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Vista Grande Public Library Board Meeting Minutes June 17, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Pat Bell, Kathy Carey, Jim Danneskiold, Diane Gulseth, Todd Handy, Ami Jaeger, Ann Jenkins, 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 April 2008 Board minutes

Motion to approve the minutes of the Board meeting of May 20, 2008.
The minutes were approved unanimously.

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

Barbara's June report was presented.

Thank you letter has been sent to the realtors who attended the realtors' breakfast.

Thank yous to authors for the May book fair have also been sent.

Library will be closed this Saturday through Monday, to accommodate floor cleaning and sealing. Also Jul 4-5 (Friday-Saturday). Motion and second to approve closures, approved unanimously.

New materials have begun to arrive, including 100+ new DVDs, + 75 adult books and recorded fiction. All should be complete by June 30 to meet the \$1.50 per patron required expenditure. Diane and Barbara will monitor to ensure we meet the requirement plus a little more.

Veterans group installed new flag on flag day.

To prepare for new technology coming in, we need to dismantle some shelves and move them to the storage shed.

Barbara attended a meeting about the New Mexico State Library Sharing Initiative last week.

We have two new volunteers.

Ice Cream Social is progressing. Raffle items are coming in. We have a new mascot, a raven, and a naming contest will begin shortly. Suggestion made to do a small flyer to include in grocery bags and perhaps to distribute at the bank. Draft flyer was shared with the group.

Semi-annual book sale exceeded budget by 25%, made \$1,500. Books remaining will be donated to other libraries—Harding County and possibly College of Santa Fe.

Night sky program is Wed., 6/18 at the Library. Thursday night is Revolution on the Range at 7 pm. Cathy will do intro, Ann Jenkins will do the refreshments. New podium will be used.

27 attendees at last movie night; next movie is Enchantment.

Barbara and Kathy are working on July newsletter. ECIA will give us mailing list, or a portion of it. Would be an asset since it matches our population well.

We have received 200 community partner cards from Albertsons. Front desk is offering them to patrons. Rate is 1% for first \$50,000, 5% for next \$10,000 per quarter. Program is open-ended.

Treasurer's Report (Diane Gulseth – reports on file)

Diane presented the report of Account Balances (as of 6/13/2008); County Appropriation, Grants and Restricted Funds (as of 5/15/2008); and the 2008 budget: Revenue and Expenses Through May (as of 6/13/2008).

We have about \$110,000 in the bank at this point.

Over \$2,000 in donations came in today – Chico's, patrons, matching grant for \$1,000, Albertson's.

In the grants worksheet, as of Friday we have spent \$36,000 of \$40,000 from the County. Contractual services zeroed out with last payroll. Maintenance will be zeroed out with cleaning and sealing floors and this month's cleaning contract. In-house restricted funds have been zeroed out.

We have received another \$10,000 in discretionary funds from the County but do not have guidelines yet. Money needs to be spent by end of December.

Budget document now includes the new \$10,000. When we have guidelines for expenditure, Diane wants the Finance Committee to meet and do a budget modification. Technology Showcase grant is also included in the budget.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

The Executive Committee met but didn't vote on anything. We discussed parents dropping off children; one woman left a first and second grader here and then went to Albuquerque. We don't have a policy regarding these cases. Steven suggested we need to understand the law, our liabilities, etc. before calling the authorities.



Ami will research the legal aspects of this issue and report back. Ann will contact other libraries.

Development Committee (Steven Rosenthal)

Steven reported that there had been no meeting of the Development Committee since the last Board meeting. Executive Committee discussed newsletter and plans for the Ice Cream Social.

Program Committee Report (Kathy Carey)

The September chuckwagon will be put off until next year because it is too close to the Ice Cream Social. The Children's Hot Dog Cook Off will not happen this year.

When Kathy's computer is fixed next week, she will email a copy of the schedule for the rest of the year to the Board.

Sign-up sheet was circulated for Board members to sign up for program tasks (intro, setup/cleanup, refreshments).



Kathy will distribute revised program schedule next week.

Community Relations (Mary Arnold)

No report since Mary was absent. Per Steven, Mary will be taking over the web site.

Facilities Committee (Roberta Armstrong)

Construction is complete on the parking lot; landscaping remains. Also need to ramp up volunteers for additional cleanup work. There was some discussion about the landscaping proceeding while there is a Stage 2 water restriction on the area. It was noted that this work was controlled by the County.

Barbara has already reported on floor refinishing.

