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Vista Grande Public Library Board Meeting Minutes August 19, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Pat Bell, Kathy Carey, Jim Danneskiold, Diane Gulseth, Todd Handy, Ann Jenkins, Steven Rosenthal, Charlotte Warren, Eric Wiswell

Others attending: Barbara Hagood

Absent: Marcel Legendre

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 July 2008 Board minutes

Motion was made and seconded to approve the minutes of the Board meeting of June 17, 2008.
The minutes were approved, with two abstentions (Ann and Diane)

Resignations and Vacancies

Ami Jaeger has resigned from the Board. This leaves the Continuing Advocacy group without a chair. Steven suggested. Jack moved that we temporarily close down this committee, Roberta seconded the motion; approved unanimously.

Steven has resigned as chair of the Development Committee; Jack Abernethy has been appointed to this position.

Library Directors' Report (Barbara Hagood)

This month's report contains circulation statistics only, due to job responsibilities with the Ice Cream Social.

[Jim Danneskiold and Todd Handy joined the meeting.]

Annual growth in circulation (Jan-Dec)

2001 to 2002 = 113%

2002 to 2003 = 23%

2003 to 2004 = 25.8%

2004 to 2005 = 3%

2005 to 2006 = 2.6%

2006 to 2007 = 29.9%

Change in one-month circulation June 08 to July 08 = 23%

New patrons in one month = 59

New items added to collection = 359

Have received numbers for state library grants in aid – \$3,108.29 (for books, travel, etc.)

It was noted during the discussion that we do not yet have an agreement with the school re: money, process, responsibilities. Barbara is continuing to work on that.

Treasurer's Report (Diane Gulseth)

We will report expenditures of \$1.62 per capita in our annual report for July 1, 2007-June 30, 2008); this is above the mandated \$1.50 per capita.

Diane sent out three reports: (1) grants, (2) budget, (3) treasurer's report. Budget includes new \$40,000 from the County. County representative stated that an extension of last year's MOU will be done. VGPL is authorized now to spend \$10,000 out of the \$40,000 prior to signing the MOU extension. There is also the additional \$10,000 allotment that requires an agreement. Steven asked that a letter be drafted to Jack Sullivan and Jennifer Jaramillo re: these issues.



Diane to draft the letter to Sullivan and Jaramillo.

We now have the purchase order number for the technology grant, so can start billing against that.

Ice cream social income (tickets, raffle, sponsorships) is starting to come in; so far have enough in hand to cover expenses prior to the event.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

Executive Committee met; no emergency actions taken. The Executive Committee has a recommendation for revision to Compensation and Benefits Policy. Diane presented the proposed revision – basically to remove the requirement for equal benefits for all positions, and to delete the line re: Board approving the library schedule. Jack moved that the revised policy be approved, Mary seconded; approved unanimously.

The Board discussed the need to develop a shared vision for the Library and a better understanding of Board responsibilities. Executive Committee is suggesting that we hold a facilitated workshop to work on these items. Question: should we have such a workshop? General consensus is that we should proceed with the workshop. Question: How long? 6 hours, possibly 2 3-hour sessions. Question: Which day? Probably Saturday will be best.



Ann to follow up.

Development Committee (Steven Rosenthal)

No report from either the past or current chair.

Program Committee Report (Kathy Carey)

Chico's has agreed to do a Saturday promotion event for us, all day on December 6. Also gave us a \$50 gift certificate for the Ice Cream Social.

Also met with Borders (Sanbusco Marketplace), who will put on two events: (1) in the Library, (2) in the store. \$5,000 and under, we would get 20%; over \$5,000 25%. Event could be done in October or sometime next year. Kathy will check on Nov. 1 for the date. Also have a First Books program; we can apply for funds from this program.



Kathy will follow up on the scheduling and publicity for these events.

Thursday, 8/21, Lois Allen Frank will do a program on Native American cooking.

Community Relations (Mary Arnold)

No report this month. Steven noted that What's New part of the website is great.

Facilities Committee (Roberta Armstrong)

- New cleaning contractor began Monday afternoon.
- Have bought key cabinet to better manage our various keys; need to install.
- Will be setting the old drip irrigation system next week.
- Work is being done on the AC system. 3 roof units for 3 zones; fuses were blowing. County checked; cleaned ductwork of mice, nests, etc. When PNM did energy audit, they added a governor on the compressors to reduce electricity use during peak periods. These are being removed.
- Steven reported continuing problems with traffic routing. Roberta and Barbara will discuss.

Nominating Committee (Marcel Legendre – absent)

Ad Hoc Committee Chair Reports

Library Expansion Committee (Jack Abernethy)

Jack will talk with Paul Gustafson at County re: this year's inflation rate. Waiting to see Capital Outlay Request form on the County website. Steven will be meeting individually with key players to keep them aware of our needs.

Technology (Eric Wiswell)

- Will be meeting with volunteers to instruct them on iPod security procedures.
- Now loading iPods on a rolling basis.
- Most iPod usage seems to be 8-18 year olds.
- iMacs now have graphics software (Elements, Painter); printer will be ordered soon.
- Loading software updates for iMacs.
- New furniture is due.

New business

Library Policy Revisions (Ann Jenkins)

Introduction (Ann Jenkins)

Will do Jack's policies in September, Pat's in October, Kathy's in November.

Fair Use and Copyright Policy (Ann)

Ann moved approval of the policy as revised, Jim seconded. Approved unanimously.

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday, September 16, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

Adjournment of meeting

The meeting was adjourned at 8:15 pm.

Minutes submitted by Secretary,
Roberta Armstrong

Attachments on file:

- Compensation and Benefits Policy draft
- County Appropriation, Grants, and Restricted Funds (August 15, 2008)
- Account Balances as of August 19, 2008

- Vista Grande Public Library 2008 Budget; Revenue and Expenses Through July (August 15, 2008)
- Fair Use and Copyright Policy (draft, June 2008)