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## Vista Grande Public Library Board Meeting Minutes November 17, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Kathy Carey, Jim Danneskiold, Diane Gulseth, Todd Handy, Ann Jenkins, Marcel Legendre, Steven Rosenthal, Eric Wiswell

Others attending: Barbara Hagood, Pam Monahgan-Geernaert

Absent: Pat Bell, Charlotte Warren

### Call to Order

President Steven Rosenthal called the meeting to order at 7:00 pm in the Vista Grande Public Library Building.

### Action: Approval of Agenda

Steven called for a motion to approve the agenda for the meeting. Todd moved that the agenda be approved, Jack seconded. Ann proposed we add two agenda items – annual meeting date and follow-up on the workshop. The agenda was approved unanimously.

### Action: Approval of October Board minutes

Motion was made by Jack and seconded by Jim to approve the minutes of the Board meeting of October 21, 2008. The minutes were approved with three abstentions (Todd Handy, Mary Arnold, Marcel Legendre).

### Library Directors' Report (Barbara Hagood, reports attached)

#### *Library Operations*

Circulation Report attached. Todd asked questions about youth in and youth out (represents “in” and “out” of our area). Asked about weeding statistics; these are only recently available. Commented that circulation statistics are heavily weighted to adults; but many adults are checking out books for children who do not have cards. Questions about whether report is useful on a monthly basis. Mary, Roberta, and Ann commented that it was; Jack felt a more infrequent report would be good. Jack made a motion that the data be reported only twice a year; Steven amended that Barbara continue collection of the statistics but report them only twice a year. Diane noted that data is needed for the annual report, with date as of end of June. Report to be given at July and January Board meetings. Amended motion approved unanimously.



Ann agreed to prepare an annual report (year in review) for presentation at the annual meeting.

MOU with Eldorado Community School is still at the school district office. Funding request to Eldorado PTA will be limited to supplies only, no salary support. Grant request to A.L.H. Foundation for operating support was denied due to limited funds. Appeal letter distributed at circulation desk (available at board meeting). Pam has arranged for a Poinsettia Sale; \$12 each, with \$5 to the library.

### ***Volunteer Program***

New volunteers have been recruited: Richard Hall, Carlyne Crotty, Suzanne Cooter, Condra Thomas, Clayton Lobaugh, Christine LaCasto, Maria Goldstein.

### ***Public Programs***

Author Talk: Thursday, November 20, 7pm, Jack Loeffler, Survival along the Continental Divide. Mary, refreshments; Steve introductions.

Dec. 6 - semi-annual book sale and holiday open house, noon-5pm

Chico's Benefit sale, 10am – 7pm

Dec. 10 & 11 – Artisan Holiday Fair at Agora, 2pm to 8pm

Dec. 12 – Movie Night, “The Golden Compass”

Dec. 13 – Santa Breakfast, 10am

Holiday Hours:

- Nov. 26 – early closing, 6pm
- Closed Nov. 27 & 28
- Dec. 24 – early closing, 6pm
- Closed Dec. 25 & 26
- Dec. 31 – early closing, 6pm
- Closed Jan. 1

## **Treasurer's Report (Diane Gulseth, reports attached)**

Diane sent out three reports: (1) grants, (2) budget, (3) treasurer's report.

**Treasurer's Report.** Today Diane made an approximately \$15,000 deposit, including county payments for July-August-September and state library grants-in-aid, plus \$1,375 in donations. We are still waiting on the \$10,000 in discretionary monies from the county.

**Grant Report.** Grant report doesn't yet include GO Bond money; next month. Technology Showcase Grant is now included. We received a contribution from a family foundation of \$2,300 to contribute to the Technology Showcase grant matching requirements.

We are also hoping to apply for a new grant from the local bank next year.

**Budget report.** Have taken in \$96,000; have spent \$108,000. Difference because county money had not come at time report was prepared.

Jack asked whether we really need these reports; general consensus was that we do, but that Board members can choose to print them or not.

Steven reported that there has been no action on the \$10,000 in additional funds. He believes the money will be swept back into the budget or frozen. He is concerned that the \$40,000 allotment will be reduced next year, and possibly eliminated. Steven recommends we build a budget that does not include these funds. \$55,000 in capital funding may also be gone. Diane noted that we have built the budgets without these uncertain funds in the past.

## **Standing Committee Chair Reports**

### ***Executive Committee Report (Steven Rosenthal)***

Executive Committee met last month to develop a strategy for supporting the need for \$1.50 type funding. The letter was posted on the library listserv and there were some comments; most seemed not to understand the point we were trying to make. Susan Oberlander sent a note out indicating that public comment was closed; and we will be able to comment in person and in writing when the public meetings are held. Steven anticipates we won't get support from other libraries owing to their own budget concerns in getting support from their local governmental agencies.

