



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 September 18, 2007

### Attendees:

Jack Abernethy, Roberta Armstrong, Mary Arnold, Howard Efner, Ann Jenkins, Marcel Legendre, Steven Rosenthal

### Others attending:

Pam Geernaert, Barbara Hagood

### Absent:

Pat Bell, Diane Gulseth, Todd Handy, Ami Jaeger

President Steven Rosenthal called the meeting to order at 7:02 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 August 2007 Board minutes**

Motion to approve the minutes of the Board meeting of August 21, 2007.  
With the correction of the spelling of Steven Rosenthal's name, the minutes of the August meeting are accepted without dissent, with Marcel abstaining because he did not attend.

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

Steven presented the recommendation of the Executive Committee for a pay increase for Barbara Hagood, recognizing her year of service and accomplishments through that year.

Jack moved, and Howard seconded the motion.
Motion to approve a 10% pay raise for Barbara Hagood.
This motion was approved unanimously.

The Board discussed the need for more information on library skills and salaries to assist in planning for the future.



Marcel and Ann will conduct a salary and market survey for public librarians and report back to the Board.

## Action: Selection of Standing Committee Chairs

Nominating Committee: The chair of this committee remains vacant.

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

Steven reported that he is discussing this assignment with a current volunteer, who has expressed interest if the committee can work without political interference.

## Action: Amendments to the Bylaws

Steven presented for vote the bylaws changes that he had proposed in the August meeting. The proposed changes were posted in the Library; however, there were no comments from Library users.

Steven explained his rationale for the changes to Article 5, Section 2, relating to the composition of the Board of Directors:

- The Library is unique, being in direct competition with bookstores, the internet, and the City Library.
- Some current and active Board members may be considered nearing the maximum of 6 consecutive years of service.
- The procedure for adding members to the Board has created confusion on what the term of service is for members sitting on the Board.
- Although the bylaws specify a three-year term for Board members, there is currently a member who was granted a one-year term.
- It has been difficult in the past to recruit new Board members, and for a period of time, there were not enough members to meet the minimum number required in the bylaws.

Comments from other Board members were sent to Steven in email prior to the meeting. Although many of these were sent to him individually, there were open concerns about not only term limits, but also the procedure for identifying terms and the allowance of only one Board member living outside the area. Discussion in the meeting indicated that there is no consensus on this section of the bylaws.

There was no discussion about the other changes proposed.

Roberta moved, and Howard seconded the motion.
<b>Motion to approve proposed change #1 to the bylaws.</b> Note: Article 4. Notices, Meetings, Quorums, and Voting Notices Section 1. Membership meetings Section 2. Board of Director's meetings Details are in attachment to this document.
This motion was approved unanimously.

Howard moved, and Mary seconded the motion.
<b>Motion to approve proposed change #2 to the bylaws.</b> Note: Article 4. Notices, Meetings, Quorums, and Voting Meetings Section 1. Membership Details are in attachment to this document.
This motion was approved unanimously.

Jack moved, and Roberta seconded the motion.
<b>Motion to approve proposed change #3 to the bylaws.</b> Note: Article 5. Board of Directors Section 2. Composition Details are in attachment to this document.
This motion was rejected unanimously.

Jack moved, and Howard seconded the motion.
<b>Motion to approve proposed change #4 to the bylaws.</b> Note: Article 5. Board of Directors Section 5. Resignations Details are in attachment to this document.
This motion was approved unanimously.

Howard moved, and Jack seconded the motion.
<b>Motion to approve proposed change #5 to the bylaws.</b> Note: Article 6. Officers of the Board of Directors and Duties Duties Section 1. President Section 2. Vice-President Details are in attachment to this document.
This motion was approved unanimously.

Jack moved, and Marcel seconded the motion.
<b>Motion to approve proposed change #6 to the bylaws.</b> Note: Article 9. Committees Nominating Committee Details are in attachment to this document.
This motion was approved unanimously.

Steven named Marcel to chair the Nominating Committee. Jack will also serve as a member of this Committee.



Steven will incorporate these changes into the bylaws and sign the official copy, with the changes as approved by the Board.

### ***New business: Internet problems***

Steven presented the need to publish Library documents, such as bylaws and Board meeting minutes, to the internet for public access. He is investigating a supplemental website service to host these documents and link into our existing website. There was a question about current website usage and whether the demand for these documents justified the additional cost.



Steven will investigate the current usage and demand for internet access to Library documents.

This lead into a discussion of problems with internet access to the Library card catalog, a problem that arose about a month ago. Steven reported that Jamie has determined that the problem is not within the local Library network, but rather with our internet service provider. The Library has benefited from the free services provided by La Cañada Wireless, and there are benefits to the community relationship. However, Steven reported that he is investigating alternative services that might provide more dependable service, though at a cost.

