



14 AVENIDA TORREON ♦
MAIL: 7 AVENIDA VISTA GRANDE B7 – 192 ♦ SANTA FE, NM 87508-1999
TEL 505.466.READ (7323) ♦ FAX 505.466.3889 ♦ WWW.VGLIBRARY.ORG

Vista Grande Public Library Board of Directors Board Minutes Tuesday, March 17, 2009

7:00 PM **Call to Order:** Welcome

Attendees: Jack Abernethy, Roberta Armstrong, Mary Arnold, Jim Danneskiold, Diane Gulseth, Todd Handy, Ann Jenkins, Marcel Legendre, Joan Lemmon, Larry Lemmon, Steven Rosenthal

Others Attending: Barbara Hagood, Pam Monahgan-Geernaert

Absent: Charlotte Warren

Action Item: Approval of Agenda. All present approved.

Action Item: Approval of February 2009 Board with Barbara's correction. All present approved, except for Diane who abstained.

Information: Resignation of Board member Kathy Carey

(Jim Danneskiold arrived)

Library Director's Report – Barbara Hagood

Library Operations

VGPL was awarded an ALA grant for \$900 in books by Japanese authors, one of 200 in the Country

Technology Showcase Grant

Working on loan policy for iPods, first draft report

Youth volunteers prepping iPods, downloading and organizing audible books

Anticipate loans to begin by May 1

Animation software and drawing tablets added

40" HDTV for virtual exhibits to be installed

Continued work on overdue books

Volunteer Program

New volunteers: Deborah Allen, graphics and program PR

Dee Coho, technology and After School Reading

Sydney Van Nortwick, technology

Public Programs

March 19 Author Talk: Linda Weaver Clark

“Family Legacy” – a workshop on writing your family history

Volunteers needed for set-up, introduction and refreshments.

A Non-Profit Regional Library Serving All of Southeast Santa Fe County

Alteza, Amansador, Apache Ridge, Belicia, Cañoncito, Cielo Colorado, Cielo Turquesa, Cimarron, Dos Griegos, East Ranch, Eldorado, Galisteo, Glorieta, Lamy, La Paz, Las Nubes, Los Caballos, Los Vaqueros, Ojo de Vaca, Old Road Ranch, Ranchitos de Santa Fe, Rancho Mirador, Rancho San Lucas, Rancho Verano, The Ridges, Rodriguez, San Sebastian, Stanley, Sun Ranch, Tierra de Casta, Tierra Colinas, Tierra Sabrosa, Valencia, Vista Sierra Bonita

Computer Training for Macs

Photoshop on March 21 and 28 – Eric Wiswell
April Movie Night changed to the 17th (“Igor”)
Author Talk changed to Thursday, April 23, 7pm
Documentary film: “Once in Afghanistan”
Barbara Richardson to kick-off Summer Reading Program at VGPL
May 12, 10am

La Canada will replace the radio transmitter.

Treasurer’s Report – Diane Gulseth

Balances reported were \$2100 less than last year.

But we have over \$3072 submitted for the showcase grant and we have \$3,000 left to spend.

We spent more than we thought we had of the \$40,000. We have \$10,000 left.

In addition we just received \$10,000 that came out of the 2008 county budget. We have until Sept 30, 2010 to spend it. They are re-reimbursable funds. We will primarily be buying digital media for the iPods.

Salaries are the largest portion of the budget. Of the General Bond money we have a total accounting of \$17,000 from 2006. Of that we still have \$7,500. There will also be 2009 GO Bond money.

Through Feb. we’ve spent more than we took in, which is normal for this time of the year. Next month Diane will present changes in the budget. Next year will be difficult if we don’t get money from the county which is an unlikely scenario.

The lease agreement was turned in on time. We are supposed to provide \$64,000+ in service to satisfy our lease. We have more than satisfied our commitment. (Report available) Steven questioned whether we have included movie night, chess program, adult programs, etc. in our value calculations. The contract requires the “value” of services provided to communities. He believes that we should try and quantify these other services and include them in our value calculations. Ann concurred.

Standing Committee Reports**Executive Committee Report – Ann Jenkins**

We are working with Barbara to update her job description/responsibilities and Barbara will be working with Pam for the same.

We would like help in the IT area. Our last Newsletter requested interested parties to volunteer.

The call list for the alarm has been finalized.

Development Committee Report – Jack Abernethy

CONCERNING ENDOWMENT FUNDS: Due to the current economic environment we will take our time in evaluating foundations and see which one will be the best to improve our position. The New Mexico foundation will be invited to give a presentation.

Expansion: Jack advised that we not contact those involved with funding directly, when funding is unavailable. But, we might want to continue to correspond with our representatives.

We received notice from the State Library. There is construction money for building for rural libraries. We may not qualify as a rural library.

Dates March 25, 31 and April 1 are dates when we could meet with the Clayton museum folks in Clayton. March 31 is the preferred date to go to Clayton.

Ice Cream Social Report – Joan Lemmon

Date is fixed: August 30. Joan has a new committee member for the food. Joan and Barbara went to Toyota to ask for a donation. Joan is to follow-up tomorrow. We don't know exactly what they will contribute. Joan wants to develop a partnership with them. The cost for sundae Sunday will be decided on. Admission tickets may be \$8 for adults. Joan is looking for the volunteer coordinator.

