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Vista Grande Public Library Board Meeting Minutes April 15, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Pat Bell, Kathy Carey, Diane Gulseth, Ami Jaeger, Ann Jenkins, Steven Rosenthal, Charlotte Warren, Eric Wiswell

Others attending: Barbara Hagood

Late arrivals (point of arrival noted below): Todd Handy, Marcel Legendre

Absent: Jim Danneskiold

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 March 2008 Board minutes

Motion to approve the minutes of the Board meeting of March 18, 2008 as amended from comments received.
The minutes were approved unanimously.

Treasurer's Report (Diane Gulseth – reports on file)

Diane presented the report of Account Balances (as of 4/11/2008); County Appropriation, Grants and Restricted Funds (as of 4/11/2008); and the 2008 budget: Revenue and Expenses Through March (as of 4/11/2008).

Santa Fe County has been billed about \$5,054.87 for March expenses. About \$11,000 remains on the allocation.

We are at 25% of budget vs. income, on target; for expenses, at 22%, also on target.

\$2,475 has been received from the recent email appeal. 15 donations were made on-line yielding \$1,685, average was \$112, several recurring donations. Several hundred dollars have come in since then, including \$50 from Los Alamos Bank.

[Todd Handy joined the meeting]

Technology Grant paperwork has not yet been completed, but we have the go-ahead to spend our matching funds component of the grant.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

No major decisions. Steven re-iterated how important it is for Board members to volunteer for Saturday shifts at the Circulation Desk.



Steven will ask Barbara to circulate the list of volunteers for Saturday shifts.

He noted that Barbara is applying for some grants that require 100% participation from Board Members before considering the Library for a grant. Two recent applications requested information on total amount of money given by the Board. Steven is asked to certify this. Contributions are needed for this calendar year.

Development Committee (Steven Rosenthal)

Committee met and the result was the e-mail solicitation. Have also re-written letter to school parents; waiting for school to take action. Barbara is beginning to meet with the the school regarding a Memorandum of Agreement.

Saturday, May 3 will be a Candidates' Forum at the Library. Candidates have confirmed, and we have moderators in place. Has been generating positive feedback and all candidates plan to attend. ERA has canceled their forum. There will be an ad in the Sun about this event. Steven asked that all Board members attend; 11:30 am will be set-up time.

Program Committee Report (Kathy Carey— report on file)

Kathy thanked Ann for filling in last month. Poetry night planning is progressing. Chico's (Guadalupe) sales event on May 7th will be advertised and we will receive 10% of the proceeds. Chuckwagon event will be rescheduled to September. Kathy is also checking on a community event on the Plaza in mid-May.

Community Relations (Mary Arnold)

Barbara is handling the paid ads. Barbara and Mary have been working on an article in ECIA's Vista Newsletter that will feature the library and include Barbara's photo.

Facilities Committee (Roberta Armstrong)

Cleaning RFP has gone out; bids due on April 25.

Jack reported discussions re: septic system pumping on an annual basis. County will check on specs. County will turn on irrigation system shortly.

Steven reported that Ron had looked at the flashing, and will investigate getting this painted.

Cost estimate is being obtained for floor cleaning and sealing. Steven requested that additional bids be obtained. Jack suggested contacting the maintenance person at de Vargas Center (John Espinoza).



Roberta will follow up.

Facilities use policy is being revised; should be ready for review next month.

Nominating Committee (Marcel Legendre)

No report.

Ad Hoc Committee Chair Reports

Library Expansion Committee (Jack Abernethy — report on file)

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

Construction on the parking lot has started. County has been monitoring—contractor used our water, fencing is often down, lack of activity. Contractor said rough grading is done, electrician will be coming in shortly. Driveway will be closed soon. Jack has talked with Don Dayton at the Senior Center. Their parking lot/driveway construction will start soon, perhaps late June. This will involve making our current exit 2-way for about 100 feet. Senior Center traffic will have a stop sign when exiting their lot. A new parking pad will be constructed for the County medical van.

County has informed us that our transformers will have fences around them.

Jack and Steven have asked Ron for an accounting of monies spent on our behalf.

[\[Marcel Legendre joined the meeting\]](#)

Continuing Advocacy (Ami Jaeger — report on file)

Re-iterated importance of Forum.

Technology (Eric Wiswell — report on file)

ADA computer upgraded and on-line. Children's Library receipt printer is working. Working on gift receipt via email system; works on laptop but not with our desktop machine. Has helped Barbara pick out a lectern for about \$500; will use GeoBond money.

New business

Strategic Plan Process Proposal (Ann Jenkins)

Ann described the proposed process – (1) research and benchmarking, (2) community input, (3) plan development. Intent would be to complete a first draft by November. Ann moved, and Jack seconded, that the Board approve the process and set up committee. Approved unanimously.



Ann will send out a copy of the previous plan.

First Discussion of Library Policy Revisions (Ann Jenkins)

Circulation Policy (Mary Arnold) – Mary has reviewed the draft with Barbara and the changes in red were made by Barbara. Todd suggested that loan periods and item limits be eliminated from the policy and that the Library Director be instructed to develop the periods and limits and possibly bring them to the Board for approval. Also need to recognize that there are regular exceptions. Jack moved to. Marcel seconded. Approved unanimously.

Code of Ethics (Ann) – Jack moved approval, Eric seconded. Approved unanimously.

[Barbara Hagood joined the meeting]

Sexual Harassment (Ann) – Steven noted that one of the potential grantors has specific language in this regard which we may have to certify. Ami noted that we should ensure that we are compliant with the IRS 501(c) (3) language. Ann will revise definitions based on input from Steven and Ami. Barbara noted that the Board and volunteers are essentially the same as employees; Ann will include this.

Poetry Reading (Charlotte Warren)

Copy of scheduled readings was distributed. The event will be this Thursday, 7 pm. Ami is bringing refreshments.

Library Directors' Report (Barbara Hagood: report on file)

Barbara's April report (on file) was presented.

Capstone Press will be here next week to give us a \$5,000 check for winning a recent drawing.

Meeting with Principal Lussiez and Assistant Superintendent Gutierrez is scheduled for May 6 to discuss MOU for middle school library. Barbara will like to see money coming direct to library.

Have requested that the County order a wired lectern for us (as noted in the Technology Report).

Barbara has copies of Ice Cream Social solicitations for Board member review.

Tea for Tuda is at 4 pm, Saturday, 4/19. Can accommodate 50. Treats and teacups are needed.

Mary and Barbara are working on Realtors Breakfast. Friday, May 16 will be the date, 8:15 am.

We did not get the Las Campanas grant, but will do the Night Sky program anyway.

Todd asked when tutors are needed. Barbara indicated hours are flexible now but she'd like a volunteer to coordinate the entire program. Tutors are needed, mostly for math and reading for boys.

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday, May 20, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

Adjournment of meeting

The meeting was adjourned at 8:54 pm.

Minutes submitted by Secretary,
Roberta Armstrong

Attachments on file:

- Advocacy Report (April 11, 2008)
- Code of Ethics Policy—Draft (April 11, 2008)
- Expansion Committee report (April 11, 2008)
- Library Director's report (April 15, 2008)
- Policy Review Progress Report, April, 2008
- Sexual Harassment Policy—Draft (April 11, 2008)
- Strategic Plan Process Proposal (for April, 2008 Board review)
- Technology Committee Report, April, 2008
- VGPL Account balances as of April 11, 2008
- VGPL - County Appropriations, Grants and Restricted Funds (April 11, 2008)
- VGPL 2008 Budget Revenue and Expenses (April 11, 2008)
- Vista Grande Public Library Cash Analysis (April 15, 2008)