

Irene S. Sweetkind Public Library
Board Meeting Minutes
November 6, 2007

Call to Order

The regular meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 9:10 a.m. on November 6, 2007 at the Library at 6515-B Hoochaneetsa Blvd. by Chair Becky Whalen. No meeting was held in October.

Roll Call

Board Members—Becky Whalen, Cindy Eakin, Dorothy McDonald, Jillian Zymonas, Kathyryne Anson, Phyllis Orbaugh, and Claralyn Howard were present.

Ex Officio Member Mary Badarak, Library Director, was present

Mary Ann Closson, Town Assembly member was present.

Approval of Agenda

The previously distributed and posted Agenda was approved on motion of Phyllis Orbaugh seconded by Kathyryne Anson.

Approval of Minutes

On motion of Dorothy McDonald, seconded by Phyllis Orbaugh the previously distributed minutes were approved after amending the Treasurer's report to state \$43,569 has been received in Sandoval County Bond Funds and to correct misspellings of Badarak, Claralyn and Kreis.

Treasurer's Report

The October 2007 financial statements are attached.

Line 340, State Library Grant-in Aid year to date figure shows the decreased amount received due to calculation changes of the definition of legal services area as was discussed at the August meeting.

Line 410.03 "October 07" reflects 3 pay periods in October.

A new ledger page headed **Library B** has been set up to track the Sandoval County Bond funds. The entire amount has been received but is to be spent over four years. No spending plan has been approved so the only activity reflects the accumulation of interest.

Jillian Zymonas moved approval of the Treasurer's Report; Phyllis Orbaugh seconded, and the report was approved.

Chair Report

Becky Whalen welcomed new Board member Claralyn Howard. Cindy Eakin nominated Claralyn for recording secretary, Becky Whalen seconded. Appointment unanimously approved. Cindy offered to help Claralyn with the preparation of these minutes and she accepted.

Jillian Zymonas proposed two children's program for this winter. After discussion it was agreed she would put together a craft related program for Saturday December 1, with materials and supplies to come from existing stocks, donations or budget. Cindy volunteered to do digital photos for the project if desired. It was suggested that the Summer Reading Program participant list be used to to contact possible attenders. Mary Badarak suggested that the other program, wildlife related and featuring snake education, by Nik Zymonas and Mark Watson be held in April.

Becky Whalen will write a sympathy note to volunteer Kris Stewart following the recent death of her husband. It was moved by Phyllis Orbaugh, seconded by Kathyrne Anson that the Board authorizes the purchase of a folk art book to donate to the library in his memory. Cindy Eakin will look at the Folk Art Museum store for an appropriate book.

Mary Badarak reported that the library had received a \$50 donation in memory of Fritz Kreis. After discussion it was moved by Cindy Eakin and seconded by Jillian Zymonas to use the money to buy a book about airplanes to place in the library in his memory

Approval for the installation of the drive-up drop box discussed at the last meeting has been requested from CCDC by Mary Wheeler, Town Administrator..

Following discussion of the advisability of setting a regular meeting date for Board meetings Cindy Eakin moved and Phyllis Orbaugh seconded establishing the 3rd Tuesday at 9:00 a.m. Motion carried.

Library Director's Report

LIBRARY HOURS

Mary Badark recommends further expansion of library hours from the current 29 to 35. She is proposing 12 to 5 on Monday and Tuesday, 12 to 7 on Wednesday, Thursday and Friday and Saturday 10 to 2. Such expansion would require additional volunteers. This will be an action item for December.

ARCHIVING RESOLUTION

The archiving resolution approved at the last Board meeting but not acted on by the Assembly was discussed with MaryAnn Closson. Besides preserving Town historical documents, the project would also prepare ongoing Town documents so that the public could have access to those records without disturbing originals. Two of the comments in the denial of our prior grant request were that the library did not submit evidence of municipal support for the proposal and that the aims of the project (historical documents) seemed too limited. The grant, if obtained, would provide for technical equipment as well as consultation and training. Although the project/grant would become a library budget item, no additional cost to the Town is anticipated beyond possible space sharing. The resolution will be resubmitted to the Assembly.

REFERENCE UPDATING

The State Library requires local libraries to update their reference collections, a process that Mary has underway. Mary estimates it will cost \$750 to \$1,000 a year to replace and update the recommended resources. She thinks atlases, maps and local hiking books need particular attention.

[Jillian was excused from the meeting]

STATE GO BONDS FOR 2004-2006

In March 2007, the Library submitted an invoice for \$608 for expenditures eligible for GO Bond reimbursement. The Library received reimbursement in July 2007. The previous August, 2006, the Library submitted an invoice for \$1128 for reimbursement of other eligible expenditures. Although State Library records indicate payment of this invoice, the Library did not receive payment. In May 2007 the Library, through its fiscal agent, the Town of Cochiti Lake, sent a warrant for a reissuance payment of \$1128. To date that amount has not been received.

The remaining GO Bond allocation of \$4.97 must be spent by June 30, 2008. The Library has not yet invoiced the State for this amount.

STATE GO BONDS FOR 2006-2008

The Library has been allocated \$3,861.66 from these funds which can be spent over the next 4 years for collection development and maintenance (including the reference collection). The Library requests reimbursement after spending the funds.

New Business

Mary Badarak reported receipt of a \$150 donation to the Library from the Fire and EMS in appreciation for the design and printing of their Holiday card which she did for them.

Mary will update the Library brochure after the first of the year when we decided on any hour changes.

The holiday volunteer party will be held Sunday December 16 at 4 p.m. at Mary's house. Everyone brings appetizers and drinks. Becky Whalen volunteered to design and mail the invitations to the volunteers, Board members and Assembly members.

Other

Claralyn Howard reported that the Art Guild is interested in inventorying and labeling the art work in the library. Mary said an old inventory existed and could be used to start.

Adjournment

Meeting adjourned by Becky Whalen.

The next general meeting of the Library Board will be at 9:00 a.m. on December 18, 2007 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard