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## Vista Grande Public Library Board Meeting Minutes February 19, 2008

### Attendees:

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

### Others attending:

Jim Danneskiold, Barbara Hagood, Pamela Monahgan-Geernaert

### Absent:

Howard Efner

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 January 2008 Board minutes**

Motion to approve the minutes of the Board meeting of January 15, 2008 as amended from comments received..  
The minutes were approved unanimously.

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

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

She emphasized recent building improvements (e.g., window replacement, HVAC repairs, roof work in progress), upcoming Leprechaun Breakfast, and Fiesta Verde.

Pam reported that we will be having the first ever children's book sale soon.

On March 12 we will have a table at the upcoming Chamber of Commerce event. Board members were invited to attend.

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

Diane presented the Account balances report, as of 2/18/08; the report of County Appropriation, Grants and Restricted Funds; and the 2008 budget.



Agreed that next month we will begin submitting reports for the meeting on the Friday before the Board meeting to allow time for review

## **Standing Committee Chair Reports**

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

Steven reported that a development committee has been formed – Steven Rosenthal (Chair), Marcel Legendre, Kathy Carey, Ann Jenkins, Mary Arnold, Steven Rosenthal, and Roberta Armstrong. Initial ideas include more targeted fundraising.

### ***Program Committee Report (Kathy Carey: report on file)***

Kathy presented the 2008 program plan.

For the February 21 program, Steven will give the introduction. Roberta and Mary will arrange refreshments.

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

Mary has been sending in notices re: upcoming events and programs.

Steven believes there is a need to have more signs on 285 indicating that the library's location.



Barbara will contact the county and check on procedure.

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

Roberta reported on the Facilities Committee activities:

- Window replacement is complete.
- Roof repairs are in progress.
- Barbara has accomplished a lot of interior painting.
- HVAC repairs are in progress.
- Draft request for proposal has been prepared so that we can seek bids for cleaning services.



Roberta will arrange for the excess books to be moved to storage after the next donation day.

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

Marcel introduced Jim Danneskiold who has experience in initiating a new library in Chama, serving on its board, and working in a children's library some years ago. He's lived in Eldorado for about 20 years, has been a writer/editor, and serves as an office

manager. He's also attended a few VGPL meetings. He's very interested in becoming a Board member.

## 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.

Contract for the parking lot expansion has been approved and needs to go to the Board of County Commissioners on February 26<sup>th</sup> for their approval. Construction is expected to begin in March.

The Library received \$55,000 toward the expansion in this legislative session, pending Governor Richardson's signature.

Steven raised the question of whether we should attend Governor Richardson's upcoming 5-minute sessions.

Jack moved that we schedule five minutes with the Governor on Thursday to discuss our concerns; seconded by Todd Handy. Motion approved. Steven, Jack, and Ami will attend.



Provide library cards for key legislators and ensure they are invited to upcoming events.



Steven, Jack, and Ami to prepare for and attend meeting with governor.

### ***Continuing Advocacy (Ami Jaeger — report on file)***

Ami reported that none of the library-related bills passed, except for the \$55,000. Governor has 20 days to act; he has line item veto.

Barbara suggested we consider a "year in review" document to ensure the community knows about our accomplishments. Consensus is that this is a good idea.



Ami will get information on dates and times for upcoming elections and share with the group.



Note: No one identified to follow up on year-end report.

***Ice Cream Social 2008 (Suzanne LaFlamme out of country; Steven Rosenthal reporting)***

Steven reported that Suzanne is out of the country. She has been in touch with several Board members to get started on the event planning. A check for facilities deposit has been sent to ECIA.



Steven will invite Suzanne to the next Board meeting.

***Technology (Eric Wiswell — report on file)***

Eric reported that the Technology Showcase Grant has been submitted. He has also been working on a number of maintenance items. The ADA machine is being changed since Vista doesn't work. Two additional computers are being purchased for the children's library with cd/dvd emulator software. Eric has resolved the issue with the fax machine.

**New business**

**Proposed Process for Board Policy Review (Ann Jenkins — document on file)**

Ann reviewed the proposed process. Steven will post the existing documents to vglibrary.net. Objective is to revise the policies, with Board input, by the July meeting. Revisions to be brought to the Board for approval.



Ann will send a revised board policy review document to the Board.



Designated Board lead for each policy to seek input and prepared revised drafts of policies for Board review.

Barbara raised the issue of facilities use policy and how to handle requests in the interim. Ann moved that interim requests for use of the library by external users be referred to the Executive Committee for action. Seconded by Kathy. Amended to allow existing users to continue use until the new policy is approved. Motion approved as amended.



Executive Committee to act on pending facilities use requests until policy has been revised.

**Albertson's Community Partners Program (Todd Handy)**

Todd noted that this program has been reinstated. We can get key chain cards which result in money being sent to VGPL.



Barbara will obtain cards for distribution to interested parties.

### **New Board Member**

Jim indicated his willingness to serve on the Board. Diane moved that Jim be elected to an interim board position through the next annual meeting. Motion seconded and approved unanimously.

### **Medical Assistance**

Todd has been investigating defibrillator. Fire Department would like us to have one as first responders don't carry them. Discussion about liability. Todd has no proposal at this time. Pam reported that she is attending the CPR and first aid certification classes offered at the school.

### **Date and Agenda Items for Next Meeting:**

Next Meeting Tuesday March 18, 2008 @ 7:00 pm

Agenda Items:

- Discussion of implications of school change on library operations
- Continued policy review

## **Adjournment of meeting**

The meeting was adjourned at 8:50 pm.

Minutes submitted by Secretary,  
Roberta Armstrong

Attachments on file:

- Library Director's report
- VGPL Account balances as of 2/18/08
- VGPL - County Appropriations, Grants and Restricted Funds (February 18, 2008)
- VGPL 2008 Budget Revenue and Expenses (February 18, 2008)
- Advocacy Report February 2008
- VGPL 2008 Program Plan (February 19, 2008)
- Expansion Committee report, February 18, 2008
- Technology Committee Report, February, 2008
- Proposed Policy Review Plan, discussion draft