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

### Attendees:

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

### Others attending:

Barbara Hagood, Kathy Carey, Eric Wiswell

### Absent:

Todd Handy, Ami Jaeger

President Steven Rosenthal called the meeting to order at 7:00 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 September 2007 Board minutes**

Motion to approve the minutes of the Board meeting of September 18, 2007.  
The minutes were approved without dissent, with Pat Bell and Diane Gulseth abstaining because they did not attend the September meeting.

### **Action: Personnel Matters (closed to all non-Board members)**

Mary moved, and Jack seconded the motion.
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Motion to open this portion of the meeting to Barbara Hagood.
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This motion was approved unanimously.
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Steven presented the recommendation of the Executive Committee for a pay increase for Pam Geernaert. This recognizes her service to the Library children and youth programs and can be accommodated within the Library budget.

Ann moved, and Jack seconded the motion.
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Motion to approve a pay increase of \$2.00/hour for Pam Geernaert, effective the current pay period, with the next salary review to be scheduled for January, 2009.
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This motion was approved unanimously, with Pat Bell abstaining.
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## Action: Ice Cream Social (August 2008) Chair

Steven reported that he has not yet identified a volunteer to chair the Ice Cream Social but is discussing this with someone who has expressed interest. Pat suggested this individual attend the debriefing meeting for the 2007 event.

## New business: Board membership

In continuing discussions of the VGPL bylaws, it has been recognized that the terms of members must be staggered for continuity in the Board. Ann reported that she has been reviewing past records of the Board and that it appears that the Board membership is currently staggered across the 3-year terms. Steven had members of the Board report their initial start date:

2005	2006	2007
January <ul style="list-style-type: none"> <li>• Todd Handy</li> <li>• Diane Gulseth*</li> <li>• Steven Rosenthal*</li> </ul> * elected after filling vacancy (incomplete term)	January <ul style="list-style-type: none"> <li>• Howard Efner</li> <li>• Pat Bell</li> </ul> November <ul style="list-style-type: none"> <li>• Ann Jenkins</li> </ul>	January <ul style="list-style-type: none"> <li>• Marcel Legendre</li> <li>• Jack Abernethy (second term)</li> </ul> May <ul style="list-style-type: none"> <li>• Mary Arnold</li> </ul> July <ul style="list-style-type: none"> <li>• Ami Jaeger</li> </ul> August <ul style="list-style-type: none"> <li>• Roberta Armstrong</li> </ul>



Ann will add the term dates to the Board membership roster.

The maximum number of Board members is set in the bylaws at 15, which leaves 3 vacancies on the Board. It was decided that new members could be added to the Board at this time, with elections for new terms to be scheduled for the Annual Meeting in January.

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

Barbara distributed copy of her report. Discussion around this report addressed the following points:

**County Satellite Office:** There has been no response from the County regarding our request for a Memorandum of Understanding on use of Library space. Barbara has identified this space as being valuable for adult computer terminals.

Howard moved, and Steven seconded the motion.
Motion to place two computer stations in the space vacated for the County office and notify the County of our plans to do so.
This motion was approved, with Marcel opposed.

**Proposal to McCune:** Barbara has submitted a proposal to the McCune Foundation to establish a teen advocate program at the Library.

**Volunteer program:** Barbara is taking a course on volunteer programs at the University of North Texas. A representative from the Retired Senior Volunteer Programs will be making a presentation to the volunteers meeting in November. Daisy Brumby is working with Barbara to develop a volunteer manual, which will include volunteer job descriptions. Additional volunteer support is needed for Saturday staffing and for coordinating youth volunteers.

**Elementary School programs:** Pam has been hosting visits to the Library by school classes and processing library cards in the course of these visits. About a quarter of the children already have library cards, and an estimated 150 new library cards have been issued to date through this program.

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

Diane presented the Account balances report, as of 10/16/07. The difference from same period in 2006 is a decrease of over \$33K. This is the result both of decreased revenue and increased spending.



Diane will be comparing the 2006 and 2007 expenses further to help in planning.



Roberta will investigate costs of janitorial services for potential cost savings.

The paperwork is in place for the \$40K County GO funds, which can be used this year for certain operating expenses.

Steven explained the requirement that the Library spend \$1.50 per capita of the legal service area in order to qualify for the State library funds (July 1 - June 30). Last year the Library spent \$1.82.



Diane will meet with Marcel to plan the next CD renewal.



Diane will investigate pricing and coverage options for Directors and officers insurance.

The Profit and Loss report is deferred until next month.

