



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 December 16, 2008

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

Others attending: Barbara Hagood

Absent: Jim Danneskiold, Pam Monahgan-Geernaert

### Call to Order

President Steven Rosenthal called the meeting to order at 7:00 pm in the Vista Grande Public Library Building.

### Action: Approval of Agenda

Our expected guest is unable to attend owing to the weather; she will be rescheduled for after the first of the year.. Steven called for a motion to approve the agenda for the meeting. Todd moved that the agenda be approved, Mary seconded. The agenda was approved unanimously.

### Action: Approval of November Board minutes

Motion was made by Jack and seconded by Eric to approve the minutes of the Board meeting of November 18, 2008. The minutes were approved unanimously.

### Library Directors' Report (Barbara Hagood)

#### *Library Operations*

Barbara distributed attendance counts. Circulation statistics are similar to past years except there is an increase in counts for DVDs.

Barbara noted that she had received the current water bill for over \$1,000.



Barbara will fax the bill to the county, and Roberta will write a note with copies to key people regarding the issue.

[\[Charlotte joined the meeting.\]](#)

Book sale came in 17% over projections. Remainder books will go to several local libraries.

Santa breakfast drew over 70 participants; Santa was lovely; pancakes were delicious.

Barbara is leaving Christmas Eve and will return on December 30<sup>th</sup>.

No info on MOU with Library.

## **Treasurer's Report (Diane Gulseth, reports attached)**

Diane sent out three reports: (1) grants, (2) budget, (3) treasurer's report.

**Treasurer's Report.** Almost \$20,000 over last year's total at the same time.

**Grant Report.** Report now shows state library grants-in-aid (about \$3,000) and GO Bond money; \$9,098.86 left in GO bond fund to spend.

**Budget Report.** Have reached 94% of income goal; have spent 92% of budgeted amounts. Basically on track.

**Recent Fundraising Results.** Handwritten appeal letters netted \$7,785; mass mailing netted \$4,042; front desk appeal letters netted \$425; poinsettia sales, \$480; Santa breakfast, \$90. Received \$1,938 for book sale. Some expenses will need to be deducted.

**2009 Planning.** Developing budget without County money; donations are lower as well. Will present for discussion and approval in January.

## **Standing Committee Chair Reports**

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

Executive Committee met last month and took no actions. Discussion centered around funding and lack thereof.

As followup to the meeting, Ann talked with each Board member about their interests for next year. Many are interested in development activities.

### ***Development Committee (Jack Abernethy)***

Bank gathering on Thursday night, the 18<sup>th</sup>, the last Chamber event of the year. Jack and Marcel plan to attend; Steven may as well if his schedule permits.

Jack has sent out a proposed meeting schedule for 2009.

### ***Program Committee Report (Kathy Carey)***

There was a good turnout at Chico's on Saturday.

Kathy will meet with Barbara shortly to review program for next year.

Border's sale is scheduled for March.

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

Mary has continued posting posters, updating What's New on the website, etc.

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

Water bill has already been discussed. No other items.

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

Two Board members are up for election in January; 2 additional seats are open. Marcel invited recommendations for candidates. Joan and Larry Lemmon were suggested.

## **Ad Hoc Committee Chair Reports**

### ***Technology (Eric Wiswell)***

Eric has held training session for volunteers on the Creativity Center. They feel comfortable helping people get signed on, but need more training in using the applications. He will run some classes and perhaps charge for the classes. (Steven noted that charging may require special handling related to our budgeting.)

Recommendations for graphics tablets have been sent to Barbara.

Eric has developed some cost figures for color printing -- \$2/page without paper, \$3/page with library providing the paper. Users can do B/W printing to check their work at \$ .10/page. Steven suggested having CD-Rs available for people to purchase, or perhaps have thumb drives available.

## **New business**

### **Expectations of a Board Member**

Ann distributed draft B and requested further input. Steven suggested we add requirement for recusal in the case of conflict of interest. Discussion of percentages for major duties; it was proposed that they be changed to 70, 10, 20 respectively. Jack moved and Eric seconded that we adopt draft B with the amendments noted above effective 1/1/2009. Motion approved unanimously.

### **Recruiting for the Board**

Ann asked whether the group had any additional thoughts on Board needs. None were forthcoming.

### **Facilities Use Policy**

Roberta noted that the latest draft had been circulated. Pat Bell suggested that we be clear that use of alcohol not be allowed and that the individual scheduling the meeting receive a copy of the policy and sign it. Discussion re: whether we need an application form for this purpose; Roberta thought not, that existing procedures would cover this. Discussion about liability for non-library sponsored groups. Roberta move that the draft be revised to reflect restriction of use to library-sponsored events and that no alcohol be permitted; the draft to be circulated for email vote prior to the end of December. Kathy seconded the motion. It was approved unanimously.

### **Library Day (Jack Abernethy)**

Scheduled for January 30. We cannot have a table since we missed the deadline, which was in October. Plan is to visit legislative leaders re: expansion; sharing capital outlay request. We don't expect action this year.

Steven noted that the NM State Library has sponsors for a bill to give libraries \$8,000 each; Steven thinks chances of passage are slim.

### **Date for Next Meeting**

Annual meeting of membership, January 27, 2009 @ 6:00 pm

Next Board meeting Tuesday, January 27, 2009 @ 7:00 pm

### **Adjournment of meeting**

The meeting was adjourned at 7:55 pm.

Minutes submitted by Secretary,  
Roberta Armstrong

Attachments on file:

- Account Balances as of December 15, 2008
- Attendance Counts (December 15, 2008)
- County Appropriation, Grants, and Restricted Funds (December 15, 2008)
- Vista Grande Public Library 2008 Budget; Revenue and Expenses Through November (December 15, 2008)