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## Vista Grande Public Library Board Meeting Minutes June 19, 2007

### Attendees:

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

### Others attend:

Barbara Hagood

### Absent:

none

President Steven Rosenthal called the meeting to order at 7:07 pm in the Vista Grande Public Library Building.

### • **Approving agenda for the meeting.**

Motion to approve the agenda for the meeting as revised by Steven.  
The agenda was approved unanimously.

### • **VGPL ByLaws.**

Steven distributed copy of the ByLaws, as approved in June 2006, to the Board members. He will post an electronic copy on the website.

### • **Announcement of County Budget Hearing.**

Steven alerted the Board to a County Budget Hearing on Friday, June 22<sup>nd</sup> at the County Building, in which funds for VGPL operating expenses would be discussed.

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

Motion to approve the minutes of the Board meeting of May 17, 2007.

The minutes of the May meeting are accepted, without dissent. Diane abstained, having been absent from this meeting

Motion to approve the minutes of previous Executive Committee meeting, held coincident with the Board meeting.

The minutes of the May meeting are accepted, without dissent. Diane abstained, having been absent from this 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 committee chairs:

1. **Facilities:**

Steven reported that Howard had resolved problems with the septic and ADA services screen, and that VGPL is the only library at this time to have an ADA computer station.

Barbara presented a job description for the Chair of the Facilities Committee and received comments.

Diane reported that the Master Gardeners might be available to help with a project at the Library.

2. **Community Relations:** Mary agreed to serve as Chair of the Community Relations Committee. Pat will transfer her files and knowledge of the responsibility to Mary.

3. **Nominating Committee:** to be named

4. **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. **Budget Hearing:** Board members are asked to attend the County Budget Hearing on Friday.

2. **Lease Agreement:** The County has been amending its facilities lease agreements to include an exchange for goods and services. The value set for the VGPL facility is \$65,000 per year. Barbara has been working to revise the agreement drafts as required by the Library; she presented the version that had been accepted and signed by the Commissioners.

This draft included one of the changes requested by the VGPL Executive Committee, namely the inclusion of the neighborhoods in the VGPL service area.

However, the other section of concern, the methods of determining value of Library services, had not been revised.

The County has deadline of June 30 to finalize the agreement.

The intent of the Board focused on two points:

- 1) There must be a description of the method of valuing Library services, such as "the value of services will include but not be limited to the value of volunteer hours valued by independentsector.org, the cost of materials and supplies, staff salaries, program support services, IT services, etc. Other factors such as the number of open hours, value of the Library collection, and programs provided are also considered.

- 2) There must be a procedure for resolving any disagreement on the value of Library services.

Todd moved, and Mary seconded the motion.
Motion to waive the 3-day notice period for an emergency meeting of the Board to address the lease agreement.
This motion was approved unanimously. \

Todd moved, and Steven seconded the motion.
Motion to accept an email vote on the lease agreement.
This motion was approved unanimously, with Howard abstaining.\

Diane moved, and Pat seconded the motion.
Motion to authorize Barbara to contact the County with the following points: <ul style="list-style-type: none"> <li>• we will not sign the contract as is</li> <li>• we want to facilitate the process</li> <li>• we need to negotiate further</li> <li>• we are making ourselves available for negotiation</li> </ul>
This motion was approved unanimously, with Howard abstaining.\

Steven will contact Jack Sullivan’s office tomorrow morning to inform him of the situation.

3. **Overdue project:** Barbara reported that with Nolan Zisman’s work on this project, the number of overdue materials has been reduced from 1,373 to 810.
4. **VGPL Advancement from Developing Status to Public Library:** Barbara explained that VGPL is in our last year as a “developing library” and must now complete the requirements for advancement to Public Library status. This will qualify the Library for additional Federal funds (\$1500-\$3000/year) and will be a factor in eligibility for GO Bond funds. Progress has been made to position VGPL as Public Library in the following ways:
  - a. Pam successfully passed in the Level II Librarian exam, and Barbara is scheduled to take the exam in October.
  - b. Barbara has drafted (and submitted to the Board for comment) the Collection Development Plan, the Technology Plan and the Staff Development Plan. She intends to submit the Strategic Plan as formerly submitted and will distribute copy of that document to the Board.
5. **Re-Install Technology:** Barbara is working on a plan to re-install the IT system throughout the Library, including standardizing computer set-ups, documentation of the configurations, installation of a new router, etc. This would involve shutting down the library for a defined time. Todd will provide ideas/suggestions on the plan.

6. **The Big Read:** The tentative plan is to use *Bless Me, Ultima* as the reading material, collaborating with Capshaw Middle School.

## **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 May. Diane compared this year's position with 2006 and explained that the increased expense this year is largely attributed to spending on grant funds for collection materials. The \$15,000 to be received from the County should appear in the next report.

## **Committee reports**

### ***Executive Committee Report (Steven Rosenthal)***

Steven reported that the Executive Committee had met to discuss the County lease agreement.

Dell, in response to our letter and follow-up telephone calls, has reduced the amount due to \$0.00. As recommended by Marcel, Steven will contact Dell to assure that they withdraw any credit company complaints against the Library.

### ***Development Committee Report (Pat Bell: report on file)***

- Pat reported that the newsletter has been posted and asked Board members to inform her of the date upon which they receive their copy at home.
- Pat presented an update on the Development Calendar for 2007.
- Marcel reported on the Car Show, explaining that it is now planned to be a drive-through show in July and would not have funds available for the Library.
- Steven reported that the Eldorado Arts & Crafts Association would be making a contribution to the Library this month.
- Pat presented a proposed Welcome Package for new patrons. It was suggested that the volunteer application be added to the package.
- Pat presented the Donation History by Appeal. In reviewing this, Todd agreed to ask the Water District to include a request for donations in one of their mailings this Fall.

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

Ann reported that the Program Committee Report, distributed in email prior to the Board meeting, included two changes. First, Martha Yates has agreed to present at the November meeting. Secondly, the attendance at the May program was disappointingly low, which may be attributed to the specialized subject matter and to limited publicity in advance of the meeting.

Ann also reported that the Neighbors in Print listing has now been updated, including four new authors, new 2007 publications, and urls to author websites.

Steven reported that he has spoken with the principal of the Eldorado Elementary School, who proposed some parenting programs to be led by a local educator.

### **Community Relations**

No report: (Mary just assumed responsibility in this meeting.)

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

Jack presented the Library Expansion Report, including minutes of their meeting on May 24<sup>th</sup>. In addition to the items described in this report:

- \* Jack is working to revised estimates for expansion projects next year; it has been proposed that costs will increase ~20%.
- \* Jack will work to address the traffic flow with the School and Senior Center.
- \* Steven will contact the Commissioners to stress the importance of this expansion project.

### **New business**

1. Todd reported that the funding from Jack Sullivan may be at risk because of other priorities
2. Todd reported that the Albertsons program of donations is being discontinued. Diane reported that income from this source has been limited.

### **Adjournment of meeting**

The meeting was adjourned at 9:00 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Library Director's report
  - June report
  - Amendment no. 1 (Lease agreement)
- Treasurer's Report
  - June report
  - Profit Loss report (ytd through May 31, 2007)
- Donations Committee report
  - Development Calendar
  - Possible Contents of a Welcome Package for New Library Patrons
  - Donation History by Appeal
- Program Committee report (as emailed earlier)
- Library Expansion Status report