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Vista Grande Public Library Board Meeting Minutes March 18, 2008

Attendees:

Jack Abernethy, Roberta Armstrong, Pat Bell, Diane Gulseth, Ann Jenkins, Marcel Legendre, Steven Rosenthal, Eric Wiswell

Others attending:

Barbara Hagood, Pamela Monahgan-Geernaert, Joan Lemmon

Late arrivals (point of arrival noted below):

Mary Arnold, Jim Danneskiold, Todd Handy, Suzanne LaFlamme, Ami Jaeger

Absent:

Kathy Carey, Charlotte Warren

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 February 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.

Policy Review Status (Ann Jenkins; *report on file*)

Ann will take on revision of the policies that Howard was assigned: Rules of conduct and sexual harassment.

[\[Ami Jaeger joined the meeting\]](#)

Ami will do employment practice policies.

We will stay with the July due date and revise later as needed.

Fundraising and development policies have been located and will be distributed shortly.

CDs of PDF and word versions of the policies were distributed.

[\[Mary Arnold and Jim Danneskiold joined the meeting\]](#)

Board Resignation.

Steven reported that Howard Efner has resigned from the Board, effective immediately.

[Visitor – Joan Lemmon joined the meeting.]

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

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

April programming includes:

1. Fiesta Verde – Posters will be up soon, as well as a story in the New Mexican. Will be working on an insert for the Sun Monthly containing program details. There will also be a handout available in the Library. Invitation has been prepared for County officials, etc. Documentary, Texas Gold, will be shown. Tea with Tuda, eco-ranchers, who will do a presentation on their practices on Sat. afternoon, 4/19, is scheduled. Barbara asked whether this could be a fundraiser for the Library as well. Mary and Diane suggested we use a donation jar at the events. Requested Board help with tea cups and baking.
2. Volunteers have some ideas for use of \$55,000 appropriation. Suggested use of modular buildings; Jack noted that they cost about \$100/square foot.
3. Pam reported she is working on several small grants for books, presenters for summer reading, part of her salary, etc. All for existing programs.

[Todd Handy and Suzanne LaFlamme, Ice Cream Social Chair, arrived]

4. Technology grant has been approved. We want to have people come into the Library to get content for their iPods. Grant will be signed tomorrow. We actually received about \$800 more than we requested; and our match was reduced, for a total increase of about \$1,600. Should see progress on this within 2-3 weeks.

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

Diane presented the report of Account Balances (as of 3/18/2008); County Appropriation, Grants and Restricted Funds (as of 3/17/2008); and the 2008 budget: Revenue and Expenses Through February (as of 3/18/2008).

Santa Fe County has been billed about \$3,000 for February expenses.

Diane noted that we needed to work with the County re: next year's appropriation, for the new fiscal year beginning July 1.

In an amendment to the lease agreement with County signed June 28, 2007, we have to provide \$64,000 worth of services to citizens of the County. Diane recently completed the required report documenting this value (pro-rated for this first year). Worksheet

developed showed \$88,000 or so in services, which can be carried over for the next year's report. Worksheet included staff hours, volunteer hours (2,252 hrs in 6 months at about \$18/hr), circulation costs (purchase, etc. at \$2.83 each, return postage for inter library loan, insurance, web site, AC/heating/utilities). Items reimbursed by the Country were not included.

Steven reported that Stephen Wust, who's running for Jack Sullivan's County Commissioner seat, was positive in discussions and email with Steven re: permanent library funding. Discussions with others are also positive. Ralph Jaramillo, in a recent meeting with CCCP, was also positive about permanent funding.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

Steven reported that there are problems getting volunteers on Saturday. Executive Board has committed to each taking a shift from 12-3 pm or 3-6 pm on rotating Saturdays. Steven invited the rest of the Board to participate. Training will be on the job from Barbara or other volunteers.

Ann moved that Barbara set up a volunteer schedule with Board volunteers. Jack seconded, motion passed unanimously.



Barbara will distribute a sign-up sheet for Saturday volunteers.

Facilities use. Executive Committee reviewed three requests: (a) religious group that planned to charge an admission fee and meet on multiple days; (b) religious group, no fee on Sunday; and (c) CASA (court appt spec advocate). The Executive Committee said no to first requests, and approved CASA's if they could meet on Wednesday evening when we are open.

