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Vista Grande Public Library Board Meeting Minutes July 17, 2007

Attendees:

Jack Abernethy, Mary Arnold, Howard Efner, Diane Gulseth, Todd Handy, Ann Jenkins,
Marcel Legendre, Steven Rosenthal

Others attending:

Pam Geernaert, Barbara Hagood, Ami Jaeger

Absent:

Pat Bell (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 June 19, 2007.
The minutes of the June meeting are accepted, without dissent.

3. Selection of Standing Committees.

Vacancies continue for three of the committee chairs:

1. **Facilities:**
Barbara will email the job description for this position to the Board for their use in identifying potential candidates.
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. **Hours of Library Opening:** The Library will be extending public hours from 33 to 38 hours/week: 12-6 every day, with 12-8 on Wednesday. The Board recognized

the importance of these additional hours of availability and agreed that the earlier closing hour on Wednesday evening would not be an inconvenience.

2. **Purchases of new materials:** Barbara questioned when purchasing of new materials might resume. It was determined that purchasing could resume now for necessary items, but major purchases should be delayed until receipt of funds from the GO bond, county monies, and the Developing Library Grant.
3. **Grant planning:** Barbara has prepared a listing of potential grant opportunities. Mary and Ann will work with her on grant development. [Post-meeting note: Ami has also agreed to help with this project.]
4. **Youth program:** Pam reported that the Summer Reading program has continued to be successful, with 25-40 children participating in the Wednesday programs. The magician program drew 58 participants. The Story and Craft Hour attendance has slowed through the summer, but is expected to regain momentum in the Fall. The Teen Movie Night continues to be slow.
5. **Murals for Children's Room:** This project is still planned, pending receipt of additional funds from the County Commissioners.

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

Diane presented the monthly financial report and a Profit Loss Statement for the period through the end of June. The cash on hand for year-to-date 2007 is ~\$9K less than 2006. This might be explained by no salary spending in 2006 and by the Spring "hard ask" letter last year. Monies are now coming in from the Newsletter mailing, and income has covered the expense of that printing. Ice Cream Social sponsorship funds are now being received.

Ann suggested that members of the Board meet with the Board of the Placitas Library to share experiences in fund-raising; she will arrange time with Diane and Pat.

Steven reported that he is preparing documentation to support the expanded service area for Vista Grande Public Library, so that the GO Bond money (based on population served) would recognize the Library population as greater than the 5,799 count of the 2000 Census for Eldorado alone. Todd reminded the Board that the GO Bond monies are based on a percentage of the funds available for that year and will vary from year to year.

Mary asked about the history of considering library member fees. This would require a change to the Library bylaws, but could be considered for future.

There was further discussion about overdue fines and charges for missing books, particularly for children's books, since the Library will allow up to 20 children's books to be checked out by a member at one time.

Committee reports

Executive Committee Report (Steven Rosenthal)

Steven reported that the Executive Committee had met:

- Dell has agreed to “unreport” the Library post-due charges to credit companies. Steven will write a thank-you note when this has been acknowledged.
- The County Lease Agreement, as revised, was approved through email vote.

Steven moved, and Ann seconded the motion.
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Motion to confirm the email vote on the lease agreement.
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This motion was approved. Todd voted No, with Howard abstaining.\

- Marcel identified the need to establish value to the community. A running tab will be included in the annual report (due March 15th), to show accrued value.

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

Jack presented the Library Expansion Report, consisting of minutes of their meeting on July 13th. In addition to the items described in this report:

- There were questions concerning expected increases in operating costs as a result of the expansion. Jack reported that the expansion assumes a slight increase in utilities and insurance. However, the Board realized that there would be requirements for increased staffing (paid and volunteer) to utilize the new facility, and that cleaning costs would increase.
- It was recognized that a policy for the use of the Library facilities and that this should plan for use of the future meeting room.

Bids are proceeding with the expansion including the meeting room, since the costs increased significantly if construction were to proceed in two phases.

Development Committee Report (Pat Bell: email report on file)

- Ice Cream Social: Todd reported that there may be a problem with use of the ECIA patio, which is currently under repair. Although ECIA is working to have this complete by the time of the ICS, the back-up plan would be to use a tent for these activities.
- Todd reported that he had talked with ECIA and the Water District about including a donation request in their mailings toward year-end.

Program Committee Report (Ann Jenkins: report on file)

Ann presented the Program Committee Report, which was emailed to the Board prior to the meeting. Items for Board discussion included

- Need for podium and microphone/speaker for larger group meetings: Steven will follow-up on this.
- For-Your-Information Meetings: The original plan of holding these sessions on Saturday mornings has not been well received. The Board agreed that evening

sessions would better serve the community. Ann will prepare a proposal for the Board to review.

- Neighbors In Print: Ann will target having the revised and reviewed copy by mid-August. Barbara has identified a potential grant to fund publication.

Community Relations (Mary Arnold)

Mary has begun assuming responsibilities for Community Relations. Progress made this month include:

- A press release has been developed for Johnny Boggs' program on August 18th.
- Sotheby's has contributed \$500 for Ice Cream Social Sponsorship.
- Sotheby's office will sell Ice Cream Social tickets.

Marcel offered to support the sale of Ice Cream Social tickets also at the Bank.

Continuing Advocacy (Steven Rosenthal)

Jack and Pete will work with legislators to support Library Expansion programs.

Ad Hoc Committees

The Board created two ad-hoc committees for policy development:

- Overdue and damaged books: Diane, Barbara, Marcel, and Ann
- Library facility use: Barbara and Ann [Post-meeting note: Ami volunteered also to serve on this committee]

Barbara will investigate the use of the Library facility by County staff, as suggested in Budget meetings with the County.

New business

Ami expressed her interest and willingness to serve on the Board and responded to questions from Board members.

Diane moved, and Howard seconded the motion.
Motion to elect Ami Jaeger to Vista Grande Public Library Board
This motion was approved unanimously.

Adjournment of meeting

The meeting was adjourned at 9:00 pm.

Minutes submitted by Secretary,
Ann Jenkins

Attachments on file:

- Library Director's report
- Treasurer's Report
 - July report

- Profit Loss report (ytd through June)
- Donations Committee report (email)
- Program Committee report (as emailed earlier)
- Library Expansion report
- Ami Jaeger resume