



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

Minutes

Date and Time: Thursday, October 31, 2024 – 5:30 p.m.

Location: 3270 D ½ Rd Building A, Clifton, CO – Clifton Community Rooms

#	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 5:30 p.m. BOARD PRESENT: Alice Dow, Randy Spydell, Sue Conry, Sheryl Fitzgerald STAFF PRESENT: Alayna Adamson, Ami Schiffbauer, Michelle Boisvenue-Fox, Shana Wade, Blair Wade, Tamara Vliek, Rachel Hanson, Shawn Cwalinski, Shanachie Carroll, GUESTS PRESENT: Isaac Ketcham, Rick Nisley
2	Approval of Agenda <ul style="list-style-type: none"> ● Dow moved to approve the agenda via acclamation. None opposed, Motion Carried.
3	Approval of Minutes – August 29, 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"> ● <i>There were no citizens to be heard.</i>
5	Atlasta Solar Presentation <ul style="list-style-type: none"> ● Knisley and Ketcham gave a presentation on Solar for the Clifton library branch and Central library location. They provided advice on the best course of action for the library. ● It was ultimately relayed that solar panels are not feasible to add to Central or Clifton unless the library received grants to do so. The library appreciates their honesty. <ul style="list-style-type: none"> ○ The library is open at least 6 days a week through the year and uses a lot of kilowatts.
6	Director and Administrative Updates <ul style="list-style-type: none"> ● Director Report <ul style="list-style-type: none"> ○ The mural at Clifton has not started, but there was a new fireplace installed. ○ The real estate options for a possible Orchard Mesa branch location were not ideal due to them being closer to Central. The realtor is approaching some land owners closer to where the library identified a need and will be meeting with Boisvenue-Fox and B. Wade to hear more on who is interested. ○ The Human Library event was gratifying and staff are planning what’s next for this event series. ○ Culture Fest is the next upcoming signature event on November 2nd. ● On the Horizon Report <ul style="list-style-type: none"> ○ November 6th: Student Film Exposure Project Premiere will take place at the Central Library. ○ Acknowledged improvements to the collection and space at Gateway due to changing uses. ● Statistics Report

	<ul style="list-style-type: none"> ○ Many numbers are holding steady with no significant change. ○ Items owed, card holders, visits, and circulation numbers remain stable. ○ eResource use is continuing at 44%, curbside and walkup holds continue to see growth, meeting rooms, and programming are also seeing growth. ● Financial Report <ul style="list-style-type: none"> ○ Total Tax Revenue collection as of the end of September is at 99.1% of the budget. ○ With 75% of the year elapsed, Operating expenditures YTD are at 67.6% of the budget, and Capital expenditures YTD are at 53.2% of the budget. ○ There were no expenditures for the board’s review from September equal to or greater than \$150,000. ● Development Report <ul style="list-style-type: none"> ○ <i>Meet Me at the Library</i> author event was a success. 45 copies of the book were sold. The author, Shamichael Hallman, also participated in the library’s Human Library event. ○ The Friends annual book sale was very successful with this year topping the last three years of sales. They generated \$12,000 before operating costs. There were still 300 boxes of books leftover. ○ The Foundation will be having their retreat next week to plan for the upcoming years, solidify committees and goals, and set direction for the future. ○ Colorado Gives Day and the End of Year push are coming up. More information to come. ● Human Resources Report <ul style="list-style-type: none"> ○ Discussed budgeted costs of living for 2025. A 4% increase was budgeted. According to the Social Security Administration, the increase for supplemental income was 2.5% increase. Admin also considered the increased costs of housing, which was 4%. SHRM showed a 3.5% average income increase and 4.5% for government employees. These were the factors used to determine the 4% increase to staff’s pay. ○ Watson requested an expansion of topics to cover in future Personnel Committee meetings, so Hanson decided to add sections on staffing needs and recruitment, employee retention, and other highlights. ○ Several staff members presented at various conferences, 4 staff members are working toward their Masters in Library and Information Science degrees, and staff were offered opportunities to attend location training opportunities. ○ Biannual reviews for all staff are due and will be reviewed. ● Foundation Liaison Report <ul style="list-style-type: none"> ○ There is no Foundation meeting in November except for the retreat. ○ Officers will be nominated in December. ○ The Foundation is working on making committees more effective as well as adding new recruits. ○ A new board member has joined and two other potential members are slated to join.
7	<p>Report from Shanachie Carroll - West Branches</p> <ul style="list-style-type: none"> ● Carroll presented an overview on West branch staff, duties, and operations. He highlighted some challenges as well as successes regarding increased story time attendance at branch locations, parking challenges, and more.
8	<p>Report from: Shawn Cwalinski - East Branches</p> <ul style="list-style-type: none"> ● Cwalinski gave a presentation on East branch staff, duties, and operations. He celebrated his team’s achievements and contributions.
9	<p>Personnel Committee Report – Consideration of Revised MCL 2025 Employee Handbook and Payscale</p>