Facilities Committee Report – Larry Lemmon

There is activity in the office area. Work is being done on shelving repair, replacing light bulbs, changing ports for i-pods. Larry is looking for a cabinet for accessories for i-Macs. Water leaks have not reoccurred. Barbara went to the Water Board and they agreed to credit us with \$400 for late fees.

Steven said that the school will be expanding.

(Pam arrived)

Program Committee Report – (also covered in Library Director's report above)

Barbara passed out a signup sheet for next meeting.

There will be an upcoming program on the Peace Corps.

Programs are booked through June. Night Skies will be June 10.

Oct. and Nov. do not have programs scheduled.

Barbara discussed the fund raising event proposed by Kathy Carey at Borders. It would be a 1-day event. It involves handing out coupons. Only books purchased with these coupons will benefit VGPL. 15% in cash goes to the library. 20% if book sales are over \$10,000. We would need a volunteer coordinator. The contract requires only selected books be part of the sale. It could be held in May. The board made a decision not to proceed.

Community Relations Committee Report – Mary Arnold

Mary has continued the usual activities and intends to work on outreach to the Senior Center, School and ECIA.

Nominating Committee Report – Marcel Legendre

The board has 3 open seats. Barbara wants to see us involve parents in the board. Ann suggested that we ask parents at children's events at the library.

AdHoc Committee reports

IT Report – (covered in Library Director's report)

Need to move the tech showcase grant along. Two 16- year old girls are working with Barbara and 1, 12 year old. They have been great.

There was concern over insuring that I-pods are returned. We should check with others who have iPods that they loan to the public.

New Business

Grants Committee (proposal for new ad hoc committee)

Ann talked to Barbara about forming a committee to look into possible grants and grant writing. Barbara and Pam have been working on Grants applications. We're looking for others who have previous experience. Pat Bell is willing to work on this committee.

Put together a plan; work with Diane to establish financial goals. (Ann)

Steven: Role is to identify grants and present them to Barbara.

Todd: We need to define what we need grants for. We need operations primarily and grants are not typically given for operations.

Diane: We cannot charge 2 grants for the same services.

Pam: We need to not over extend ourselves.

ACTION: Barbara and Pam will meet to get a plan together to present next month.

Pam reported that we were successful in obtaining 4 out of 16 grants for which we applied.

Torani will be donating flavored syrups for ICS – Pam

Policy review: Fiscal Management Policy (Diane Gulseth)

Todd: Was concerned that the proposed change is removing a control. They removed the need to have 2 signatures required to sign checks.

It was suggested that the max be raised from \$500 to \$2000.

Motion from Jack: Checks for amounts of \$2500 or more shall have 2 signatures. It was seconded. All voted in favor. No abstentions.

Change: Budget shall be presented for approval... by the first meeting of the fiscal year.

Joan makes a motion. Steven seconds it. All approved. No abstentions.

Continued discussion of the Fiscal Management Policy;

Guidelines (page 3 of 6) Todd: Recommended that the Treasurer initial items that have been charged to the debit card. Diane signs off at the end of each month.

Page 4 of 6 - Account funds.

Petty Cash: Take out "of \$50". Now, the source of petty cash is the book sale money, maybe copy fees.

Reimbursement to Board...change to "in a timely manner"

Payroll: bi-weekly

Page 5 of 6. change 4 to 7 years

Protection of Assets: We have to provide protection for the county assets. See changes.

Guidelines: "as needed".

Marcel; Have we ever had an audit? Diane: No we have not had a complete audit.

p. 6 of 6 We do a 990 (an information statement) not an income tax report.

Joan made a motion to accept the revised Fiscal Management Policy. It was seconded by Steven. The fiscal Management Policy with corrections passed unanimously with no abstentions.

VGPL services to Galisteo area

[County Growth Management Plan; Commonweal Conservancy Public Improvement District]

Ann: Ann attended, representing the library. Others spoke out for library expansion.

Commonweal (Ted Harrison) wants a public improvement district. They have included space for a library in the plan. It's a quasi-municipality.

ACTION: Ann and Marcel will meet with Ted Harrison to get more specific information.

Board workshops (SCORE, Santa Fe Community Foundation)
iPod Loan Agreement- Barbara – May 1 kick-off date. Barbara wants it clear and straightforward.

Concerns –confidentiality of credit card numbers. Can possibly use bar codes. One person on each shift will be trained. Barbara asked for comments to be sent to her. Are we comfortable with the proposed rules? Was there a late fee? \$25/day would be charged to the credit card.

Barbara will send a revised Loan Agreement. Todd moved that the executive board be authorized to approve the changes. All approved. No abstentions.

Date and Agenda Items for Next Meeting

9:11 PM Meeting Adjourn

Submitted by Mary Arnold, Secretary

Reports on file:

Director's Report
Treasurer's Report
Service Value Report
March 2009 Grants Report
Development Report
Fiscal Management Policy
Thank you letter to Commissioner Liz Stefanics
iPod Loan Agreement form