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Vista Grande Public Library Board Meeting Minutes July 15, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Pat Bell, Kathy Carey, Jim Danneskiold, Todd Handy, Ami Jaeger, Steven Rosenthal, Charlotte Warren, Eric Wiswell

Others attending: Barbara Hagood

Absent: Diane Gulseth, Ann Jenkins

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 June 2008 Board minutes

Motion was made to approve the minutes of the Board meeting of June 17, 2008.
The minutes were approved, with two abstentions.

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

Barbara's July report was presented; now includes circulation statistics. 2008 will be a record year. Movies represent 20% of circulation.

In continued conversations with Claudia Williams, chair of the Art of the Book fundraiser, Claudia has raised some concerns about the Art of the Book project. She is suggesting some sort of membership program, perhaps as a means of reducing the number of fundraising programs, which are high effort.

[Charlotte Warren joined the meeting.]

Steven commented that most Friends programs provide icing on the cake, and we need cake! Comments made that we would need this on top of current donation level.

Barbara asked for feedback on this idea.

Ice Cream Social has additional children's activities. Question is whether there should be an additional fee for entering the children's area. One idea is to sell tickets for activities.

Thursday, July 24th, 2 pm, is ribbon cutting for parking lot. County will handle publicity. Steven will contact dignitaries. Library will provide cookies and lemonade. Jack Sullivan will attend. Board members are strongly urged to attend.

Barbara reminded the group of upcoming programs:

July 21st – Lois Ellen Frank re: cookbook on native foods

August 1st – Movie night, Spiderwick Chronicles

August 8th – Night Sky program

September – Sarah Lovett re: writing a book

October – Psychologist on raising children

November – Jack Loeffler on his new book

Steven reported that ERA wants to work with us on a candidates' forum on October 14th. Library will do something prior to the meeting. We are hoping for a huge crowd to demonstrate our needs.

Letter has been sent to state library re: our lack of interest in resource sharing initiative.

Steven reported on meeting with the County re: future projects. Three Board members attended.

Plant watering issue was resolved amicably with the county and water district.

Treasurer's Report (Steven Rosenthal, Diane on vacation, no financial reports this month)

As of today, we have approximately \$107,000 in all accounts, including money from County. Compared to historical balances, we're a little low; we've averaged about \$111,000 in our accounts. Funds from Ice Cream Social are very important, but were lower last year.

Steven talked with Jack Sullivan about various issues. Re: \$10,000 he said that MOU would be needed and he would get in touch with Jennifer to get this done. Re: next year's budget, temporary budget has no monies for any libraries. Jack suggested that we meet with Roman Abeyta (?) to get more informed about the budget. Steven has talked with Jennifer who indicated that they are busy and haven't gotten to the MOU yet. Status of \$40,000/\$50,000 is unclear.

Steven distributed an article re: service area calculations. According to these numbers, our area has a population of about 16,000. If these figures were accepted, it would have dire financial implications (e.g., we would be required to hire a full-time MLS librarian, spend \$1.50 per head, etc.).

Steven noted that 3 Board members have not yet contributed a minimum of \$25 to VGPL, which means we cannot submit any grants that require certification of 100% participation.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

No meeting this month.



Ami will research the legal aspects of children left at the library and report back to Steven and Roberta. Ann will contact other libraries re: how they handle the issue. This information is needed to complete the Facilities Use Policy revision.

Development Committee (Steven Rosenthal)

Newsletter went out to ECIA mailing list (2,473); some problems with list, but about 2,000 names and addresses looked good. No obvious donations as a result. Roberta suggested selecting a “winner” from among a month’s contributions, perhaps autographed books or some other small prize, plus highlighting the winners in our newsletters and web page.

Program Committee Report (Kathy Carey)

Chico’s event netted 7 participants, and \$90 for the library. Chico’s would like to do this fundraiser again. It was suggested by several Board members that we get better times – all day or a weekend – to allow more people to take advantage of this. Kathy will follow up.

Border’s does something similar.

Steven distributed tickets to Ice Cream Social. Attendees 6 and younger are free; 7 and older pay \$6. Board members asked to sell tickets and encourage folks to attend.



Kathy will distribute revised program schedule next week.

