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## Vista Grande Public Library Board Meeting Minutes October 21, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Pat Bell, Kathy Carey, Diane Gulseth, Ann Jenkins, Steven Rosenthal, Eric Wiswell

Others attending: Barbara Hagood

Absent: Mary Arnold, Todd Handy, Marcel Legendre, Pam Monahgan-Geernaert, 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. Jack moved that the agenda be approved, Eric seconded. The agenda was approved unanimously.

### Action: Approval of September Board minutes

Motion was made by Jack and seconded by Diane to approve the minutes of the Board meeting of September 19, 2008. The minutes were approved with two abstention (Kathy Carey, Ann Jenkins).

[[Jim Danneskiold joined the meeting at this point.](#)]

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

Barbara reported that the storage unit and shed are full; Peg Weathers has offered her garage.

Circulation Report and program attendance report are attached. There was high attendance (almost 40) at magician program on Saturday last. Barbara noted that library use is up in general, and to use the new technology.

Grant requests have been sent to Brindle Foundation, Bonaguidi Foundation, Benson Foundation, and A.L.H. Foundation for operating support for children's programs.

Author Talk: Thursday, October 23, 7pm, Dr. Richard Wilson on *Effective Parenting: A Solution-Focused Approach*. This was postponed from last week when the library was closed owing to water problems (leak in connection to new irrigation system).

Barbara reported on the roof leaks. The contractor and County staff flooded the roof in order to identify leak locations. Many were identified, and work is to begin on repairs on Wednesday, October 24. There was also a break

The MOU draft for work with the school has been received; we have had input on only two sections – Scope of work and compensation. \$5,000 has been requested from the PTA to fund additional hours. Ann noted some concerns—no reference to purchasing materials (we aren't buying any, providing services), reference to additional hours should refer to mutually agreed upon hours, whether or not a teacher needs to be present, how the software training will work, etc. Todd had raised similar concerns in an earlier email. Eric asked about discrepancies between School District and our policies, e.g., unfiltered internet access at the library. Steven noted that this document requires legal review and that he would not be in favor of approving it tonight.



Ann will develop a list of questions with input from other Board members. When complete Barbara will take our concerns to the principal.



Board will also need to engage a lawyer for review of this legal contract.

Barbara also noted a dramatic increase in unsupervised children, ranging from 6-12 years old. Some have been left for as long as 5 hours. This topic will be addressed in the Facilities Use Policy which is pending information from the Santa Fe County Library on their policies.

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

Diane sent out three reports: (1) grants, (2) budget, (3) treasurer's report. Balances report shows significant difference between report and bank; difference is owing to about \$14,000 in receivables (e.g., for Santa Fe County and the Technology Showcase Grant). County won't reimburse until the MOU is updated appropriately. Once these monies are received we will be about \$4,000 ahead.

The MOU for the additional \$10,000 of County discretionary funds; this MOU is stuck in the County attorney's office.

Grants report now includes the Target Grant. We have spent very little on Target and McCune. We have additional purchases to make on the Technology Showcase Grant. We have submitted a request for reimbursement for part of the Technology Grant to the State Library; we were asked to resubmit on a specific form. On the budget we are showing that our expenditures are exceeding income by about \$1,100 as of the end of September.

Ann suggested that we account for the G. O. Bond money somehow; we actually don't get this money directly but request to the County and they order on our behalf.



Diane will include G.O. Bond funds in report next month, as well as provide more detail on the Technology Showcase Grant.

## **Standing Committee Chair Reports**

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

No Executive Meeting last month.

We are governed by group of administrative laws created by the State Library. Steven has sent two documents from the State Library which is in the progress of rewriting two of these laws. One of these included information on 5 basic grants, in which they refer to the \$1.50 per capita in 5 different ways. Basically, we need to spend \$1.50 per person in our legal service area to get any of these grants – which have amounted in total to about \$3,000 annually. Another use of the \$1.50 relates to our legal service area, which defines how we get G. O. Bond money. In the draft, this definition is simplified. The revised document has to be approved in a legislative-defined way, which allows us to contribute input. So we have two opportunities to provide input. This is important for us to do because our population is going to increase significantly with the next census in 2010. There are some issues. For example, the current policy specifically excludes donations, even though many donations are added to the collections (and thus we don't have to buy them). At that point we will have to spend \$1.50 for each of the people in the new service area. And if we reach 15,000 in service area we will need to get an MLS librarian on staff. Steven proposes that we need to initiate a major campaign to address these issues. And also consider a Friends of Library organization. Following some discussion it was agreed that the Executive Committee should meet and create a plan of action.



