



14 AVENIDA TORREON ♦ MAIL: 7 AVENIDA VISTA GRANDE B7 – 192 ♦ SANTA FE, NM 87508-1999  
TEL 505.466.READ (7323) ♦ FAX 505.466.3889 ♦ WWW.VGLIBRARY.ORG

## Vista Grande Public Library Board Meeting Minutes January 16, 2007

### Attendees:

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

### Others attend:

Barbara Hagood

### Absent (with note of resignation):

Melissa Blanchard

President Diane Gulseth called the meeting to order at 7:00 pm in the Vista Grande Public Library Building. Marcel and Diane McC. were welcomed to the Board.

### • **Election of officers for Year 2007.**

Motion to approve the slate of candidates for 2007 officers, as follows:

President:	Steven Rosenthal
Vice-President:	Howard Efner
Treasurer:	Diane Gulseth
Secretary:	Ann Jenkins

The motion is accepted with all votes in favor.

Steven assumed chair of the meeting as the new Board President.

### • **Approving minutes from previous meeting.**

Motion to approve the minutes of previous meeting (copy on file):

The minutes of the December 12, 2006 meeting are accepted with seven votes in favor. Marcel and Diane McC. abstained because they were not present in the December 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

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

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

### Library Operations

- New materials are continuing to arrive, with Barbara and Pam prioritizing cataloging. Volunteer training in cataloging is planned for February.
- Shelves for the youth collection have been back-ordered.
- The new transaction tracker program has been highly successful, well received by library users.
- Despite the new donation collection process and guidelines, the Library continues to receive materials that are not useful to VGPL.

Motion to give the Library Director the authority to determine which books are not usable/salable by the Library and to donate these materials to any non-profit organization or dispose of the materials appropriately:
--

Diane G. moved, and Howard seconded.
--------------------------------------

This motion was approved unanimously.
---------------------------------------

- Barbara met with Diane G., Ann, and Steven to discuss the overdue policy (discussed later in meeting).
- Barbara has created a master schedule of activities for the year 2007 (on file).
- It was recommended that Barbara and Pam locate a source for pre-ordering the Harry Potter volume 7, to assure that the Library has this available on its release date.

### Volunteer Programs

- Barbara circulated copies of the Volunteer Appreciation party favors, which included gift certificates from local vendors. Despite the snowfall on Sunday, this event was well attended.
- Cataloging training is scheduled for February 12, 19, 26 (2-4pm)
- The next regular training will be on March 13.
- The Volunteer Recognition Day has been moved to April, to coincide with National Volunteer Month and to time with the 6<sup>th</sup> anniversary of the Library. It was recommended that all volunteers be invited, including those who work on special projects such as book sales and the Ice Cream Social.

### Public Programs

Library programs are expanding, with the addition of Pam to the staff:

- Private Presses: Pam Smith is scheduled to talk on January 18<sup>th</sup>.
- Saturday Story Hour, 2<sup>nd</sup> and 4<sup>th</sup> Saturday of each month, 10-11 am
- After School Reading Program begins February 1, runs through April 26
- Summer Reading Program (Get a Clue) begins June 6, 1:30 – 3:30 pm
- Mom's Club has been reinvigorated for first Tuesday of each month, with toddlers using the Library in the morning
- Teen Movie Night will begin in March, scheduled for the first Friday of each month

Jack recommended that the Fathers' Day Story Hour focus on fathers doing the reading.

## **Treasurer's Report. (Steven Rosenthal: copy to follow)**

Steven reported that because of a lock on the computer used for Library financial tracking, the Treasurer's Report was not available at this time. The report will follow, in upcoming Board meeting.