### **Action: Amendments to the Bylaws (resumed)**

There was discussion about the need to gain more input from Board members on the needs for bylaws changes. Ann distributed some potential changes for consideration and discussion, but did not propose these formally for vote at the next meeting.

Marcel moved, and Steven seconded the motion.
<b>Motion to form a committee to contact Board members, get input, discuss, and bring forward a proposal for changes to the bylaws.</b>
This motion was approved unanimously.



Jack, Mary, Roberta, Ann, and Steven (as ex-officio member) will serve as an ad hoc committee to revise the bylaws in accord with Board direction. Ann will lead this committee.

### **Action: Radio Station**

Steven reported that the Executive Committee considered the request for the Library to sponsor the Eldorado Radio Station, with concerns about potential liability and commitment of Library resources without adequate controls. The Executive Committee recommended that the Library not assume sponsorship, although the potential value of the station is recognized.

Ann moved, and Roberta seconded the motion.
<b>Motion to decline the offer to sponsor the Radio Station</b>
This motion was approved, with Jack opposed and Marcel abstaining.

## **Library Directors' Report. (deferred until later in the meeting)**

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

In Diane's absence, Steven presented her treasurer's reports:

- Account balances, as of 09/12/07
- Projected Expenses - September 1, 2007 to June 30, 2008 [allocation to County expense elements of \$40K County funds]
- 2007 Ice Cream Social income and expenses

Steven questioned the \$28K drop in account balance from 2006, with questions about the timing of Ice Cream Social receipts.

In review of the allocation of County expense elements, there were questions concerning what might be included in Element 50 (contractual services): could this include security charges or internet access charges?

The Profit and Loss report is deferred until next month.

## **Standing Committee Chair Reports**

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

Steven reported the Executive Committee presented two issues, discussed previously: the pay increase for Barbara Hagood and sponsorship of the Radio Station.

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

In Pat's absence, Steven presented Pat's Development Report for September 2007.

Jack moved, and Howard seconded the motion.
---

<b>Motion to authorize Barbara to set 2008 dates for book sales and Ice Cream Social, to fix these dates for the ECIA calendar.</b>
---

This motion was approved unanimously.
---------------------------------------

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

Ann presented the Program Committee report for September.



Barbara will help complete contact information for area authors.



Jack will provide speaker's names for suggested FYI programs.

### ***Community Relations (Mary Arnold -- report on file)***

Mary distributed her report on publicity for the September and October programs.

Steven reported that the Eldorado wrap (Santa Fe New Mexican) are now crediting the Bank for sponsoring the library ads.



Barbara will provide copies of the ads to sponsors as they are published.

### ***Facilities Committee (Roberta Anderson)***

Roberta reported that the facilities activities are being included in Barbara's Library Director's report. Discussions with the County were successful in getting some delayed maintenance taken care of.

## **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:** Jack Sullivan has stressed that this arrangement is only a temporary relationship until permanent space can be located for the County. With respect to the financial impact of this program on the Library, Barbara reported that there is no expected impact. Steven indicated, though, that there may be an issue with the County lease agreement.



Steven will determine whether there is any impact of "unrelated business income" on the County lease agreement.

### ***Children's Librarian Report (Pam Geernaert -- copy on file)***

Pam presented her report on services for children and youth. She requested status on the funding for murals for the children's room; Steven reported that the \$15K that had been expected from Jack Sullivan funding will not be forthcoming and is not available to fund the murals. The issue is referred to the Executive Committee for consideration of the budget.

Howard moved, but there was no second.
--

<b>Motion to table remaining agenda items and adjourn.</b>
--

## **Standing Committee Chair Reports (resumed)**

### ***Facilities Committee (Roberta Anderson) (resumed)***



Steven, Barbara, and Roberta will meet to assess the storage unit; Todd has offered his truck for the move. Pam will determine storage requirements for children's supplies.

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

Jack presented the Library Expansion Report, as detailed in the report on file.



Barbara, Roberta, and Jack will review facilities files in attempt to locate the manual for the flag light.

## **Ad Hoc Committee Chair Reports**

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



Steven will invite members of the Board and other community members to a meeting on legislative advocacy...

### **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**

Discussed previously.

## **Adjournment of meeting**

The meeting was adjourned at 9:07 pm.

Minutes submitted by Secretary,  
Ann Jenkins

Attachments on file:

- Vista Grande Public Library Amended and Revised Bylaws - proposed changes
- Library Director's report
- Treasurer's Reports
- Development Report - September 2007
- Program Report 18-Sep-2007
- Community Relations Chair report, 9/18/07
- Expansion report, September 18, 2007
- Library Director's Report, September 18, 2007
- Children's Librarian Report (September 2007)