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Vista Grande Public Library Board Meeting Minutes May 20, 2008

Attendees: Jack Abernethy, Mary Arnold, Jim Danneskiold, Diane Gulseth, Todd Handy, Ami Jaeger, Ann Jenkins, Steven Rosenthal, Charlotte Warren, Eric Wiswell

Others attending: Barbara Hagood

Absent: Roberta Armstrong, Pat Bell, Kathy Carey

President Steven Rosenthal called the meeting to order at 7:04 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 April 15, 2008.
The minutes were approved unanimously.

Library Directors' Report (Barbara Hagood)

Barbara's May report was presented.

Discussions are continuing on the Memorandum of Understanding with the Eldorado Elementary School. There are issues with the procedures for purchasing, ownership of books, and storage/accountability. The MOU will be submitted to the Board for approval when these issues are resolved.

The State Library has invited VGPL to participate in a grant from the Institute for Museum and Library Services to pilot nonproprietary cataloging software. VGPL has been asked to serve as fiscal agent. Board discussion concerned the responsibilities of the Library in this capacity, resources required, and nature of the software testing.



Ann will talk with Barbara about the testing protocol.



Diane will talk with the VGPL accountant concerning the role of VGPL acting as fiscal agent for another organization.



Barbara will attend the State Library informational meeting on June 12th and report back to the Board.

Barbara described the furniture and fixture requirements for the new technology grant: funding is to come from the GO bonds. This will involve transferring the large print collection, which is currently underused, to the Senior Center.



Barbara will report to the Board monthly with metrics on the number of books circulated.

Children's Library Programs (report on file)

Barbara handed out Pam's report and reviewed the progress of youth programs. Book purchases are underway: the Capstone grant of \$5,000 is to be spent by June 30th. The elementary school has a State requirement to spend \$5 per student per year: there was discussion of the impact of middle school support on staffing, extended hours, programming, and the \$1.50 State Library requirement. There is an expectation that usage of the Library by middle school students will improve through this program.



Barbara will add to the MOU a statement that the Library is not responsible for restricting access to adult materials.

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

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

Diane noted that there is “no red ink” on the account balances; we are \$6K over last year and have an additional ~\$4.5K due from the County.

County maintenance funds will be used for contractual services for floor sealing and regular cleaning. Board members identified potential other uses of these funds such as window cleaning and septic tank pumping. Barbara is working with the County to get on a regular maintenance schedule.

The budget will be revised to include \$10K from County discretionary funds. Steven is in discussion with County representatives to clarify the conditions for use of these funds.

The County budget for FY09 has yet to be determined. Budget planning must address this source of funds, the \$1.50 per capita requirement, and the impact of population growth in the 2010 Census.

Standing Committee Chair Reports

Executive Committee Report (Steven Rosenthal)

Steven reported that there had been no meeting of the Executive Committee since the last Board meeting.

Development Committee (Steven Rosenthal)

Steven reported that there had been no meeting of the Development Committee since the last Board meeting.

Marcel reported that the Car Show was successful, and some funding may be expected for the Library.

Program Committee Report (Kathy Carey— report on file)

In Kathy's absence, there was no report of the Program Committee.



Steven will distribute to the Board an article on pairing corporations and non-profits.

Community Relations (Mary Arnold)

Friday, the Library hosted breakfast for area realtors on tour. This event was well received. Mary is encouraging realtors to contribute money to VGPL with each closing.

The Board expressed appreciation for the June article in the ECIA Vistas.

Facilities Committee (Jack Abernethy for Roberta Armstrong)

Construction is underway on the parking lot: this will involve leveling the highway. The path to the school is complete. Work is estimated for completion on June 3rd.

Jack is analyzing the report on the facilities/expansion funding from the County.

Jack reported that the next expansion request is estimated to be \$1.5 million. A County contact has been identified for the Senior Center, and this is expected to improve communications.

Diane reported that the facilities contract is in progress, and bids are being received.

Nominating Committee (Marcel Legendre)

No activity to report.

Ad Hoc Committee Chair Reports

Library Expansion Committee (Jack Abernethy — discussed above)

Continuing Advocacy (Ami Jaeger — report on file)

Ami reported that the Candidates' Forum was standing-room-only. Thank you letters are being sent to the participants.

The Board discussed the value of future "town hall" meetings to be held at the Library.

Technology (Eric Wiswell — report on file)

Eric reported that the operating system has been upgraded on all machines. Baillo's has submitted a quote for equipment under the Technology Grant; Eric will solicit bids from other vendors.

The Board discussed the service model and funding sources:

- GO Bond money will be used for 2 Macs and furnishings
- Technology Grant funding will be used for 5 iPods with security system, some peripherals, and software.
- Donor grant funding will be used for 5 additional iPods.

New business

Library Policy Revisions (Ann Jenkins)

Facilities Use Policy (Roberta Armstrong) – Board review of this policy was deferred to the June meeting, to allow Roberta to lead discussion.

Internet Policy (Eric Wiswell) – Eric presented the drafted revision to the internet policy. Three revisions were proposed:

- Use of the Internet for any illegal activity, including ***but not limited to***, violation of copyright....
- The Library does not select, ~~or~~ edit, ***or filter*** Internet content...
- The library staff will develop rules and procedures as necessary to ~~insure~~ ***ensure*** fair and reasonable access...

Ann moved and Jack seconded to approve the policy as drafted with proposed revisions. Approved unanimously.

Considerable discussion followed about how best to communicate the policies as approved. The sense of the Board was that

- Copy of all policies be made accessible through the website.
- Copy of all policies be kept in a binder at the front desk.
- The sign-up sheet for computer use be revised to indicate that use of this equipment is subject to VGPL Internet Use Policy, copy of which is available at the front desk.

- The form for Library card be modified to indicate that the holder accepts the policies of VGPL.

Conflict of Interest Policy (Jack) – Jack moved that this policy be accepted with no changes, Todd seconded. Approved unanimously.

Confidentiality (Jack) – In discussion of this policy, it was decided to table this revision to allow time to research the current ALA policy.

Development Committee (Steven Rosenthal) - continued from above

Steven reported that the newsletter will be distributed in July, development policies are in discussion, the realtor's visit was successful, and contacts are ongoing with Jack Sullivan.

Date and Agenda Items for Next Meeting:

Next Meeting Tuesday, June 17, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

Adjournment of meeting

The meeting was adjourned at 9:08 pm.

Minutes submitted by Secretary,
Ann Jenkins for Roberta Armstrong

Attachments on file:

- Advocacy Report (May 20, 2008)
- Children's Librarian Report, May 2008
- Confidentiality of Records Policy—Draft (May 11, 2000)
- Internet Use Policy (Proposed revision, May 20, 2008)
- Policy Review Status Report, 17-May-2008
- Technology Committee Report, (undated, May, 2008)
- VGPL Account balances as of 5/15/08
- VGPL - County Appropriations, Grants and Restricted Funds (May 15, 2008)
- VGPL 2008 Budget Revenue and Expenses (May 15, 2008)