## **Committee reports**

### ***Executive Committee Report (Diane Gulseth)***

The Executive Committee met on Friday with the following progress:

- The capital request for \$1,015,000 has been submitted to Rep. Peter Wirth for Library expansion.
- The Library has created a petition to be signed in support of the capital request, and postcards have been printed to be sent to the Governor in support.
- Pat and Steven met with Wes Owens ([www.toolsfororgs.com](http://www.toolsfororgs.com)) to discuss creation of a new website for the Library. This organization has had success in developing websites for other local nonprofit organizations. Costs for VGPL will run about \$200 for creation, and \$35/month for management of the site. The site will facilitate updating by Library staff and volunteers, has an ability to load a photo gallery, and will accommodate secure online donations. Marcel will work with Steven and Pat to evaluate credit card processing options.
- The work on the Volunteer Appreciation Day is well appreciated.
- The Annual Meeting agenda was developed.
- County purchasing of shelving for the young adults' section was not complete; one set was received, and two are now to follow.
- The childrens' programs and development activities were reviewed.

### ***Development Committee Report (Pat Bell)***

Pat has assumed chair responsibility for the Development Committee.

- GiftWorks software is now being implemented for the Library, with donor data being moved into the new database. Pat requested that a back-up be trained for this function, and Diane G. volunteered to be trained and serve as support.
- Background checks are being processed for new volunteers, with the First National Bank providing free notary service for this work. Barbara and Marcel are coordinating background checks for the new Board members.
- The November solicitation mailing was successful, and use of the vendor (PBA) for mailing services proved to be efficient and cost-effective.
- Library newsletters will include routinely information on donations; it was recommended that the email newsletters include the url for the online donation site when this is implemented.

- The new VGPL website is in progress, as discussed in Diane G.'s Executive Committee report. The Board was referred to the Habitat for Humanity website ([www.sfhfh.org](http://www.sfhfh.org)) as an example.

Motion to authorize the Development Committee the money to develop and maintain the website as presented:
Howard moved, and Diane McC. seconded the motion.
This motion was approved unanimously.

Steven, Pat, and Ann will develop a style guide and policy on the content and management responsibilities for the new website. The consensus of the Board was to delegate responsibility for content management and avoid Board approval on specific changes to the content.

- The Development Committee will be meeting Thursdays at 6pm.
- The Ice Cream Social is scheduled for August 26<sup>th</sup>. A chairperson is needed for this event.

### ***Facilities and Expansion Committee Report (Jack Abernathy)***

Jack will be continuing his chair responsibility for the Expansion Committee, but will be transferring his responsibilities for Facilities and Security.

#### Facilities

- Jack transferred the files for the Facilities Committee to Steven and provided an inventory of each file. (copy of inventory on file)
- Work on the sidewalk to the school was delayed because of weather.
- Thanks were expressed to staff and volunteers (and Barbara!) for help in snow removal.
- The Library flag has become torn and tattered and needs replacement.

#### Library Expansion (report on file)

- Diane G., Pete Forbes, and Jack met with Rep. Peter Wirth and his Constituent Committee to present the Capital Outlay Request Form and background material for a 4,000 square foot expansion of the library, with costs estimated to total \$1,015,000. Work is underway to expand the scope of the 2006 appropriation (\$100,000) to include planning and design in addition to the original authorization for construction.
- Information has also been sent to Sen. Grubestic to request support.
- The Expansion Committee met with the architect and the County this week to discuss the expansion.
- Further meetings are planned with Rep. Rhonda King and Sen. Phil Griego to ask for their support.

### ***Program Committee Report (Ann Jenkins: report on file)***

Ann presented the status report for adult programming in 2007, with preliminary program for 2007 (detailed in file report):

- Doug Fairfield has transferred responsibility for programs to Ann.

>Based on discussions with Doug, Ann has drafted up a policy and procedure for adult programming. Copy of the draft policy was distributed to the Board for comment.

- Barbara has put together a strong publicity program for Pam Smith's talk on Thursday.
- Desirée Mays is available for an opera talk in July, but her schedule requires that we move the July meeting to July 9<sup>th</sup> or 10<sup>th</sup>. The Board approved this change in schedule.
- Steve and Barbara will work together to cover the February and April programs in Ann's absence.
- The October meeting may involve clips from classic horror films, such as The Exorcist. The consensus of the Board was that since these are adult programs, the subject matter of these films should not be limited.

