



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 March 20, 2007

### Attendees:

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

### Others attend:

Barbara Hagood

### Absent:

Diane Gulseth, Diane McCarthy

President Steven Rosenthal called the meeting to order at 7:05 pm in the Vista Grande Public Library Building.

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

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

The minutes of the February meeting are accepted without dissent. Ann and Todd abstained because they were not present in the February meeting.

### • **Selection of Standing Committees.**

Vacancies continue for four of the committees:

- \* Facilities: Jack will approach potential candidates.
- \* Community Relations: Steven will discuss this with Diane McC.
- \* Nominating Committee: to be named
- \* Ice Cream Social Chair: to be named

#### **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.

### Volunteer Programs

- The April 28<sup>th</sup> recognition event is on schedule and will include a volunteer recruitment table.
- Training continues with a meeting slated for next week.
- Volunteer needs were reviewed.

### Library Operations

- Marcel is helping to notarize background check forms. It was decided that if the form is submitted without a Social Security Number, that volunteer will be moved to a slot without contact with children.
- Trash cleanup is continuing. Todd and Howard will help haul trash and move items from the Library to the storage unit. Barbara will arrange for a second trash container.
- American Library Association advocacy materials were provided for the Board.

### Public Programs

- The first Teen Movie Night on April 13<sup>th</sup> attracted 8 teenagers. They offered suggestions for improved advertising.
- Adult program ideas were discussed, with a suggestion that we include Shirley Jacobson talking about the 75<sup>th</sup> anniversary of the New Deal and the Federal Writers' Project. Ann will follow up with Barbara on this idea.
- It was proposed that the Neighbors in Print listing be published and made available to local businesses (banks/real estate agents/etc.) for distribution. Ann will verify the authors' information and work with Marcel on publication.
- Jack has found out more about the Princess of Thailand's availability and will work with Ann to explore the potential of a program.
- The April 28<sup>th</sup> event was reviewed, with the following suggestions:
  - Pat will include invitations to the five sponsors of the expansion project.
  - Marcel will help Pat develop a Powerpoint loop with volunteers' photos in recognition. [Post-meeting note: this was dropped because of resource limitations.]
- The summer children's program advertising will be focused on "Get-A-Clue" theme. It was suggested that this begin soon, so that families could include this in their summer plans.

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

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

Diane will be meeting with Marcel to identify investment options, and to discuss the R.E.grant.

Grant funds for large-print books were discussed, as these materials have limited circulation. Diane will explore the potential of expanding the scope of this grant to include other types of literature for seniors (magazines, health issues, etc.)

## **Committee reports**

### ***Executive Committee Report (Steven Rosenthal)-- minutes on file***

The Executive Committee met on Friday, March 9<sup>th</sup>, with the following highlights:

- The Santa Fe County has issued a resolution identifying the service area for the Library. An open issue remains concerning the valuation of donated books.
- A second issue has developed concerning the professional library qualifications of staffing for the Library. Although Barbara will be taking the Level I exam in October, there was concern that there is precedent for the State Librarian to accept an ALA-qualified Board member as satisfying this requirement.
- Steven and Diane will plan a meeting with the State Librarian to respond to these two issues.

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

Pat reviewed the progress of the Development Committee.

- Pat has been preparing for the April 28<sup>th</sup> event and is preparing invitations for past Board members. She distributed a list of names/addresses for the Board to review and update.
- Pat distributed copies of the March issue of BookMark. The June issue will include a donation envelope. Pat has asked for suggestions for content for this issue.
- Pat is reviewing the donation history by appeal and will continue to monitor this through the year.

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

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

Four options for expanded programming were discussed:

1. A “for your information” series of programs to cover topics of general interest.
2. Film showings for adults
3. “Big name speakers” with programs held outside of the Library
4. Focusing the Thursday evening programs on topics related to literature, writing, and publishing.

After much discussion, it was decided that Ann will continue with focused Thursday evening programs (#4) and to introduce “for your information” programs (#1) monthly on Saturday mornings. Steven will review the movie catalog to identify programs of interest that he could host for adults.

Jack suggested programs on the Public Speakers Programs (NASA) and WIPP.

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

Jack reviewed the current funding available for expansion. Lacking approval of the full Library expansion program, the Committee recommended that the design work proceed and that 2007 development be focused on expanding parking facilities. This would give immediate benefit to Library patrons, and request for the remainder of the monies needed for library expansion would be submitted for 2008 funding.

The Board discussed this recommendation and its impact on ongoing Library activities, effect of Senior Center and the Elementary School traffic, and commitment to expansion in 2008.

Todd moved, and Howard seconded the motion.
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Motion to proceed with requirements and design of an expanded parking lot.
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This motion was approved unanimously.
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## **Community Relations**

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

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

Todd will develop specifications for an audio-visual rack for use on the Teen Movie Nights and other programs.

## **Adjournment of meeting**

The meeting was adjourned at 9:15 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Library Director's report
- Treasurer's Report
- Minutes of Executive Committee meeting March 9, 2007
- VGPL Programs progress report
- Library Expansion report