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Vista Grande Public Library Board Meeting Minutes August 21, 2007

Attendees:

Jack Abernethy, Mary Arnold, Pat Bell, Howard Efner, Diane Gulseth, Todd Handy, Ami Jaeger, Ann Jenkins, Steven Rosenthal

Others attending:

Barbara Hagood, Roberta Armstrong

Absent:

Marcel Legendre (excused)

President Steven Rosenthal called the meeting to order at 7:00 pm in the Vista Grande Public Library Building.

1. **Approving agenda for the meeting.**

Motion to approve the agenda for the meeting.
The agenda was approved unanimously.

2. **Approving minutes from previous meeting.**

Motion to approve the minutes of the Board meeting of July 17, 2007.
The minutes of the July meeting are accepted, without dissent, with Pat Bell abstaining because she did not attend.

3. **Selection of Standing Committees.**

Vacancies continue for three of the committee chairs:

1. **Facilities**: to be named
2. **Nominating Committee**: to be named
3. **Annual Fund-Raising Event Chair** (proposed addition to bylaws): to be named

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

Barbara distributed copy of her report. Discussion around this report addressed the following points:

1. **Overdue Project**: Nolan Zisman has been continuing his telephone calls to remind people of overdue materials: this has resulted in a 96% recovery rate.



Ann Jenkins will create a template to be used as a thank you for volunteers.
Nolan will be sent a thank you on behalf of the Board.

2. **Use of Library facilities by Santa Fe County:** Barbara has met with Joseph Gutierrez of Santa Fe County to arrange use of the Library facilities by the County for local area services. The County will provide laptop and furniture (in accord with Library guidelines), and no money will be kept at the Library after hours. Details such as use of the phone, fax, copier, and printer are being worked out. The County has proposed that a County representative be on site from 10:00 am through 3:00 pm on Tuesday, Wednesday, and Thursday.

In the absence of a Board policy on the use of facilities, there was considerable discussion about the County's use of the Library. Pat objected to the use of the Library facilities for this purpose, since it does not directly support the Library's primary mission. Steven posited that the County's services would bring additional users into the Library, potentially extending awareness of the Library beyond the local Eldorado area. The argument was also made that this might support the Library's request for additional space. There was general agreement that the County's use of the facilities must not interfere with the Library operations and services, and that the Library be open for Library users during the time of the County's use. Jack identified the need for a Memorandum of Understanding between the Library and the County to specify arrangements for County use and to set a time period (possibly every 6 months) for a formal review. It was suggested that there also be a way to include the value of this service in the annual report for County Lease Agreement.

Howard moved, and Steven seconded the motion.
Motion to open Library facilities for County services on a trial basis from noon until 3:00 pm on Tuesday, Wednesday, and Thursday, subject to approval by the Library's Executive Committee, with a formal evaluation to follow.
This motion was amended as follows, with Steven seconding the motion as amended:
<p>Motion that two members of the Board be designated to</p> <ul style="list-style-type: none"> • work with Barbara to develop a Memorandum of Understanding with the County, subject to agreement of the Library's Executive Committee • quantify the extra cost to the Library to provide this service, including staff, insurance, etc.
This motion was approved, with Pat and Todd opposing.



Ami and Steven will work with Barbara to develop the Memorandum of Understanding and to quantify extra costs, as described above.

3. **Summer Program:** Barbara reported that there were 178 children visits during the regular programs, with an additional 40 for the Magic Show, and 102 volunteer hours dedicated to this program.



Ann will prepare thank you notes on behalf of the Board for these volunteers.

4. **The Big Read:** Ann asked about the status of this grant proposal. Barbara reported that because of a shortage of resources, she had decided not to apply.

Treasurer's Report. (Diane Gulseth: reports on file)

Diane presented the financial report as of August 21, 2007 and explained that the P&L report was deferred until after the Ice Cream Social. Cash on hand is now approximately \$22K under last year.

Diane has been working with the County to arrange the \$40K for the Library to be written as a reimbursable contract.

Diane and Barbara have begun discussions with the City Librarian to define the legal service areas for zip code 87508.

Committee reports

Executive Committee Report (Steven Rosenthal)

Steven reported the Executive Committee had not met since the last Board meeting.

Development Committee Report (Pat Bell: report on file)

- Ice Cream Social: Pat reported that the Ice Cream Social is on track, with ~80 volunteers contributing time to the event. The ECIA has accelerated work on the new patio, and this will be usable for Sunday. Jack Sullivan will be attending for the raffle drawing at 4:00 pm. Pat distributed a sign-up sheet for people to sell tickets at the Agora.
- Pat distributed the Donation History by Appeal, with details of the June 2007 newsletter mailing.

Program Committee Report (Ann Jenkins)

Ann reported that the Program plan had not significantly changed since the July report. The Johnny Boggs program was excellent, with an attendance of 16 people; the publicity by Mary and Barbara was greatly appreciated.

The October program with Tom Clagett will focus on a comparison of two versions of The Exorcist, produced 30 years apart. The following action items were identified:



Ann will confirm with Tom Clagett that his talk will be within constraints of copyright regulations.



Todd will work with Tom Clagett to set up two DVDs so that parallel scenes might be projected in sequence.

Community Relations (Mary Arnold -- report on file)

Mary distributed her report on publicity for the August and September adult programs and for the Ice Cream Social.

Mary is handling press releases and newspaper publicity, Barbara is handling paid advertisements and posters, and Ann is posting events on calendars such as Pasatiempo.

Jack reported that he had contacted radio stations for announcements of the Ice Cream Social

Library Expansion Committee (Jack Abernethy -- copy on file)

Jack presented the Library Expansion Report, as detailed in the report on file.



Jack will follow up on the schedule for the parking lot project.

Ad Hoc Committee Chair Reports

Continuing Advocacy (Steven Rosenthal)

Stephen reported that after the Ice Cream Social, he will be setting up a lobbying committee to address both political and grass roots advocacy. Among ideas for this group will be to work with the Eldorado Elementary School to issue library cards to each school child and to enrich youth materials for a potential middle school.

Overdue Policy (Ann Jenkins)

Ann reported that Barbara is setting up meetings of the Committee but that this had been deferred until after the Ice Cream Social.

Facility Usage (Steven Rosenthal)



Steven suggested drafting a policy of facility usage based upon discussions with the County on their use of Library facilities.

New business

Library By-Laws (Steven Rosenthal)

Steven distributed copies of the current bylaws with his recommended changes.



Steven will post the proposed changes in the Library (in accord with current bylaws) and will present them for vote in the September Board meeting..

Ice Cream Social Committee Chair

The Board recognized the need for a designated person to lead the Ice Cream Social. Discussion revolved around whether this position should be a member of the Board, recognized through a change in the bylaws, or should be identified as an Ad Hoc Committee.

Steven moved, and Ann seconded the motion.
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Motion to create an Ad Hoc Committee for the Ice Cream Social for the 2008 year, with the Board to be responsible for filling Committee responsibilities...

This motion was approved unanimously.



Steven will assure that the Ice Cream Social Chair is identified before the end of the year.

Roberta Armstrong

Steven and Mary introduced Roberta Armstrong, as a new resident of the area and interested in supporting the Library. Roberta indicated that she would be willing to help with Library facilities lead.

Ann moved, and Jack seconded the motion.
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Motion to elect Roberta Armstrong to the Vista Grande Public Library Board.

This motion was approved unanimously.

Steven appointed Roberta Armstrong to Chair the Facilities Committee.

Adjournment of meeting

The meeting was adjourned at 8:40 pm.

Minutes submitted by Secretary,
Ann Jenkins

Attachments on file:

- Library Director's report
- Treasurer's Report for July
- Donations Committee report
- Community Relations Chair report
- Library Expansion report
- Vista Grande Public Library Amended and Revised Bylaws
- Roberta Armstrong resume