Members of the Board made recommendations for additional speakers and were encouraged to email Ann with more ideas. There was considerable discussion of the value of a series of programs for senior citizens and for caretakers for seniors, potentially in collaboration with the new Senior Center. Ann will pursue these ideas.

### **Community Relations**

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

### **Information Systems Committee Report (Todd Handy)**

Todd will not be readily available in the next 60 days, so will provide IT contact information to Steve and Pam in his absence. Pam has a number of new software packages for children's use that need to be installed.

There are three action items pending:

- One of the computers needs repair.
- There is one dead monitor, and two potentially failing.
- ADA specifications are needed for information access.

Todd will provide repair information so that in his absence Barbara and/or Steven can get the computers fixed.

Again, the success of the new Transaction Tracker was recognized.

### **Old/Unfinished Business**

#### **Reapproval of Refund for Lou Matta**

Diane G. reported that the donation for Lou Matta (approved for refund in prior meeting) proved to be \$500, instead of the \$400 as earlier approved.

Howard moved, and Jack seconded the motion.
Motion to reapprove the refund for Lou Matta in the amount of \$500, instead of the original \$400 approval.
This motion was approved unanimously.

## ***Overdue Policy (addition to agenda)***

Ann reported on the results of a meeting with Diane G., Barbara, and Steven on the overdue policy. It was recommended that this policy be expanded to include lost and damaged items, and to address interlibrary loan materials in a separate policy. The objectives of the overdue/lost/damaged materials were set to be:

- To encourage prompt return of materials to the library for use by other patrons
- To promote within the Library members a respect for the Library and shared responsibility for its assets

There were many questions raised in this discussion, and interactions with the policies/procedures for purchasing, circulation, and membership. In order to gain more information upon which to make a decision, the following actions are planned:

1. Barbara will continue the shelf check for overdue books (2006 overdues) and generate a new overdue report for review and analysis.
2. Weekly listings of overdues will be followed up with telephone calls requesting return of items, with an emphasis on urgency or returning “high-value” materials.
3. The committee will reconvene in early April to review the results of these two activities and propose changes to the policy as required.

## **New Business**

### ***Committee Membership***

Membership in VGPL committees will remain unchanged for consideration at a future meeting. The one exception is the Expansion Committee, for which immediate action is required.

Motion to assign the following individuals to the Expansion Committee:
--

- |   |
|---|
| <ul style="list-style-type: none"><li>• Jack Abernathy (chair)</li><li>• Pete Forbes</li><li>• Don Dayton</li><li>• President and/or designee</li></ul> |
|---|

Jack moved, and Howard seconded the motion.
---

This motion was approved unanimously.
---------------------------------------

### ***Petition and Postcards to Governor and Legislators***

Steven reminded Board members to communicate their support for the Library expansion through the petition and postcards. Marcel offered to make this available also at the First National Bank Eldorado branch.

### ***Movie License***

Steven and Barbara described the movie license being considered for onsite showings of films listed in the vendors’ catalog. This will cover 3,116 active

users of the Library (vs total card-holders), with the restriction that the showings cannot be used to generate monies in excess of the license fee. There is the option of licensing for two years, with a 10% discount on the second year.

Motion to authorize the expense for a one-year license, to provide the opportunity to evaluate the service before renewing a second year.
Todd moved, and Howard seconded the motion.
This motion was approved unanimously.

### ***Melissa Blanchard resignation***

Melissa Blanchard has tendered her resignation as of January, 2007.

Motion to accept the resignation of Melissa Blanchard from the VGPL Board.
Jack moved, and Howard seconded the motion.
This motion was approved unanimously.

### ***Bank Signature Changes***

Marcel inquired about updates to the credit card signature with the bank, as a result of Board officer changes. He will coordinate the paperwork with Steve and Diane G.

## **Announcements/Board Comments**

No comment.

## **Adjournment of meeting**

The meeting was adjourned at 8:55 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Library Director's report, with proposed calendar of activities for 2007
- Facilities and Expansion Report
- Library Expansion report
- VGPL Programs progress report