## **Standing Committee Chair Reports**

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

Steven presented issues from this month's Executive Committee meeting:

- the pay increase for Pam Geernaert, discussed earlier in the meeting
- decision not to proceed with murals for the Children's Room, because of lack of funds
- letter from State Librarian regarding changes in their requirements for funding
- lack of response from County regarding Memorandum of Understanding for use of Library space, discussed earlier in the meeting
- continuing problems with Library computers (leading to Board discussion of network problems and potential solutions)



Diane, Barbara, Ami, and Steven will meet to discuss ramifications of the State Librarian changes.



Diane will get a proposal from Jamie for solving the computer problems.



Steven will explore the Comcast service agreement to determine whether there are requirements for providing services to libraries and schools.

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

Pat distributed copy of her report. Discussion around this report addressed the following points:

**Donations by Board members:** Pat distributed donation envelopes and stressed the importance of Board member contributions, since full Board participation is a key element in soliciting other donors. Matching fund requests are to be sent to Diane.

**Book money:** Processes are needed to tracking book money, separately from petty cash .

**Book sale:** The rescheduling of the book sale from the first Saturday to December 8<sup>th</sup> will need additional publicity.

**Annual donation program:** Unlike the classic approach of targeting selected major donors, the Library is planning a broader plea to the general community. Pat distributed the proposed letter for mailing. The Board discussed a hybrid approach, including a second follow-up to individuals who have donated large amounts in the past.



Pat will identify major donors from the past. She will work up a separate mailing, to include a thank you, a copy of Neighbors in Print, and a request for continuing support.

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

Ann reviewed activities of the Program Committee.

**September program:** Attendance at this meeting was disappointing, though the talk was very stimulating and suggested some ideas for better services to teen-aged girls.



Ann will contact the Santa Fe Girls' Ranch about renewing Library activities.

**October program:** Barbara has placed an ad for this program in the Eldorado wrap. Todd is unable to set up AV equipment, but Steven offered to be there to help.

**November program:** This speaker developed an unavoidable schedule conflict and the November program has been cancelled; Mary managed publicity for this change.

**2008 programs:** Responses to Neighbors in Print letters include several authors who are interested in presenting next year. There was discussion of changing the meeting dates to avoid conflicts, suggesting that Tuesday evenings might be more popular.



Ann will complete the Neighbors in Print update by the end of the month.



Kathy Carey will join the Program Committee.



Ann will work with Program Committee and Barbara to explore alternative dates for adult programs.

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

Mary reported that publicity has been slow because of cancellation of the November adult program. Barbara showed the new format for the Library newspaper ads.

Mary suggested expanding publicity for the Library, particularly around the time of the annual donation request.



Mary will work with Barbara on Library publicity for “donation time”.

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

Roberta reported that the facilities activities this month have addressed problems with landscaping, driveway work, and lights. The drip irrigation system was upgraded.

**Roof repairs:** The work on roof repairs is on hold, based on the County construction group’s recommendation that this be done at the time of the Library construction.

However, any roof problems are to be reported both to the County maintenance group and the construction group through email to assure that major problems are taken care of.

**Storage shed:** Roberta will be working with Barbara to clear out the storage shed.



Roberta will send out an email to the Board asking for help with the storage room cleanout.

**Security:** Steven reported that a deadbolt has been installed for improved security when staff/volunteers are in the Library during off-hours.

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

Marcel introduced two visitors to the meeting who had expressed interest in the Board, Kathy Carey and Eric Wiswell.

## **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 Capital Outlay Request is \$1.3 million.

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

Steven has held a small group meeting to brainstorm ideas for advocacy and will communicate these ideas as they are developed. Some of these ideas were discussed; Mary proposed a website or email link to send communications to appropriate legislators.



Steven will contact the Library webmaster to determine whether there is a utility available for emails to 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 distributed a document of changes to bylaws for discussion. This document includes those changes that were developed with Board member input, including meetings with Jack, Roberta, Howard, and Steven and emails from Pat and Mary.



Board members will provide input on this document, with the target of presenting formal proposals for bylaw changes in the November Board meeting.

### Board membership

Kathy Carey provided an overview of her background and explained that her experience both as a Board member and an executive director would add value to the VGPL Board. Kathy is a frequent user of our Library.

Eric Wisell also provided an overview of his background, including relevant experience in project management, work with the Federal government, and interest in photography. Eric explained that “libraries and books are the anchor” and the reason he is interested in becoming involved.

Marcel moved, and Jack seconded the motion.
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Motion to appoint Eric Wiswell and Kathy Carey as Board members
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This motion was unanimously approved.
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## Adjournment of meeting

The meeting was adjourned at 9:07 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Library Director’s report
- Treasurer’s Report - October 16, 2007
- Development Report - October 2007
- Expansion report, October 16, 2007

Documents distributed (not included in copy of minutes):

- 2007 Board of Directors contact list
- VGPL Bylaws - changes for discussion
- VGPL Bylaws - as amended September 18, 2007