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## Vista Grande Public Library Board Meeting Minutes November 13, 2007

### Attendees:

Jack Abernethy, Mary Arnold, Pat Bell, Kathy Carey, Howard Efner, Diane Gulseth, Ami Jaeger, Ann Jenkins, Marcel Legendre, Steven Rosenthal, Eric Wiswell

### Others attending:

Pam Geernaert, Lou Matta (for first part of meeting)

### Absent:

Roberta Armstrong, Todd Handy

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

### **Action: Approval of Agenda**

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

### **Action: Approval of October 2007 Board minutes**

Motion to approve the minutes of the Board meeting of October 16, 2007.  
The minutes were approved without dissent, with Ami Jaeger abstaining because she did not attend the October meeting.

### **Action: Audio-Visual Information (AVIT) Committee and Chair**

Ann moved, and Jack seconded the motion.
Motion to create a new Audio-Visual/Information Technology Committee and appoint Eric Wiswell as chair.
This motion was approved unanimously.

### **Action: Ice Cream Social (August 2008) Chair**

Steven reported that he has identified a potential candidate and will have more information at the next meeting.

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

Barbara's November report (on file) includes the following highlights:

**State Library Exam:** Barbara has passed the Library II examination, strengthening our Library qualifications as a Public Library with the State.

**VGPL brochure:** Barbara updated and redesigned the patron brochure for the Library.

Steven reported that the following dates are critical for State support of the Library:

- November 29<sup>th</sup> - the IT Committee will be meeting to discuss increasing State funding for public libraries
- January 24<sup>th</sup> - Library Day: VGPL plans a table to distribute information to legislators.

**Elementary School programs:** The Elementary School is expanding its programs to include 7<sup>th</sup> and 8<sup>th</sup> grades, with the first classes for middle school to begin in September of 2008. The Library is expanding its collections and programs, to improve the materials available for middle school students and to expand hours to accommodate these classes. It may be possible to apply grants from the State Library to help fund these new services.

## **Youth Services report. (Pam Geernaert)**

Pam reported that she is continuing to work closely with the Elementary School. More cards have been issued to students, and she has an ongoing Teacher's Relief Program underway to provide library services directly to the classes.

The Mom's Club plans to meet more frequently in the Library.

Programs are planned to involve more local authors and poets. There were over 50 people attending the movie night with Ratatouille: this program included a new release movie and was promoted to whole families (not just teens). Christmas at the Library will include brunch with Santa on Saturday December 15<sup>th</sup>.

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

Diane presented the Account balances report, as of 11/13/07. The difference from same period in 2006 is a decrease of almost \$33K. This is the result both of decreased revenue and increased spending.

Diane also presented a report of the County Appropriations, Grants, and Restricted Funds through November 13<sup>th</sup>.

- **County budget appropriation:** She has set up accounts to track expenses for the County funds and has presented a bill to the County for the months of September and October. She will be billing over a nine-month period, in order to complete all billings before the end of the County fiscal year.
- **First National Bank grant:** Because of the demise of the Eldorado wrap for the Santa Fe New Mexican, the cost of advertising in the full newspaper has increased dramatically. Advertisements funded through the First National Bank grant will instead be placed in the Eldorado Sun.

There was discussion of what charges might be included in the County budget appropriation for Contractual Services.

Pam reported that she has identified software for children to be funded through the State Library Developing Grant (2006), but that the computer equipment needs to be upgraded to accommodate the programs.



Eric will work with Pam to determine what is needed and take appropriate action.

Diane reported that in meetings with Marcel, it was determined that the First National Bank was prepared to pledge bank securities to secure Vista Grande Public Library funds that exceed the \$100K FDIC Insurance maximum.

Diane moved, and Jack seconded the motion.
Motion to authorize the President to sign the First National Bank pledge agreement and to designate the Treasurer and Secretary to take authorizations on behalf of the Board.
This motion was approved unanimously, with Marcel abstaining.

Diane reported that the Director's insurance is paid and up-to-date.

Pat and Marcel are working with Diane to prepare the Finance Committee 2008 budget, to be presented at the January Board meeting.

### **Allstate Foundation donation:**

Lou Matta presented a contribution of \$500.00 to the Library from the AllState Foundation.

## **Standing Committee Chair Reports**

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

Steven presented key activity from this month's Executive Committee meeting:

- o recommendation that we form an AV/IT Committee (as approved earlier in the meeting)
- o Investigation into changing the Fiscal Year to coincide with the County and State calendars...

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

Pat indicated that she is preparing a special mailing to major donors and encouraged Board members to contact donors personally where appropriate.

Steven is calling all volunteers to thank them for their work in the Library.

### ***Program Committee Report (Ann Jenkins)***

Ann reviewed activities of the Program Committee. The Neighbors-in-Print has been updated, and Barbara has agreed to format and publish the copy.

The October program, with a talk by Tom Clagett on The Exorcist, was attended by ~20 people: Pat's help with setting up, and operating, the AV equipment was invaluable.

The 2008 program is in development.

## ***Community Relations (Mary Arnold)***

Mary reported that the New Mexican has been giving strong publicity to the new Southside Library and that she will be working with them to increase visibility of the Vista Grande Public Library's programs.



Jack will give Mary information on the ABQ Journal and New Mexican community bulletin boards.

## ***Facilities Committee (Roberta Armstrong)***

Steven reported on the Facilities Committee activities, based on an email from Roberta:

- The Library is being relamped.
- The storage unit is being cleared out and organized.
- Jack has been working on the flood light in front of the building.
- Colors have been selected for the painting of the Library; work is being done by the County.

Steven is now working to get the County to budget funds for Library building maintenance.

Re-roofing is to be scheduled, including fixing the windows as required.

## ***Nominating Committee (Marcel Legendre)***

Marcel reported that we now have 13 Board members and that he will be working up a slate of candidates for election in January.

## **Ad Hoc Committee Chair Reports**

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

Jack presented the Library Expansion Report, as detailed in the report on file. The current schedule for the parking lot has the contract to be awarded on January 3, 2008, with work starting 2-4 weeks thereafter.

Jack is communicating with the State legislators concerning our request for capital for the Library expansion.

Jack is now working with the County to discuss relocating the flag light to the roof and possibly installing timers and motion detectors.

### **Continuing Advocacy (Steven Rosenthal)**

Steven reported that Thanksgiving cards have been sent to the legislators.

### **Overdue Policy (Ann Jenkins)**

There was no discussion of this topic (not on agenda).

## **Facility Usage Policy (Steven Rosenthal)**

There was no discussion of this topic (not on agenda).

## **Ice Cream Social 2008**

Discussed previously.

## **New business**

### **ByLaws (Ann Jenkins)**

Ann presented copy of the proposed changes to the VGPL ByLaws. These changes are a consolidation of changes discussed in meetings of Board members earlier in the month.

The proposed changes were emailed to Board members previously, and will be posted in the Library for Board vote in the December meeting.

### **Board orientation**

Board orientation is being scheduled for November 27<sup>th</sup> at 6:30 pm. Pizza will be provided.

It was suggested that the orientation include: history of the Library, programs and services, technology.

### **Manuals for Library equipment**



Steven, Barbara, and Eric will develop a collection of library equipment manuals.

## **Adjournment of meeting**

The meeting was adjourned at 8:45 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Library Director's report
- Treasurer's Report - November 13, 2007
- VGPL - County Appropriations, Grants and Restricted Funds (November 13, 2007)
- Expansion report, November 13, 2007