

Irene S. Sweetkind Public Library
Board Meeting Minutes
October 21, 2008

Call to Order

The regular meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 9:15 a.m. at the Library at 6515-B Hoochaneetsa Blvd. by Vice-Chair Cindy Eakin

Roll Call

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

Ex Officio Member Mary Badarak, Library Director, was present

Mary Wheeler, Town Administrator, was present.

Approval of Minutes

On motion of Kathyne Anson, seconded by Phyllis Orbaugh, the previously distributed minutes were approved as amended for spelling correction.

Approval of Agenda

Claralyn Howard moved to amend the previously distributed and posted Agenda to include election of officers in “Other.” Phyllis Orbaugh seconded. Motion carried. The Amended Agenda was approved on motion of Claralyn Howard with a second by Phyllis Orbaugh.

Treasurer’s Report

Discussion of the financial report for September included

- noting the redistribution of items in category 456 as was anticipated in the September minutes.
- the receipt of the per capita contribution at line 360.10
- Line 334.12 shows a \$2,000 allocation from the \$3,500 annual budgeted amount.
- Expenses for salary, group insurance and payroll taxes appear over budget because of three (3) pay periods in the calendar month.
- Mary Wheeler will check on the reason for the slightly higher phone expenses. Mary Badarak mentioned that there would be annual charges of \$119.00 for library web page and \$30.00 for the domain name.
- Library Collection Expenses at line 459 are ahead of budget.

Phyllis Orbaugh moved approval of the Treasurer's Report, Kathyne Anson seconded, and the report was approved.

Chair Report

Review of By-laws

A discussion of the by-laws and materials prepared by Cindy Eakin and Claralyn Howard resulted in a decision to consider a complete revision at a Board Workshop on Dec. 2 at 9:00 am in the library. Copies of the by-laws, town ordinances relating to the library and existing job descriptions for the board and director will be provided to all members.

Library Director's Report

Long Range Planning and Community Survey

230 Community Survey forms and a library brochure were mailed to Cochiti Lake residents, the Library's Legal Services Area. To date, 36 have been returned. An additional 100 were printed and are available at the desk. Volunteer's will ask patrons from outside the LSA to fill them out.

Mary Badarak also reported that she is in the process of updating the Library Patrons' list.

Mary reported on her conversation with Beth Crist at the State Library about the deadlines for the Community Assessment and updates of plans and policies that are required of public libraries in order to be eligible for State Aid Grants. The first deadline we have to meet is for the Community Assessment which has to be filed with the state library by April 1, 2009. Mary suggested we start to work on this at a December work shop. There is a printed Status Report regarding all required filings for the Sweetkind Library provided by the New Mexico State Library which has been distributed to board members and is attached to these minutes.

Redevelopment Planning and Internet Services

Significant remodeling of library space will occur when the Fire and EMS Department obtains new facilities. Since no commitment, let alone a time frame, for that event has been made, the \$30,000 in Sandoval County GO Bonds which the board has earmarked for redevelopment and expansion of the library, and which must be spent before November 2010, should be reviewed.

Mary proposed that the board look to the Sandoval County bond funds to finance immediate internet service expansion. Our 2007-2008 Technology Plan has updated internet service as a

goal for fiscal 2008-2009. A concurrent request for a federal E-rate grant to pay for ongoing monthly internet expenses and reimbursement of some other charges would be made.

A Q-west spokesperson, Heather Wittemore, is unable to commit as to when DSL would be available in town. It is estimated that the library would need at least four (4) modems to handle our current load, at a speed not much, if any faster than the current satellite service.

A T-1 line into the library would provide faster service, more capacity, and would also provide better service for the Town Hall and Fire Department. The Fire Department is now required to file all reports electronically and the current shared system has difficulty handling the volume .

Mary has learned that the software for the library's catalog is no longer being supported. The new software, "Destiny", which is fully compatible with our existing "Spectrum" is completely on-line. This means the capacity and speed of our internet connection becomes crucial. It also means that if the catalogue is on-line we would be able to offer remote access to it and other library services.

There is no installation charge for a T-I line. A three-year, \$450 a month contract would be required.

Following discussion, the board members present were unanimous in approving the idea of moving head with a T-1 line for the following reasons:

- it meets our Technology Plan Goals for our library patrons
- Sandoval County bond funds are available to use if needed
- E-rate grants could reimburse /replace contract charges
- We would be providing a service to both town hall and the Fire department by providing the initial financial outlay
- It would not negatively impact the future remodeling or redevelopment of the library space but rather put in place now something that would need to go into any new space

Mary Badarak expressed sensitivity to the necessity that our actions not negatively impact Q-west's plans to get DSL into the town. The board agreed. It was also discussed that there will have to be improved volunteer training in computer usage and improved tech support.

The attached resolution was prepared to inform the Town Assembly of our decision. Motion to approve it was by Phyllis Orbaugh, seconded by Claralyn Howard and approved unanimously.

Mary Badarak was asked to convey the resolution to the Town Assembly.

New Business

Other

Due to the length of the meeting, and the necessity of some members to leave, it was decided to hold a brief meeting November 18 to elect officers, receive an up-date on the T-1 line and review financials.

Adjournment

Meeting adjourned by Vice-chair Cindy Eakin at 11:30 a.m.

The next general meeting of the Library Board will be at 9:00 a.m. on November 18, 2008 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard
Secretary