Executive Committee will meet Tuesday, 10/28, at 9 am to develop a plan of action; Steven will send out a notice.

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

Jack distributed hard copies of the Development Committee report. A soft copy will be distributed later. The Development Committee has met and developed a plan. A letter has been developed, and Board members are asked to help address envelopes and write personal notes on them.

A second appeal will be sent by Thanksgiving; draft letter is available.

Courses on fundraising are available through the Association of Fundraising Professionals and the community college. Jack plans to attend one of the upcoming classes.



Jack will meet with Pat Bell to gather her input.

Rudy Garcia will send Jack information on the format for the expansion request; we are #3 on the County's request.

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

Had to cancel author's talk for last Thursday owing to water issues; rescheduled to October 23.

November 19 author talk will be Jack Loeffler.

Kathy is working with Borders on a date for that fundraiser, probably around St. Patrick's Day.

Chico's fundraiser will be December 6.

### ***Community Relations (No report; Mary Arnold absent)***

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

- Barbara has already reported on the status of the roof leaks and leak in the new irrigation plumbing.
- We are working on a survey of existing building key holders.
- Traffic routing issues have been discussed with Ron Sandoval at the County and we expect improved signage, arrows on the parking lot, etc. sometime in the future.
- The septic tanks have been pumped.

### ***Nominating Committee (No report; Marcel Legendre absent)***

## **Ad Hoc Committee Chair Reports**

[\[Pam Monahgan-Geernaert joined the meeting.\]](#)

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

- Very close to operational on the graphics workstations; can begin getting the training organized. We will need to buy some additional software, and a graphics tablet.
- We need to establish costs for color printing; ink cartridges cost about \$100 to replace all of them. This puts the page cost at around \$1.
- Barbara has selected 6 volunteers for training on the new technology.

## **New business**

## **VGPL Board Workshop on Visioning, Roles, and Responsibilities**

Ann reported that a facilitator has been located for a session in November (10 am-3 pm); need to select a date and location. Pat and Ann will meet with the facilitator to plan the agenda.

## **Library Policy Revisions (Ann Jenkins)**

### **Introduction**

Ann distributed the status report. Pat introduced the collection policy.

### **Collection Policy**

Several revisions are being suggested:

- Reference to ALA Crew Manual should be taken out.
- Reference is made to a form that doesn't exist; Pat recommends we delete these references.
- Add a sentence about the Library Director presenting the Collection Plan to the Board annually (not at the annual meeting).

Diane moved we adopt the policy as revised, Ann seconded; the motion approved unanimously.

## **PTA Meeting**

Pam reported that the PTA has raised significant funds. They have a Classroom Grant Allocation Program; teachers put in requests for use of \$500. They have also given \$17,000 to the principal for his discretionary purposes. The PTA has also brought in over \$10,000 selling wrapping paper, etc. Pam has put together a proposal to cover staff hours, a noon book club, PowerPoint workshops, etc. Proposal will be taken to the PTA Executive Committee for review.

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

Next Meeting Tuesday November 18, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

## **Adjournment of meeting**

The meeting was adjourned at 8:58 pm.

Minutes submitted by Secretary,  
Roberta Armstrong

Attachments on file:

- Account Balances as of October 20, 2008
- Attendance Counts (October 20, 2008)
- Collection Development Policies (Revised June 14, 2008)
- Collection Policy
- County Appropriation, Grants, and Restricted Funds (October 20, 2008)
- Director's Report (October 21, 2008)
- Santa Fe Public Schools -- Memorandum of Understanding (Draft)
- Vista Grande Public Library - Policy Review Status (October 21, 2008)
- Vista Grande Public Library 2008 Budget; Revenue and Expenses Through September (October 20, 2008)