	<ul style="list-style-type: none"> ● Hanson and Dow provided an overview on recommended changes to the employee handbook and payscale. ● Dow reported that the committee did not have any concerns about how the handbook was presented. The committee recommends it is adopted by the board. ● Fitzgerald moved to approve the 2025 employee handbook and pascale as presented, Spydell seconded. None opposed, Motion Carried. ● Dow thanked Hanson for the work she put into the handbook and answering all of the questions the committee had asked.
10	<p>Second Draft MCL 2025 Budget Presentation and Public Hearing</p> <ul style="list-style-type: none"> ● Mesa County Libraries’ biggest revenue stream comes from property and specific ownership taxes. This draft budget has total revenue in the General Fund of \$9.85 million. Of this amount, \$9.05 million constitutes the preliminary tax revenue estimates from Mesa County. ● Additional revenue comes from operating revenue, gifts and grants, and other miscellaneous income items. This revenue estimate is the maximum amount the library will receive from the mill levy. ● The total budget from the general fund for operating expenditures is \$9.4 million. This increased from the 2024 amended budget by 2.9% or a little less than \$266,000. Employee compensation and benefits at about \$5.83 million, or 62% of General Fund expenditures, represents the most significant expenditure of the 2025 budget. The District must remain competitive to retain our talented staff and attract new employees. An expected Minimum Wage increase to \$14.81 an hour, a 4% across the board COLA increases, and an anticipated rise in health insurance premiums are some of the are addressed in this budget. ● Library Materials expenditures for 2025 are budgeted at \$922,450. This figure represents 9.8% of expenditures from the General Fund. Collection expenditures as a percent of total expenses did not change over 2024 however, the dollar amount increased 3.5%. Materials purchasing has continued to change with the trends of what MCL patrons want – even more digital access items like ebooks and streaming content and fewer physical items. ● The 2025 budget for total capital expenditures is \$413,000 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. ● The only anticipated change to the budget for the final version to be presented at the December Board meeting will be the finalized rates to the benefits premiums.
11	<p>Policy for Review: Open Records Request Policy</p> <ul style="list-style-type: none"> ● Vliek presented the Open Records Request Policy with minor amendments to the statute and the addition of “Executive” to the Executive Director’s title. ● Fitzgerald moved to approve the Open Records Request Policy as presented, Conry seconded. None opposed, Motion Carried.
12	<p>Future Planning</p> <ul style="list-style-type: none"> ● Boisvenue-Fox sent out an anonymous survey to the board allowing them to rank results from the community needs assessment in order of highest priority to lowest. <ul style="list-style-type: none"> ○ They were ranked as follows: Orchard Mesa location replacement, starting conversations with City of Fruita about potential expansion, additional community rooms, additional Spanish language staff, development of vacant lots at Central, expanded rural community services, and staff housing. ● The Board of Trustees and Mesa County Library Foundation will be collaborating on future goals. ● The priorities will be sorted into short term and long term goals and assessed on the available library budget.

13	<p>Comic Con Report</p> <ul style="list-style-type: none"> ● Comic Con had a total of 4,111 attendees with just under 1,000 on Friday evening. ● The addition of Friday evening was successful. This is the first year the Comic Con committee tried the addition of a second day. Many people who couldn't attend on Saturday attended on Friday. There were many first time attendees who wanted to check out Comic Con without the large crowds that Saturday typically draws. The vendors also enjoyed having more time on Friday for setup than they had previously on Saturday morning. ● There was more feedback from participants than in previous years with the majority being overwhelmingly positive about the event.
14	<p>Upcoming Board Meetings</p> <ul style="list-style-type: none"> ● Board Comments & Announcements ● Board Meeting: 5:00 p.m. December 12, 2024 ● Executive Committee: November 6, 2024 3:30 p.m. ● Good Governance Committee: November 22, 2024 2:00 p.m. ● Suggested agenda items for upcoming meetings <ul style="list-style-type: none"> ○ 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) ○ Department Presentation from Facilities ○ Executive Committee Meeting ○ Good Governance Committee Meeting ○ Nomination and Election of 2025 Board Officers ○ Resolution to adopt annual budget for 2025 ○ Resolution to appropriate sums of money ○ 2025 Final budget presentation
15	<p>Adjournment</p> <ul style="list-style-type: none"> ● Dow adjourned the meeting via acclamation at 7:42 p.m. None opposed.

Minutes submitted by Alayna Adamson, MCL Executive Support Coordinator