Cleaning contract is still being worked on. Original low bidder lacked a green card, so additional bids were sought; one is expected late this week. Breaking news is that low bidder now has appropriate paperwork and should be able to do the work for us. Barbara will monitor.



Barbara and Roberta will keep the Executive Committee informed re: the cleaning contract status.

Steven noted that annual fire extinguisher inspection is due.



Roberta will call re: fire extinguisher inspection and recharging as necessary.



Jack will look for fire hydrant cover.

Nominating Committee (Marcel Legendre)

No activity to report.

Ad Hoc Committee Chair Reports

Library Expansion Committee (Jack Abernethy)

Parking lot expansion:

- Paving is complete.
- The sidewalk to the school is complete.
- Parking lot lights have been installed.
- Planned work:
 - Striping of parking spots and installation of parking curbs
 - Area landscaping
 - Completion and turning on of irrigation system.

Continuing Advocacy (Ami Jaeger)

We are planning a public meeting or series this Fall with elected officials: Liz Stefanics (County Commissioner), Peter Wirth (Senator) and Brian Egolf (Representative), so the community can hear their plans for the legislative session, and they can listen to the issues the community cares about. We would like to continue to have quarterly meetings with our representatives.

Steven sent a note congratulating all three and asking them to serve ice cream in August. Wirth has responded.

Technology (Eric Wiswell)

Computer network routine network maintenance has been completed

Lectern has been received and will be tested.

Technology Showcase Grant:

- Two iMacs purchased
- 5 iPod Touch purchased, 3 have been received for use in the library
- 5 iPod security cradles delivered
- Software purchases to begin next week
- Peripheral purchases to begin next week
- Headsets need to be ordered.



Eric will draft policy for using the iPods and checking them out of the library.



Barbara will arrange to order headsets.

New business

1st Resource Sharing Cohort (Barbara Hagood/Steven Rosenthal)

Barbara attended a meeting on this. What we know so far:

- 4 libraries invited to participate: VGPL, Taos, Las Vegas, Pojoaque Pueblo
- NMSL has about \$46,000 to spend
- 1 library could act as fiscal agent
- Proposed purpose is to create single online catalog using Koha software; Koha is freeware
- Would need server to house the data
- Already know the 4 libraries could export existing data into new system easily
- Patrons could then borrow from any of the participating libraries
- Would have to devise a system to move the materials between libraries

This proposal raises many questions: (a) common procedures needed, (b) duplicate systems at all library and associated training and time issues, (c) potential software problems, (d) how to move the books between libraries.

Ann made a motion to defer this opportunity. “The VGPL Board supports initiatives for library resource sharing in principle but have chosen not to participate in this initiative as currently formulated. The following are key reasons: (a) the program doesn’t include state resources such as ILL, (b) we lack funding for ongoing operations of the program, and (c) there is a lack of resources to operate parallel systems.” Diane seconded with Ami’s amendment. Motion passed unanimously.

Library Policy Revisions (Ann Jenkins)

Facilities Use Policy (Roberta Armstrong) – Roberta presented the drafted revision of the facilities use policy. Considerable discussion ensued around several areas.

- Hours of operation. Need to add a sentence: Other closures or additional hours of operation may be approved by the Library Director as needed.

Ann moved approval with the addition of the previous sentence; Kathy seconded. Approved.

- Use of Building – We need additional clarity hear, and perhaps fewer restrictions.
- Behavior in the library – Need to cover the unattended children issue. What will we do if this happens?

Group recommended a separate session and also soliciting idea email.



Roberta will follow up.

Given the lateness of the hour, Ann proposed that the other drafts (Fair Use Policy, Guidelines for Interviewing, and the Grievance Policy) be deferred until July.



Jack will research the current ALA policy re: confidentiality..

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday, July 15, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

Adjournment of meeting

The meeting was adjourned at 9:10 pm.

Minutes submitted by Secretary,
Roberta Armstrong

Attachments on file:

- Fair Use and Copyright Policy—Draft (June 2008)
- Grievance Policy and Associate Form Drafts (May 19, 2008)
- Guidelines for Interviewing—Draft (June 2008)
- Library and Facilities Use Policy—Revision Draft 2 (April 3, 2008)
- Library Director's Report (June 17, 2008)
- VGPL Account balances as of 6/13/08
- VGPL - County Appropriations, Grants and Restricted Funds (June 13, 2008)
- VGPL 2008 Budget Revenue and Expenses through May (June 13, 2008)