Development Committee (Steven Rosenthal)

No report. Group is re-evaluating the approach to soliciting using information received the school. Steven plans to schedule a meeting soon.

Program Committee Report (Kathy Carey: no report)

Kathy is ill. There may also be issues with this week's speaker being ill.

Community Relations (Mary Arnold)

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

Barbara provided information earlier on upcoming publicity for Fiesta Verde.

Facilities Committee (Roberta Armstrong)

Cleaning RFP should go out shortly.

Facilities use policy in being revised.

Nominating Committee (Marcel Legendre)

Howard's resignation leaves one vacancy. Joan and Larry Lemmon may be interested in Board membership. Marcel will contact them.

Ad Hoc Committee Chair Reports

Ice Cream Social (Suzanne LaFlamme)

Beginning to contact people to identify subcommittee chairs. Have a volunteer to manage volunteer activities (Joan Lemmon). Working on a brochure. Discussion of printers and printing of forms; have used Alegra in the past. Diane will be involved since payment will be required. Barbara encouraged Suzanne and Joan to bring in new ideas. Discussion of possible sponsors; Suzanne and Joan will follow up.

Library Expansion Committee (Jack Abernethy — report on file)

Jack presented the Library Expansion Report, as detailed in the report on file.

Jack has researched sources of previous year's funds. Each was a capital outlay appropriation by the legislature:

2005 - \$50,000
2006 - \$100,000
2007 - \$75,000
2008 - 55,000

Approximately \$32,000 was spent on the architect's design of the parking lot expansion. The reason for that much for a parking lot design was the need for a topographic survey and relocation and repair of the irrigation system. About \$143,000 will be spent on the parking lot expansion, plus the change order to extend the walk. County has mixed feelings about doing anything with the available monies (about \$55,000); their recommendation is that we bank it. Steven doesn't see us getting any significant funds next year. We have no key needs at this time. There was group consensus to make no requests for use of these funds at this time.

Jack drafted letter to parents regarding construction. Sent to Principal Lussier and he said he would get it out. Construction begins next week.

Jack expressed concern about maintenance of retaining wall by Senior Center. The Senior Center also doesn't want to support parking lot paving, and wants to build their own parking area near the road. Steven asked who is in charge at the Senior Center. Don Dayton seems to speak for the Senior Center. Not clear if there is a formal Board. Mary suggested we invite a Senior Center representative to present to the Board. Todd recommended talking to our mutual landlord. It was

also suggested that Barbara could meet with Senior Center staff to discuss programming and other mutual concerns.



Jack will contact Janet Amtmann to find out who we should be talking with at the Senior Center re: issues, programming. Goal is to arrange some appropriate meetings to develop a good working relationship.

Continuing Advocacy (Ami Jaeger — report on file)

Ami reported that today was deadline for filing for County Commissioner is very soon, with the primary in June 3rd, and the election in the fall, the 1st Tuesday in November.

There will be a forum with candidates this week; Ami will send a note with dates and time.

Ami suggested a thank you letter to the four legislators who supported our bills and include library cards.



Steven and Barbara will send appropriate thank yous and library cards.

Technology (Eric Wiswell — report on file)

He has been working on a number of maintenance items. We need to bring in Jamie at some point to resolve some issues, especially the receipt printer. Jack said a major fix will be coming soon from Microsoft re: problems with Vista.

New business

Todd indicated that the Policy Review got him thinking about whether we should add a student or youth advocate to the Board. General sense is that we will consider this idea for the future.

Todd suggested that graduation package be sent to 6th graders, to advertise us as their library for 7th grade, congratulate them on completing 6th grade, etc.

It was reported that the Chamber of Commerce meeting/event was excellent, thanks to Marcel.

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday April 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 9:05 pm.

Minutes submitted by Secretary,
Roberta Armstrong

Attachments on file:

- Advocacy Report March 2008
- Expansion Committee report, March 2008 (and draft Notice to Parents re: construction)
- Library Director's report, 3/8/2008
- Policy Review Progress Report, March 14, 2008
- Technology Committee Report, March 18, 2008
- VGPL Account balances as of 3/18/08
- VGPL - County Appropriations, Grants and Restricted Funds (March 17, 2008)
- VGPL 2008 Budget Revenue and Expenses (March 18, 2008)