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## Vista Grande Public Library Board Meeting Minutes September 16, 2008

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Pat Bell, Jim Danneskiold, Diane Gulseth, Marcel Legendre, Steven Rosenthal, Charlotte Warren

Others attending: Sheila Cowing, Barbara Hagood, Pam Monahgan-Geernaert

Absent: Kathy Carey, Ann Jenkins, Todd Handy, Eric Wiswell

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. Jim moved that the agenda be approved, Jack seconded.

The agenda was approved unanimously.

### **Action: Approval of August 2008 Board minutes**

Motion was made and seconded to approve the minutes of the Board meeting of August 19, 2008. Jack moved that the minutes be approved; Mary seconded.

The minutes were approved with one abstention (Marcel Legendre).

### **Personnel Discussion**

[[Sheila left the meeting.](#)] The Board entered executive session at 7:05 pm. Jack moved, Diane seconded to go out of Executive Session. Motion approved unanimously.

[[Sheila, Barbara, and Pam joined the meeting.](#)]

Marcel moved we adopt the personnel recommendation re: employment status/workweek/benefits; Jack seconded the motion. Motion passed unanimously.

### **Library Directors' Report (Barbara Hagood)**

#### Library Operations

- Target awards \$2,000 grant for children's programs; grant written by Pam in the spring. Received \$2,000 of \$3,000 requested. No fund restrictions are attached.
- New furniture for iMac stations in place
- Peripherals and software ordered
- Excess furniture removed by county

- Storage unit full; Debbie Osterholt offered ½ of her space
- Circulation Report attached
- Program attendance report attached
- Background check report attached

#### Volunteer Program

- Board sign-up sheet for Saturday duty

#### Public Programs

- Chess Team started up with Coach Eugene Lesser
- After School Reading begins September 18
- Next adult program September 21 – Burning to Get Out, Sarah Lovett
  - Set-up –
  - Refreshments – Diane
  - Introductions –
- Movie Night Special: September 23, Across the Universe, for adults
- Donation Day: Saturday, October 4, 9 a.m. - noon
- Movie Night: October 10, The Water Horse: Legend of the Deep
- Candidates Reception: Tuesday, October 14, 5-7 p.m.
- Author Talk: Thursday, October 16, 7 p.m., Dr. Richard Wilson, Effective Parenting: A Solution-Focused Approach
  - Set-up -
  - Refreshments –
  - Introductions –

Barbara shared the monthly circulation statistics (see below). Roberta noted that Todd had raised a number of questions and asked that those to whom the questions were sent address them. Steven suggested that these be worked on during the month and oral reports be given next month.

Questions were raised about the lack of MOU between VGPL and the school for middle school support. For example, the school’s desire to have courses for students in various computer skills. General sense of the Board is that an MOU should be created before creating new programming for the school. Marcel asked about other programs for the middle school age group. Barbara mentioned the McCune grant and Technology Showcase Grant as examples of funding that supports this age group. Marcel offered his assistance in moving the MOU forward.

<b>Annual Statistics</b>				
	<b>Circulation</b>	<b>% Change</b>	<b>No. Items</b>	<b>No. Patrons</b>
2001	8,513			
2002	18,183	+113%		
2003	22,453	+23%		
2004	28,252	+25.8%		
2005	29,116	+3%		
2006	29,880	+2.6%		
2007	38,827	+29.9%		
2008YTD			29,031	5,688
<b>Monthly Statistics</b>				
	<b>2008</b>	<b>2007</b>	<b>Items Added</b>	<b>New Patrons</b>
Jan	3,757	2,946	235	
Feb	3,822	2,697	397	
Mar	3,623	3,311	461	
Apr	3,342	2,831	364	
May	3,089	3,251	289	
Jun	2,998	3,479	670	
Jul	3,699	3,204	303	
Aug	3,330	3,682	314	59
SepMTD	1,541	3,586	102	
Oct		4,018		
Nov		3,319		
Dec		2,503		
<b>Total</b>		38,827		
<b>Circulation Types</b>			<b>Patron Types</b>	
Fiction	26.8		Member	4,069
Children's	25.4		Non-Member	163
Movies	20.7		Youth-in	1,345
Nonfiction	10.6		Youth-out	111
Recorded	7.2			
New	6.2			
All Other	3.1			
<b>Total</b>	100			5,688

## Children's Librarian Report

Story Hour and Mom & Tot Reading: Target grant awarded in the sum of \$2000 to pay for these programs

Summer Reading Wrap Up: The numbers are in for the 7-week program.

Registered Students	83
Student's guests	26
Total Participants	285
Books read by participants	387

After School Reading: Starts Thursday September 18th. Pre - registered to date -- 26

Middle School Meeting: Pam met with teacher reps from 6th and 7th grade at Eldorado Community School on Wednesday Sept 9th.

