

# Vista Grande Public Library Board Meeting Minutes

May 17, 2005

**In Attendance:** Todd Handy; Jack Abernethy; Lynne Moore; Steven Rosenthal; Irene Jackson; Amber Haskell, Doug Fairfield, and Susan Sheldon, Library Director.

The meeting was called to order at 7:15, conducted by Jack in Diane's absence. A motion to approve the April minutes was made and seconded (Irene/Doug).

## **Librarian's Report**

Susan's report [see handout] began with the news that Ellen Hutchins's Thursday program was cancelled. She went on to say she needs help with the book sale, and that volunteers are needed for the June 4 Lamy fair and another in Galisteo on June 11. She announced the summer reading program would kick off on June 7 with bilingual story teller Mary Ellen Gonzales, and requested that board members be there. Susan then explained a new rule about computer use she would like formalized because of some recent vandalism: a motion was made and seconded (Doug/Lynne) to temporarily restrict access to the two back computers to those over 18, and to ban game playing from all computers. Among Susan's other news is that La Cañada will be meeting twice monthly at VGPL, and that Susan will be on vacation from June 7 through 20

## **Treasurer's Report**

Steven's handout showed that as of 5/18, VGPL has \$131,137, \$7K less than this time last year. The solicitation letter was sent out to over 2,000 addresses at a cost of \$.42 each, which amounted to an expenditure of about \$1,200. So far, \$3,050 has come in. Steven, Susan and Lynne have been working on expanding the data base, so this letter had wider distribution than in the past. A discussion on how to target letters to specific groups and how to obtain addresses ensued.

## **COMMITTEE REPORTS**

### **Executive**

Jack reported on the Executive Committee Meeting that met with Ron Sandoval of the County and the architect for the new senior center (The Patti and Ken Adam Senior Center). Among the information gleaned from that meeting: the parking area will be accessed through our driveway, with an entrance @100 feet below Torreon ; there are no plans to pave it now; the exterior of the building will be stucco and will blend in with the Library's architecture; it will be 4600 square feet and will include a game room, common room, exercise room, a small kitchen, and a large kitchen with an entrance that will be fenced; the plan is to break ground in July and finish by next March; they will plan to construct a lighted walkway that will intersect with the Library's paved path; there is a possibility of joint signage.

A motion was then made and seconded (Jack/Steven) to proceed with the plans for VGPL's expansion. Amber suggested we get our property line staked, and a discussion of that followed.

### **Development**

Lynne distributed a document describing the most important elements of fundraising and requested that members read it and see what we should be doing and why. She then described an incident that took place at the Library's "birthday" party, wherein a new volunteer was wearing a t-shirt that said "I Am So Pissed." Lynne strongly suggested we have a dress code for volunteers or provide them with VGPL t-shirts. She also feels that lacking one volunteer coordinator, we should have several, who rotate responsibilities, and she will come up with some names. Next, she

expressed disappointment that board members don't attend functions. She also suggested that at an event, when there will be important guests present, or a guest speaker, that a bio be sent out beforehand. She also said events should be scheduled four to six months in advance, and that City/County officials be given all event schedules as well as comp tickets to free events. Comp tickets should also be given to big donors, and giveaways—a bookmark? --given to small donors in order to cultivate their generosity. In a discussion of signage, Amber said she had a contact for sandwich boards at about \$200, and Steven moved (Todd second) to authorized the expenditure of \$1K to purchase them. Finally, Lynne mentioned the problem of lack of insurance for the ICSocial preview party, and Steven said he'd check again with the insurance company.

### **Facilities**

Jack's report [see handout] included progress on various issues, including the elusive school-library path; an effort to get a long-term contract for the septic tank; leaks, which Jack hoped the County will fix soon, and the front area, which should have a sun cover. Jack will look into gazebos. Finally, he reported that we now have precinct maps, which are kept at the Library.

### **Program**

Doug reiterated the cancellation of Ellen Hutchins and reported that he hopes she will appear on July 21 instead. Desiree Mays is still on tap for June 16.

### **Information Systems**

Todd distributed two handouts, one mostly information from the Internet on what we might need as individuals that is available free or cheaply, and the other an extensive report on what has been done at the Library. One problem is that some of the Gateway computers have to be replaced; another is we still need a systems administrator. Christopher Lloyd will help us set up the computers at a reduced rate. [See handout for other items.] Todd mentioned that no one has approached him with their personal software needs, so as a start, it was suggested that the board standard be Microsoft XP, and those who don't have it will be provided with it. A motion was so made and seconded (Steve/Jack).

### **Strategic Planning**

Jack distributed a draft of the Strategic Plan on behalf of Diane; all board members are requested to read and comment on it by June 8 as a final document must be in the hands of the State Library by June 30.

### **Old Business**

None.

### **New Business**

None.

The meeting was adjourned at 9:06.

Respectfully submitted,  
Irene Jackson