

**Minutes for Friday, January 19, 2017 FINAL**  
**Library Board Meeting – 5:30 P.M.**  
**Jemez Springs Public Library**  
**Village Governing Body Conference Room**

**Members Present:** Judith Isaacs, Janet Phillips, Karen Walsh, Roger Sweet, Brittney Van der Werff

**Member Absent:** James Cooper, Sharon Palma

**Presiding:** President Karen Walsh

**Present from Friends of the Library:** Suzanne Swetnam

**1. Call to Order:** The meeting was called to order at 5:30 p.m.

**2. Approval of Minutes**

Minutes from November 2016 meeting were not read because no one had a copy.

*Action: Approval of the November minutes was tabled until the February meeting.*

**3. Status Updates**

*a. Election of Brittney Van der Werff*

Recommendation of Brittney to serve on the Library Board was approved by the Village Council in December. Karen welcomed her to the board.

*No action taken.*

**4. Board Meeting Time**

To accommodate all board members, it was suggested that the meeting time be changed to 5:30 p.m. on the second Thursday of the month.

*Action: Roger moved and Judith seconded to change the meeting time as described above. Motion passed unanimously.*

**5. Strategic Plan**

Janet reviewed the process for developing a strategic plan as suggested in the Strategic Plan Process Guide provided by the State Library. She said the Village Comprehensive Plan fulfils the requirement for statistics. The Community Survey completed by the library director in 2015 fulfils the requirement for a community assessment, and a summary of survey results was reviewed. The next step is to develop goals and measureable objectives. To that end, she reviewed the list of service responses suitable for our library, which was also created by the board in 2015. She said that two of her priorities are community involvement/outreach and computer and device training.

*Action: Taking into account this initial discussion, the survey results and the list of service responses, the board will come to the next meeting with suggestions for three primary goals. Once those goals are agreed upon, Janet will write objectives and means of evaluation.*

**6. FOL Report**

Suzanne happily reported that the budget for 2016 was balanced. The FOL Board adopted a budget of \$11,500 for 2017. She also described the tentative list of 2017 fundraising events and the meeting schedule.

*No action needed.*

**7. Librarian's Report**

The written report provided to board members is included as part of these minutes. Other items not in the written report:

- Based on feedback from those attending in the past, Janet suggested that the next Volunteer

Appreciation event be held on a Sunday in September. She asked that someone look into reservations at Jemez Falls Campground.

- New Mexico Library Association day at the State Legislature is January 25. The association is asking as many people as possible to attend the legislative session that day.

*Action taken: Karen will look into Jemez Falls Campground reservations.*

#### **8. Public Comment**

No members of the public were present.

#### **9. Next Meeting**

The next meeting is Thursday, February 9 at 5:30 p.m.

#### **10. Adjournment**

Roger moved and Karen seconded that the meeting be adjourned.

*Action taken: Motion was passed unanimously. The meeting was adjourned at 6:45 p.m.*

Respectfully submitted,

Judith Isaacs, Secretary