward.</li> </ul> </li> <li>● Boisvenue-Fox is rolling out a 10-month EDI training plan for trustees that is focused on the populations the library serves in Mesa County. Future board meetings will discuss these populations in the lens of how the library currently serves these populations and what more can be done to expand services or access.</li> <li>● Dow moved that the board direct library staff to engage a realtor in looking for Orchard Mesa property for sale that fit criteria developed in the Needs Assessment report, Landmeier seconded. None opposed, <b>Motion Carried.</b></li> </ul> |
| 12 | <p>Foundation Liaison Update</p> <ul style="list-style-type: none"> <li>● A new Foundation member is being voted in at the Foundation's next meeting.</li> <li>● There are many upcoming library events that are being sponsored by the Foundation and Friends such as the ALC opening celebration, Human Library, Meet Me in the Library author event, and Culture Fest.</li> <li>● Foundation finances are doing well despite an, at times, volatile market.</li> </ul>   |
| 13 | <p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> <li>● Board Comments &amp; Announcements <ul style="list-style-type: none"> <li>○ Watson thanked Stacy in YS for the presentation.</li> </ul> </li> <li>● <b>Board Meeting: 5:30 p.m. October 31, 2024 @ Clifton</b></li> <li>● Personnel Committee: October 23, 2024 5-6 p.m.</li> <li>● Good Governance Committee: TBD</li> <li>● Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> <li>○ Calcon trustee report (3 minutes per trustee), something interesting trustees who attended Calcon learned that the library has already adopted or should consider to adopt as an opportunity for improvement (1 thing interesting, 1 thing best practice that we already do or should adopt, 1 area for improvement or expansion)</li> <li>○ Atlasta Solar presentation</li> <li>○ Personnel Committee Meeting</li> <li>○ Department Presentation from Branch Services</li> </ul> </li> </ul>   |
| 14 | <p>Adjournment</p> <ul style="list-style-type: none"> <li>● Dow adjourned the meeting via acclamation at 7:18 p.m. None opposed.</li> </ul>   |

Minutes submitted by Alayna Adamson, MCL Executive Support Coordinator