

Irene S. Sweetkind Public Library
Board Meeting Minutes
July 15, 2008

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. at the Library at 6515-B Hoochaneetsa Blvd. by Vice-chair Cindy Eakin..

Roll Call

Board Members—Cindy Eakin, Dorothy McDonald, Kathyrne Anson, and Claralyn Howard were present. Phyllis Orbaugh was absent.

Ex Officio Member Mary Badarak, Library Director, was present

Mary Ann Closson, Town Assembly member was present.

Mary Wheeler, Town Administrator, was present.

Approval of Minutes

On motion of Dorothy McDonald, seconded by Kathyrne Anson, the previously distributed Minutes of June 17, 2008 were approved.

Approval of Agenda

The previously distributed and posted Agenda was approved on motion of Claralyn Howard, seconded by Kathyrne Anson.

Treasurer's Report

The end of year budget shows the receipt in June of LSCA Tech Enhancement funds of \$2,530 (line 340.02) and \$1,357.27 from State 2008 GO Bonds (line 335.02).

The expenditure of \$916.96 at line 456.03 was for 3 metal storage cabinets to be used in the archiving project and from which grant the funds came.

The year ended with \$.37 unspent.

The Director reported that expenditures made on the town credit card will be paid off before the end of the card's billing cycle to more directly reflect the month in which the expense was incurred.

It is anticipated that the Town Assembly will not make any year-end adjustments to the Library budget and, further, there will no changes to the proposed budget for 2008-2009 which the Board approved May 20, 2008.

There was discussion about line 360,04, Unrestricted Contributions. We received only about two-thirds of the budgeted projection. Cindy will explore with Friends of Cochiti Lake the use of their 501(3) (c) status for donations to the library and whether a Friends of the Cochiti Lake Library organization needs to be formed to provide tax recognition of charitable contributions.

Claralyn Howard moved approval of the Treasurer's Report; Kathyrne Anson seconded, and the report was approved.

Chair Report

Cindy opened discussion regarding the two vacancies on the board. Several names were suggested by members of the board. It was agreed to re-post the vacancies notice in September and that board members would try to personally recruit candidates. Mary Badarak opined that increased electronic conferencing technology should enable more part-time residents to serve. Cindy also proposed that an informational packet be prepared for new board members that would contain background and operational information.

Library Director's Report

Book Sale

Mary expressed appreciation to the volunteers who worked the book and video sale on the Fourth of July. \$170.00 was made that day and an additional \$30.00 in sales has occurred since. Even though Mary will be on vacation over Labor Day, the Board decided to run a sale during the Labor Day concert. Mary reported on the success of the internet sale of a few books. The board expressed interest in continuing internet sales if an appropriate volunteer could be found to handle it.

Archiving

Mary reported on consultation meetings with Nell Kreis and Bob Burk regarding changing the review process of documents being archived. She has also had some technology problems which have taken some time to resolve. Library Board Minutes will be included in on-line access materials.

Library Expansion

The meeting with the Main Street project representative to discuss funding sources for the remodeling of Town Hall and the Library was cancelled. No new date has yet been set.

Upcoming purchases

The reference materials collection is currently in good shape. Vendors are being told that we lack self space for hard copies. Subscription based electronic material will be considered when we obtain faster internet service.

Dorothy and Nell Kreis are proceeding with weeding the collection and have suggested to Mary ways in which additional shelving might be used.

Student Intern

Charissa Bell is volunteering 10 hours a week as a student intern. She has been assigned a variety of tasks in the library, including helping with the Kid's Summer reading program. Mary is directing her work. Charissa is maintaining a work log.

Old Business

Board Vacancy

See Chair Report

Planning and Policy Workshop

Board agreed to change the date to Monday August 11 from 9 to 11 am. The agenda will be to review and revise a Community Assessment Survey and to review the Staff Development Policy. It was agreed to invite Nell Kreis.

Kid's Summer Reading Program

The last week of the program will be cancelled because both Dorothy and Nancy Hart will be out of town. The July 30th meeting will show "James and the Giant Peach" starting at 11:00 am. Cindy Eakin and Claralyn Howard volunteered to help that day

Other Summer Activities

The previously discussed possibility of the Kid's making a video will not take place.

The library will be open only until 11:00 on Saturday July 26 because of the Nan Stackhouse Life Celebration.

Kathryne Anson and Grace Carey will be selecting an art piece of Nan's for the library.

Friday Nite Movies in the Library have started.

Other

No Board meeting will be held in August.

Adjournment

Meeting adjourned by Cindy Eakin.

The next general meeting of the Library Board will be at 9:00 a.m. on September 16, 2008 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard