

**Vista Grande Public Library
July 18, 2006 Board Minutes**

Attendees: Diane Gulseth, Jack Abernethy, Pete Forbes, Todd Handy, Pat Bell, Howard Efner, Douglas Fairfield, Steven Rosenthal

Others attending: none

Absent from meeting: Amber Haskell, Melissa Blanchard, Meredith Dodge

Absent from last meeting: Steven Rosenthal, Melissa Blanchard, Meredith Dodge

--Diane called the meeting to order at 7:00pm in the Vista Grande Public Library building. The agenda was approved.

--The June 2006 meeting minutes were approved without changes. Steven abstained as he was not at last month's meeting.

Director's Report - none

Treasurer's Report - (financials on file) by Steven. The county still owes us \$11,000. This year we have spent about \$43,000 and taken in around \$36,000. When we collect the \$11,000 we are going to open a \$10,000 CD. For the new contract, \$10K is slated for collection materials and \$5K is for an ADA compliant workstation.

Executive Committee - by Diane.

--We have received 14 applications for library manager and 5 applications for librarian. The executive committee is picking out the top 6 candidates for library manager and will contact them to ask for salary requirements, etc. Once the manager is in place we will ask them to participate in the librarian hiring.

--We signed the 2006 contract with the county and have until June 30, 2007 to spend the money. The budget for 2007 is still being finalized.

--Diane turned in a Developing Library grant request for \$1305 for books on CDs, website improvements, and software for the children's PCs.

--Diane and Jack attended the county meeting on Tuesday July 11 in Galisteo to talk about capital projects

Facilities- (report on file) by Jack. Need to get an architect as soon as possible. Jack will send a letter to Paul about the architect (as there was not an ad in the Sunday paper as hoped for) and copy Jack Sullivan. We are now on a three month schedule with Stanley Steemer to clean the rug in the kids' room. They also do floors like ours, which we may want to look into at some point. The landscape watering system has some leaks that Jack will investigate. Ray Miers supplied us with a new flag. We had a break-in last Saturday night (write up on file). The county responded quickly to secure the damaged door while leaving it still functional, which was important as it is a fire exit.

Jack suggested we give the Sheriff and deputies some Ice Cream Social tickets.

A motion was made and carried that if the alarm goes off between 9:30 at night and 7:00 in the morning (exact times to be worked out by Jack with the alarm company) that the sheriff's department be called immediately. We are going to investigate the possibility of an outside audible alarm. A motion carried to allow the executive committee to evaluate the costs and purchase the alarm if appropriate. Steven is taking home an external backup of the system each night. It was suggested that we have Melissa send out an enews about the break-in stressing that the library is taking measures to improve security.

Development Committee - still need a chair.

Ice Cream Social - Have \$1650 in committed sponsors, about \$650 for raffles, and \$66 for tickets. Advertising in the Sun, Eldorado wrap, Pasatiempo, and Reporter. A raffle poster has been created and will be distributed. Great entertainment is planned. Table movers are needed for 8:00am the Friday morning before.

Community Relations - no report this month. There will be good advertising around the ice cream social.

Program Committee - by Douglas. A slightly revised program list was handed out adding a program for February 15.

IT- Plan to do a survey at the Ice Cream Social. Will be available at the library table and at the checkout line. As we hope to have the library manager on board by then, they may be sitting at the library table and will need business cards for them to hand out.

Board TO-DO - not handed out this month.

Background Check of Staff and Volunteers - Motion was made and carried that by September 1 all new adult (18 and over) volunteers and all board members will sign the appropriate notarized forms for background checks. By January 1, 2007 all existing volunteers will sign the appropriate notarized forms.

New Business

-Shed and Eldorado Storage Unit Cleanup: We have one unit left and it needs to be totally emptied and cleaned out. Time set for Saturday January 29 at 8:30. Pete will bring the board bratwursts and cheese from Wisconsin as a penalty for missing this event.

-The auto group meets tomorrow night. A letter was sent thanking them for their donation.

-We got \$400 from the Arts Studio tour group.

Meeting adjourned at 8:46 pm

Minutes submitted by secretary, Pat.