Steven is beginning to check out potential attorneys who could assist us on an as-needed basis.

### ***Development Committee (Jack Abernethy)***

The Development Committee met on Nov. 13. Discussions were about:

Review of the appeal letters

1. The first letter was sent out early this month and the response has been slow. So far, \$3,240 has been contributed but \$1,900 was from persons who normally contribute that amount at this time of year.
2. The second letter is in process and will go to PBA next week, prior to Thanksgiving.
3. Another letter, about 200 copies, is being distributed at the checkout desk.

County contribution was discussed and the concern expressed that the county may reduce its annual contribution due to the economic situation in Santa Fe and the state.

The contacts with the Santa Fe Chamber of Commerce are very productive thanks to Marcel, Kathy, and Ann. A meeting of the team will be held on Nov. 18 to explore methods to use the information and contacts.

A representative of the Santa Fe Foundation will meet with the Board on December 16.

It was suggested that the library schedule more events for public relations purposes. Considerable attention was garnered by the candidate forum held prior to the elections. Perhaps follow-up meetings could be held with officeholders to provide a status report and allow questions from residents.

PNM offers audits of utility usage and has a speaker's bureau. It was suggested that Jack talk to the Facilities Committee about scheduling an audit and the Program Committee about scheduling a speaker from PNM.

### ***Program Committee Report (Kathy Carey)***

November 20 author talk will be Jack Loeffler.

Book sale will be Dec. 6. Setup will begin at 1 pm on Dec. 5. No donations that month. Board members are encouraged to bring refreshments for the book sale.

Dec. 6 will also be the Chico's sale, with 10% going to the library.

Kathy will be working with Barbara to develop next year's program; ideas are welcome. Steven suggested inviting legislators to report at a meeting after the 60-day session.

### ***Community Relations (Mary Arnold)***

Mary has continued sending notices to newspapers, posting posters, updating What's New on the website, etc. Mary and Barbara will begin doing the email library news.

### ***Facilities Committee (Roberta Armstrong)***

- Water leaks outside the building have recurred; hopefully fixed now. Outstanding water bill of \$1,400 which we expect the county to cover.
- Roof flood test has been finished and repairs made. However we haven't had any rain since.
- Survey of existing building key holders continues.
- The County has provided some additional signage and painted signs and arrows on the parking lot, hopefully to reduce the problems with traffic circulation.
- Retention Schedule project has begun – Roberta, Ann, Barbara, and Diane are working on it.

### ***Nominating Committee (Marcel Legendre)***

Marcel requested guidance on selection of new Board members. Ann has put together a list of Board members and terms. A number of positions were appointed in mid-year and thus have not stood for election. So, Pat and Ann (term up in December) and those appointed in 2008 (Jim) are up for election.

## **Ad Hoc Committee Chair Reports**

### ***Technology (Eric Wiswell)***

Creativity Center is up and running. Manuals for all of the software are in place. Training sessions will be beginning – Eric can train on iMac, iTunes, Photoshop and Aperature; need to find instructors for music and movie software. Eric recommends we buy a set of ink cartridges. Eric and Barbara need to establish a per-page price for printing.

### ***Expansion Committee (Jack Abernethy)***

The Capital Outlay Request for expansion of library has been received from the county. The form was stored as a Word document and will be modified to be sent to the legislators as an input from the library. The county personnel are ok with that arrangement and encouraged it.

## **New business**

### **VGPL Board Workshop Follow-up**

Ann thanked the attendees for a good workshop. Good discussion on Board structure and how to move forward. Need to get input from anyone who couldn't attend the workshop; email comments will be sent. Need to: (1) develop Board member expectations, (2) committee structure, and (3) Board member orientation. Ann, Roberta, Diane, Kathy, Marcel, Jim (via email) to work on Board member expectations and committee structure. Mary and Kathy will help with Board orientation. Steven noted that there will be an expectation of some sort of donation in January so that we can apply for grants. Steven re-iterated that the most important thing that the Board does is raise money.

### **Annual Meeting Date**

Ann proposed moving the meeting date to avoid inauguration day. Roberta moved we meet on the 27<sup>th</sup> of January; Mary seconded. Motion approved.

January 30 is Library Day at the legislature. We should consider having a table.

### **Date and Agenda Items for Next Meeting**

Next Meeting Tuesday, December 16, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review – Facilities

## **Adjournment of meeting**

The meeting was adjourned at 8:40 pm.

Minutes submitted by Secretary,

Roberta Armstrong

Attachments on file:

- Account Balances as of November 15, 2008
- Attendance Counts (October 20, 2008)
- County Appropriation, Grants, and Restricted Funds (November 15, 2008)
- Vista Grande Public Library 2008 Budget; Revenue and Expenses Through October (November 15, 2008)