- 6th & 7th grade tours scheduled for Wednesday Sept 17, Friday Sept 19 and Wednesday Sept. 24. Tours led by Pam and Donna.
- Teachers would like courses on: Powerpoint, Publisher, Keyboarding skills
- Current event projects with library scavenger hunt program.
- Other programs to be determined

Guest presenters: Sid Hausman, local children's author, illustrator and musician will present on Thursday November 6th for After School Reading

### **Treasurer's Report (Diane Gulseth)**

Diane sent out three reports: (1) grants, (2) budget, (3) treasurer's report. She has added the Target grant to the restricted funds report. We are roughly in the same position this year as last year. County has created an amendment to the existing MOU for the new \$40,000; this amendment needs to be signed. We have been authorized to expend these funds. A separate MOU will be created for the supplemental \$10,000.



Steven will sign the MOU amendment.



Steven will sign also write a note re: status of the \$10,000.

Diane is ready to bill \$3,600 or so against the Technology Grant and needs clarification on the billing procedures and categories to use.

Budget through August shows we have taken in about \$89,000, including about \$18,000 on the Ice Cream Social. So far we've spent about \$81,000, so we are showing a positive balance.

### **Standing Committee Chair Reports**

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

Executive Committee met and discussed personnel matters.

Also working on identifying a facilitator for a Board session around Board mission, Board member duties.

We also discussed the major leak in the roof following the early September rains. County has investigated, along with roofers. Executive Committee agreed to send a letter to Joseph Gutierrez about this, with ccs to Jack Sullivan, Ron Sandoval, Peter Wirth, Jack Abernethy, with a blind cc: to Liz Stefanics. Joseph responded, but no action has been taken.

Executive Committee also discussed the need for an attorney who could assist with some of the difficult matters that confront us. There was general agreement that this would be

desirable. Steven proposes that we create an ad hoc committee to speak with attorney's who might be of assistance. Marcel has volunteered for this. Mary will also assist.



Mary will followup with Marcel.

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

No report. Jack asked for committee member names – Executive Committee, Kathy Carey, Marcel Legendre.

Steven has sent an email regarding County priorities; we are in the top 5. This standing is useful in talking with Peter Wirth for expansion dollars. Steven plans to meet with Peter in the next few weeks.

Steven also suggested we begin a planned giving campaign.

### ***Program Committee Report (No report—Kathy Carey absent)***

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

A number of activities were reported:

- VGPL Web Page - continued “What’s New” update weekly. Now listing events on the home page.
- Library Bulletin boards at the Agora – Now posting events there.
- Other advertising
  - Sent info to New Mexican editor of the Monday Neighborhood Edition on the Program for Thursday, Sept. 18, Sarah Lovett, author and writing coach whose topic will be “Burning to Get Out.”
  - Vistas – Eric Wiswell submitted an article for the October issue on new technology at VGPL, namely iPod Touch and iMacs.

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

- Have installed key cabinet to better manage our various keys.
- Will be changing security codes and working on a survey of existing building key holders.
- A letter has been sent to the County concerning major roof leaks earlier this month.
- Roberta and Barbara have not discussed traffic routing issues yet.
- Steven noted that some of the new plantings seem to dead; Roberta will check and contact Ron Sandoval if there are problems.
- Steven reported that Don Dayton from the Senior Center said that the contract for their parking lot has been let; this may put a strain on the parking.

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

Marcel is looking at two candidates, including Sheila Cowing. Will make a recommendation next month.

## **Ad Hoc Committee Chair Reports**

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

- More equipment has been ordered.
- Jamie will be in this week to work on the Macs

## **New business**

### **Library Policy Revisions (Roberta Armstrong for Ann Jenkins)**

#### **Introduction (Roberta Armstrong)**

Will do Jack's policies this month, Pat's in October, Kathy's in November.

#### **Confidentiality of Records**

Several suggestions were made:

- Suggested that the word "Policy" be added at the beginning the paragraph including the policy statement.
- To point 1, add "the [above] policy".
- And to change the date.

Jack moved we adopt the policy as revised, Jim seconded; motion approved unanimously.

**Library Bill of Rights.** This is a document from the American Library Association that we endorse. Diane moved we adopt this statement, Jim seconded. The motion was approved unanimously.

**Emergency Planning.** This is being reviewed by the fire chief, so will be discussed next month. Jack encouraged Board members to review the document.

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

Next Meeting Tuesday, October 21, 2008 @ 7:00 pm

Agenda Items:

- Continued policy review

## **Adjournment of meeting**

The meeting was adjourned at 8:50 pm.

Minutes submitted by Secretary,  
Roberta Armstrong

Attachments on file:

- County Appropriation, Grants, and Restricted Funds (September 15, 2008)
- Account Balances as of September 13, 2008
- Vista Grande Public Library 2008 Budget; Revenue and Expenses Through August (August 31, 2008)
- Confidentiality of Records (draft prepared for August, 2008 Board meeting)
- Emergency Preparedness and Disaster Planning (draft prepared for August, 2008 Board meeting)
- Library Bill of Rights (draft prepared for July, 2008 Board meeting)