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Vista Grande Public Library Board Meeting Minutes April 17, 2007

Attendees:

Jack Abernethy, Pat Bell, Howard Efner, Diane Gulseth, Todd Handy, Ann Jenkins,
Marcel Legendre, Steven Rosenthal

Others attending:

Barbara Hagood, Pamela Geernaert

Absent:

Diane McCarthy

President Steven Rosenthal called the meeting to order at 7:05 pm in the Vista Grande Public Library Building. Simultaneously, an emergency meeting of the Executive Committee was called, to be held coincident with the Board meeting.

• **Approving agenda for the meeting.**

The agenda was approved unanimously.

• **Approving minutes from previous meeting.**

Motion to approve the minutes of previous meeting (copy on file with the following changes:

1. Page 2: Bob Coyle will be taking photographs for the April 28th event
2. Jack Abernethy's name was misspelled and corrected in the final version.

The minutes of the March meeting are accepted with above changes, without dissent.
Diane abstained because she was not present in the March meeting.

A Non-Profit Regional Library Serving All of Southeast Santa Fe County

Alteza, Amansador, Apache Ridge, Belicia, Cañoncito, Cielo Colorado, Cielo Turquesa, Cimarron, Dos Griegos, East Ranch, Eldorado, Galisteo, Glorieta, Lamy, La Paz, Las Nubes, Los Caballos, Los Vaqueros, Ojo de Vaca, Old Road Ranch, Ranchitos de Santa Fe., Rancho Mirador, Rancho San Lucas, Rancho Verano, The Ridges, Rodriguez, San Sebastian, Stanley, Sun Ranch, Tierra de Casta., Tierra Colinas, Tierra Sabrosa, Valencia, Vista Sierra Bonita

• **Selection of Standing Committees.**

Vacancies continue for four of the committees:

1. Facilities: Bill Moore has agreed to serve on the Committee; Jack will continue to approach potential candidates for chair.
 2. Community Relations: Steven will continue to identify candidates.
 3. Nominating Committee: to be named
 4. Ice Cream Social Chair: to be named
- Pat circulated a list for sign-ups; Pam agreed to help with the Food effort.

Library Directors' Report. (Barbara Hagood: copy on file)

Barbara presented her report for activities and plans since the last Board meeting.

Library Operations

- Biographies have been culled.
- New reference materials and youth materials are arriving as ordered.
- Orders are pending for books on CD, software for children, and additional reference materials.
- Todd's help in moving trash was appreciated.

Volunteer Programs

- Two new volunteers (Lynne Coyle and Susie Cox) are welcomed
- Volunteer recruitment tables will be set at the April 28th recognition event and the May 12th Flea Market.
- The Board was asked to bring cookies for the April 28th event.
- Training continues with the next meeting scheduled on May 8th.

Public Programs

- The Teen Movie Night attracted 10 children; however, there were problems with the audio-visual equipment, and it was not possible to show the complete film.
- The second Shakespeare program was held on April 19th.
- The Saturday Story Hour is now hosting more than a dozen visitors
- The Santa Fe Book Arts Group will be included in the April 28th event.
- Promotion for the summer children's program, "Get-A-Clue", will begin on May 7th.

Treasurer's Report. (Diane Gulseth -- report on file)

Diane presented the financial report for the month, along with a report of Grants Restricted Funds.

Spending has increased, due largely to the good progress on acquiring new materials.

Grant funds for youth and children programs are yet to be spent; Barbara and Pam will review their time to assure that all related hours are being designated for these programs. Diane will determine whether salaries spent on youth programs can be designated for this grant, in lieu of costs for materials.

Diane was successful in expanding the scope of Large-Print books to more general books for seniors.

Todd has identified equipment for the ADA-compliant workstation and will assure that this is put in place quickly and can be billed within the time limit for funding.

It was suggested that purchases be put on the Library debit card in order to document spending of County funds within the deadline.

Committee reports

Executive Committee Report (Steven Rosenthal)

There has been no meeting of the Committee since the previous Board meeting.

Development Committee Report (Pat Bell: report on file)

Pat reviewed the progress of the Development Committee.

- The contributions of the Car Club to the Library will be recognized in the Library news and website.
- Library volunteers are needed to support the Flea Market; Pat distributed a sign-up sheet to fill work slots.
- Ice Cream Social: Marilyn Sullivan has agreed to serve as Auction Chair.
- Pat presented the the donation history by appeal report, showing slowed donations during this past month
- Pat is preparing a mailing for June to include an appeal for donations.

Program Committee Report (Ann Jenkins: report on file)

Ann presented the report and plan for 2007 adult programming (detailed in file report).

It was agreed that the Saturday morning “for your information” programs would begin in the Fall.

Jack provided more information on the speaker from Thailand.

Barbara provided information about a local author available for book signing.

Community Relations

(No report: committee chair has not been designated.)

Facilities and Expansion Committee Report (Jack Abernethy -- copy on file)

Jack reviewed the plan for library expansion, to proceed in three phases:

- Phase I -- expansion and improvement of the parking lot and a path to the school
- Phase II -- expansion of the library to include the new adult area, the data room, the office, and the processing room
- Phase III -- addition of the meeting room.

Paving of the driveway is expected to begin in late summer, at which time the County plans to add ten parking spaces on the inside of the driveway loop. This will use funds from the Senior Center.

The Library parking lot design is nearly complete and will bring a total of 33 parking slots, with a handicap parking slot near the building. It was discussed that this design will accommodate exhibitions and displays for outdoor events.

Funds for re-roofing are expected to fix leaks that have appeared in most recent storms.

Information Systems Committee Report (Todd Handy)

The ADA-compliant workstation was discussed earlier as part of Library operations.

New business

1. The janitor closet needs to be cleaned up. Barbara will email the Board with request for support.
2. The new flag has been mounted, and a spare is available for replacement when needed.
3. Pam presented an idea for children's murals to brighten the children's room. This was considered a good idea, but more information was requested concerning the cost and timing of the project.
4. Steven read a letter from Diane McCarthy, dated 12-Apr-2007, resigning from the Board.

Steven moved, and Todd seconded the motion.
Motion to accept the resignation of Diane McCarthy from the Vista Grande Public Library Board.
This motion was approved unanimously.

Steven will respond to Diane with the appreciation of the Board for her service.

Adjournment of meeting

The meeting was adjourned at 8:50 pm.

Executive Committee approval of Board actions

Howard moved, and Diane seconded the motion.
Motion to accept all votes of the Vista Grande Public Library Board meeting of 17-Apr-2007.
This motion was approved unanimously by members of the VGPL Executive Committee.

The meeting of the Executive Committee was adjourned at 8:55 pm.

Minutes submitted by Secretary,
Ann Jenkins

Attachments on file:

- Library Director's report
- Treasurer's Report
- Donations Committee report
- VGPL Programs progress report
- Library Expansion report