



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 January 15, 2008

Attendees:

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

Others attending:

Barbara Hagood

Absent:

Mary Arnold

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 December 2007 Board minutes

Motion to approve the minutes of the Board meeting of December 18, 2007.
The minutes were approved unanimously, with Charlotte Warren abstaining as a new member to the Board.

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

Barbara's January report (on file) was presented, as discussed in the Annual Meeting, immediately preceding this meeting.

There was discussion of the background checks of Library volunteers and Board members. Barbara reported that the volunteer checks were up-to-date, but newer Board members had not been processed.



Barbara will process background checks for Roberta, Eric, and Kathy (Charlotte had been processed in her role as Library volunteer).

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

Diane presented the Account balances report, as of 1/15/08 and the report of County Appropriation, Grants and Restricted Funds.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

Steven reported that the Executive Committee had a short meeting but had taken no emergency action. There was discussion of monitoring grant moneys, especially with respect to the potential Innovative Technology Grant.

Development Committee Report (Pat Bell: report on file)

Pat submitted her analysis of 2007 development, including a breakdown of 2007 income by appeal; newsletter and year-end appeals as of mid-January 2008, and donation details.

Program Committee Report (Ann Jenkins: report on file)

Ann presented the 2008 program plan, as developed with Barbara, Kathy, and Mary. Key changes include:

- Working to develop an integrated program plan that includes adult, youth, and other activities.
- 2008 program plans including some opportunities for fund-raising.
- After discussion with the Board about shifting the adult programs from the third Thursday, schedule conflicts were discovered; programs are keeping the original schedule.
- In addition to media publicity for adult programs, speakers are now being given invitation cards to distribute to their personal contacts.
- Board members are encouraged to participate - selecting meetings for which to welcome attendees, bring refreshments, or help set up seating.

Barbara distributed a sign-up sheet for Board members to volunteer to help with programs through the year.

Community Relations (Mary Arnold)

In Mary's absence, Steven reported no new development.

Facilities Committee (Roberta Armstrong)

Roberta reported on the Facilities Committee activities:

- The flag has been taken down and discussions are underway with the County about replacement lighting.
- Tables have been moved to the storage shed.
- Windows are being resized and replaced, in order to eliminate ceiling leaks.

There was discussion of the County's work on the windows and the impact on budgeted funds for roof repairs and scheduling a three-day close of the Library.

Cleaning services are still be evaluated. The state of the Library floors is of particular concern: there was discussion of the possibility of sealing or replacing the flooring.

Nominating Committee (Marcel Legendre)

Marcel was thanked for his work on nominations and the election process.

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. He reported that he will be communicating with Gov. Richardson's office about the need for the Library Expansion.

There was discussion of the 4-year window on spending of the Capital Outlay Funds.

Continuing Advocacy (Steven Rosenthal)

Steven urged Board members to attend the Library Day at the State Capital on January 24th. There are three issues of concern for the Library:

1. funding for the State Library
2. capital for the VGPL expansion
3. the Martinez bill for rural libraries (those with <10K population in the Legal Service Area)

Ice Cream Social 2008

Steven reported that Suzanne is starting work on the 2008 Ice Cream Social.



Steven will invite Suzanne to the next Board meeting.

Technology (formerly AVIT) (Eric Wiswell)

Eric reported that he has been working on the Technology Showcase Grant, which is due on February 4th and will be granted in March. He is also looking at a replacement for the fax machine and is investigating future grants for Library technology.

There was discussion of the IT requirements and capabilities for the Library expansion, and a question raised about whether the current building is equipped with power conditioning for grounding of all cables.

New business

Elections of Officers

Todd moved and Howard seconded that we nominate the following members to Board offices:

President	Steven Rosenthal
Vice-President	Ann Jenkins
Treasurer	Diane Gulseth
Secretary	Roberta Armstrong

Steven invited further nominations; the slate was closed with no further candidates.

The nominees were elected unanimously.

Elections of Chairs of Standing Committees

The Board identified candidates and elected chairs unanimously as follows:

Expansion	Jack Abernethy
Continuing Advocacy	Ami Jaeger
Ice Cream Social	Suzanne Scripps LaFlamme
Technology	Eric Wiswell

It was moved and approved unanimously to rename this committee the Technology Committee.

Dates for Board Meetings

Jack moved, and Roberta seconded the motion.
Motion to accept the Board and Executive Committee meeting dates as proposed by Steven in email to the Board.
This motion was approved unanimously.

There was discussion of a potential conflict in the January 2009 Annual Meeting date; it was determined to review this at a later date and revise the schedule if necessary.

2008 Budget

Diane presented the proposed budget for 2008 as developed with Marcel and Pat. In the course of discussion, it was clarified that the revenue figures do not include potential funds from the county after July of 2008 or possible income from the Rural Library Grant. Further points of discussion included (a) the lack of contingency funds in the operating budget, (b) the potential expenses of upgrading the server and Follett software.

It was decided that this budget would be reviewed, and revised as necessary, in the monthly Board meetings.

Jack moved, and Howard seconded the motion.
Motion to approve the budget as proposed.
This motion was approved unanimously.

Donor's Bill of Rights

Pat presented "A Donor's Bill of Rights" for consideration by the Board.

Ann moved, and Diane seconded the motion.
Motion to formally endorse the Donor's Bill of Rights, add this to the Library website, and post in the Library.
This motion was approved unanimously.

Defibrillators

Todd discussed the potential of installing a defibrillator in the Library, as a practice that is followed by many public agencies. There was discussion of the need for training, funds for device inspection/maintenance, and the need for this given the proximity of the Fire Department. Further discussion identified other areas for health/safety services.



Todd will research and report back on the use of a defibrillator in the Library.



Diane will investigate insurance impact.



Howard will develop a plan for CPR training for Library staff and volunteers; this may be coordinated with the First National Bank program with Red Cross training.

Adjournment of meeting

The meeting was adjourned at 9:06 pm.

Minutes submitted by outgoing Secretary,
Ann Jenkins

Attachments on file:

- Library Director's report
- VGPL Account balances as of 1/15/08
- VGPL - County Appropriations, Grants and Restricted Funds (January 15, 2008)
- 2007 Development report
- VGPL 2008 Program Plan
- Expansion Committee report, January 15, 2007
- VGPL 2008 Proposed Budget DRAFT (January 14, 2008)