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VILLAGE OF JEMEZ SPRINGS

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DAVID P. RYAN
Trustee
MANO SANCHEZ
Trustee
SUZETTE WALKER
Trustee
JAMES COOPER
Library Board President

Minutes for Friday, June 12, 2015 **DRAFT** Library Board Meeting – 4:00 pm Jemez Springs Public Library Village Governing Body Conference Room

Members Present: Judith Isaacs, Janet Phillips, Carol Meine, Steve Wright and Trustee Suzette Walker

Member not present: James Cooper

Attending from Friends of the Library: Bev Musgrove

Guest: Karen Walsh

Presiding: Interim Library Board Vice President Suzette Walker

1. Call to Order: Suzette called the meeting to order at 4:08 pm.

2. Approval of Minutes

The following corrections were made to the minutes:

(a) Under Item 3, the third sentence should read: Based on the amount of the previous bond allocation, Carol anticipates the current amount will be around \$72,000. The last sentence should read: This is based on figures that show while we are the second smallest library in the county in terms of service area, we have the fourth highest number of patrons served, after the County's largest libraries: Rio Rancho, Corrales, and Placitas.

(b) Under Item 8, the Action statement should read: *Action: Place Collection Development Plan on the June meeting agenda and Long-Range Plan on the September agenda.*

(c) Under Item 11, the first sentence should read: The next meeting will be 4 pm Friday, June 12.

Janet moved and Steve seconded that the minutes be approved as corrected.

Action taken: The minutes were approved unanimously.

Suzette explained that according to the newly adopted Rules of Procedure, all corrections to minutes should be made at the meeting. In future, corrections should not be sent to the secretary via email. The draft minutes should be posted on the library bulletin board.

3. Sandoval County GO Bond and State Grant-in-Aid

Carol reported that the County Bond goes before the County Commission for approval on July 9. She still doesn't have allocation figures. She said all the State Grant in Aid funds had been spent by the June 30 deadline.

No action needed.

4. Hillerman Donation

Steve and Janet reported that they had completed the inventory of almost half of the books. They are photographing the cover and title page of each book. They expect to be completed in another day's work. Carol said that she had received a recommendation for an appraiser. David Schneider is an expert on Hillerman; his fee is \$30/hr.

A discussion ensued regarding ownership. There was general agreement that the Friends of the Library should be the owner. Carol suggested that a Memorandum of Understanding be drawn up delineating responsibilities re the collection. Suzette suggested that Carol and a representative of the Friends go before the Village Council so that the Village would be a party to an MOU. Karen said she would look into a structured trust. Bev commented that she was not aware that some of the books were to be sold.

No action taken at this time.

5. Summer Reading Program

Carol reported that the Summer Reading Program was going well with 8-10 children participating. She mentioned that supplies for SRP was one of the most important uses of FOL funds. The adult portion of SRP is going a little slow. Several programs for teens are in the works.

No action needed.

6. Library Board New Member

Karen Walsh has been nominated to fill a vacant position on the Board. Judith moved and Janet seconded that Karen be added to the Library Board.

Action: Karen was selected by unanimous vote. Her appointment goes to the Council for approval on July 9.

7. Protocol for Retiring Board Members

Carol displayed a suggested template drafted by Judith of a form letter to be sent to retiring Board members. Judith asked that, when preparing such a letter, other board members email her with any specific contributions to be mentioned. It was suggested that in addition to that letter, an item be submitted to the *Jemez Thunder*.

Action: Steve moved and Janet seconded that the draft template be adopted for the secretary's use and that retirements be publicized in an appropriate manner. The motion passed by unanimous vote.

8. Jemez History Website

Judith reported that some changes had been made to the format for the online history archive since her last report to the Board. Carol displayed the current website and demonstrated briefly how to navigate. Judith invited Board members to take some time to explore the website and contact her with comments and suggestions. She also reported that Brandi Daw, the Americorps intern was doing great work.

No action needed.

9. Collection Development Plan

Carol displayed the draft Collection Development Plan, which had been previously sent to Board members. After some discussion, Board members agreed to approve the plan with one revision to the third sentence in the paragraph titled Collection Priorities. The sentence will read: New and popular formats such as large print editions, paperbacks, electronic downloadables and devices with which to access them are also purchase priorities, as well as any new technologies that meet our needs and benefit the library.

Action: Judith moved and Steve seconded that the Collection Development Plan be approved as revised. The motion was approved by unanimous vote.

10. Librarian's Report

The Librarian's Report was reviewed and is made a part of these minutes. The only addition to the written Librarian's Report was the news that the issue of chickens from Jemez Stage Stop tearing up the flower beds has gone to the Animal Arbitration Board.

11. Public Comment

No public comment.

12. Next Meeting

No board meeting will be held in July. The next meeting is 4 pm Friday, Aug. 14.

13. Adjournment

The meeting was adjourned at 5:25 pm.

Respectfully submitted,

Judith Isaacs, Secretary