Community Relations (Mary Arnold)

Mary has initiated a new part of the web site – “What’s New” – highlighting new books, tapes, etc. "What's New" section can include other things. Mary wants to encourage folks to look at the web site often.

Vista will have a big article on the Ice Cream Social. Portion of back page of Sun Monthly in August will be shared with bank. Sun will also have a full-page ad.

Facilities Committee (Roberta Armstrong)

Highlights of the past month include:

- New landscaping completed and is being watered by the County
- Grounds cleanup was completed; thanks to Phyllis Rapagnani, Kent Jones, Al Webster, and Steven for helping out.
- Floors have been cleaned and sealed. John Espinoza will buff and polish floors on a quarterly basis for \$100.

- Cleaning contract will be let shortly at a slightly lower cost than the current contractor.
- Rugs have been cleaned.
- Annual fire inspection done.
- Working on repair of floor outlet; a part will be ordered. (Thanks, Marcel, for acting as electrician!)
- Buying key cabinet to better manage our various keys.

Nominating Committee (Marcel Legendre)

No activity to report.

Ad Hoc Committee Chair Reports

Library Expansion Committee (Jack Abernethy)

- Parking lot expansion: The expansion is complete except for some minor cleanup activities. The kerfuffle about watering the new plants was solved by the county. A truck with water visits the library Monday thru Saturday and waters the plants using water from a county well. The original plan was to use treated sewage plant water but I guess the county had trouble getting that. The book drop was relocated and Barbara oversaw the addition of a runway for the cart.
- Old irrigation system: Some repairs are needed in the old system. (We now have two systems, one for the old plants and one for the new plants.) We need the key to the old system timing controls and I have been trying to contact the company that installed the controls.
- Meeting with Liz Stefanics: The County Commissioner Search Committee met on July 8 with Liz Stefanics. I attended and discussed our future plans. I informed her of the problems we have had getting responses from the Santa Fe School Board. She provided a contact there and I passed that information to Barbara. I suggested that the counties top five items that go before the Legislature and the Governor are unknown to us until the session starts. I pointed out that the money we have gotten in the past was through our efforts and not the county. As a former State Senator she understood the problem.
- Emergency and disaster planning: I met with the Eldorado Emergency Management and Disaster Planning Committee on June 23. I have prepared a policy on that subject and would like to review it at the August meeting.

Continuing Advocacy (Ami Jaeger)

No report.

Technology (Eric Wiswell)

- Macs have been delivered. Need to buy and load image processing software.
- Printers – it's been suggested that we get lower end printers and sell CDs or charge for printing. Alternatively, if we buy a high quality printer, we can use G.O. Bond funds.

- iPods – Wireless capable, can leave messages on them – have some concerns about that. O&M issues include re-programming cradle keys every 4 days; need to work that into procedures. What should be put on the iPods? Lots of rooms for lectures, books. How to manage and update? Eric has presented info to volunteers; mostly positive.

New business

Library Policy Revisions (Roberta Armstrong for Ann Jenkins)

Introduction (Roberta Armstrong)

Roberta noted that policy discussions have been lengthy. Steven, Ann, and Roberta met and discussed the process. It was agreed that slowing the process down a bit, to allow more time for email review and input, and generally discussing one policy each month would be a better way to proceed.

So this month we will talk about the circulation policy tonight; next month we'll discuss one of the other outstanding policies: Fair Use Policy, Guidelines for Interviewing, Grievance Policy, Facilities Use. Ann will also present an updated status report next month.

Circulation Policy (Mary Arnold)

This version has loan periods and item limits removed since they are at the Library Director's discretion. Rest remains the same.

Comments were made: (a) a few typos, (b) language re: eligibility for a card.

Motion was made to remove circulation reports section on the grounds that it was more procedure than policy. Jack moved; Eric seconded. Motion approved. Mary will revise and circulate.

It was moved by Jack to do the vote on the revised Circulation Policy by email; Jim seconded. Motion approved. Mary will count votes and report back.

Todd moved to adjourn, and Jack seconded; motion approved unanimously.

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday, August 19, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review
- Final prep for Ice Cream Social

Adjournment of meeting

The meeting was adjourned at 9:10 pm.

Minutes submitted by Secretary,
Roberta Armstrong

Attachments on file:

- Circulation Policies Proposed Revision 7-15-2008
- Library Director's Report (July 15, 2008)