

Irene S. Sweetkind Public Library
Board Meeting Minutes
November 12, 2009

Call to Order

A Special Meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 10:00 a.m. at the Library at 6515-B Hoochaneetsa Blvd. by Chair Cindy Eakin. The regular meeting on October 20 had been rescheduled to October 27 which was not held failing a quorum. This Special Meeting was then called by the Chair.

Roll Call

Board Members—Cindy Eakin, Dorothy McDonald, Kathyne Anson, Phyllis Orbaugh, Claralyn Howard, Dolly Kauley were present.

Ex Officio Member Mary Badarak, Library Director, was present

Also present was Suzanne Guy.

Approval of Minutes

On motion of Kathyne Anson, seconded by Phyllis Orbaugh, the previously distributed minutes of the July 17, 2009 meeting were approved.

Approval of Agenda

The previously distributed and posted Agenda was approved on motion of Dorothy McDonald, seconded by Dolly Kauley.

Treasurer's Report

Both the First Quarter Fiscal 2009-2010 and the October 2009 monthly financial reports were reviewed. The following remarks and explanations were made.

Re line 334.12 Sandoval County GO Bonds: We are “behind” budget because funds are not transferred from the interest earning Library B account until an expenditure is booked.

Re line 430.02 Computer Services. Our computer services vendor has been paid for the work done in setting up the new computers and DSL connections and for work yet to be performed in regard to a new catalog system. The entire \$6,200 was invoiced in October against the Sandoval County Bonds (line 334.12 above).

Re line 440 Building Maintenance: Although nothing has been spent to date, building maintenance has not been postponed. It is expended as needed but budgeted monthly.

Re line 445.04 Programs Honorarium: Reflects the payment to **Mary Kime** for the presentation on the Santa Fe Opera.

Re line 459.05 E Books, Digital Material is where the expenditure for the new catalog system will be recorded.

Copies of the Transaction Details of the Library B Account through October were provided.

Cindy noted for the Board that the almost \$1,400 in interest earned to date on the Library B account, will, like the principal amount, not appear in our budget until expended. Mary Badarak reminded the Board that the same restrictions on the uses of the interest apply as on the bond proceeds themselves.

Kathyrne Anson moved approval of the Treasurer's Report and the First Quarter Financials; Cindy Eakin seconded, and the report was approved.

Chair Report

Friends of the Library

Cindy Eakin reported on the meeting she, Claralyn Howard, and several other Cochiti Lake residents attended on August 25 in Santa Fe with Michael Chamberlain of the New Mexico Community Foundation. The NMCF is a 501(c)3 organization that serves as an umbrella charitable organization for small community organizations so that contributions to them can meet IRS requirements for tax deductibility by the donors. An organization becomes a client of NMCF by forming a simple corporation, registering with the State, paying the \$10, fee, adopting by-laws, and forming a board. NMCF has sample documents available. For 2.5% of all money raised the NMCF will accept donations for the benefit of the client organization, disperse it to them, and provide all the necessary paper work to the IRS. NMCF charges 5% of cash raised if they assume other bill paying functions for the client. Working under the NMCF small organizations are saved the expense of formation and maintenance of an individual 501(c)3 corporation.

The advantages of having a formal Friends of the Library was discussed. Besides making donations in kind (books etc.) clearly tax deductible for the donors, it would allow for fund raising when remodeling or rebuilding occurs. It would operate independently of any Town control and not be limited to activities only in town, for instance a branch bookstore in Pena Blanca could be possible.

Therefore, Cindy proposed the formation of an Advisory Committee to report back to the Board by the April 2010 meeting. The following resolution was moved by Phyllis Orbaugh, seconded by Kathyrne Anson and unanimously approved.

Resolved, that an Advisory Committee consisting of Cindy Eakin, Claralyn Howard, Suzanne Guy and Mary Badarak pursue the formation of a Friends of the Irene S. Sweetkind Library organization through contacts with the New Mexico Community Foundation and its resources; and that they submit a report at the April Board Meeting with their recommendations as to how it might be structured and function and the steps necessary to begin operation.

Library Director's Report

Mary Badarak provided the Board with a written out-line report, copies of the 2008-2009 Annual Report filed October 1, 2009 with the State Library, and copies of the State Grants-in-Aid Award Notification from the State Library dated September 11, 2009. The out-line report is attached to these Minutes. The Annual Report is filed with previous reports in a binder in the Library.

Each of these documents was reviewed by Mary with the Board. The Board supported Mary's use of additional Grant-In-Aid funds for the new cataloguing system, training, tech support and bar-coded library cards.

The course offerings Mary has been providing at no cost to participants are Digital Photography Wednesday at 1:00, Search and Research Thursday at 1:00, and Computer Applications Friday at 1:00. All are on a drop-in basis.

The 5 year old Dell Color Laser Printer has not been used by the library for some months because of the high price of color cartridges. The HP 4400 printers provide color prints more economically. Desert Paws has expressed interest in obtaining the old Dell.. The Board agreed that once the Dell Printer is removed from inventory it could be sold for \$25.00 to Desert Paws. It was also agreed that when the Board updates the Technology Plan this year we will specifically include a procedure for disposing of old equipment.

Mary proposed making Library hours more regular to better accommodate high school students who don't arrive back in town until after 4:00 and commuters. Her plan is to be open 1-7 Monday through Thursday, 1-6 on Friday, and Saturday 10-1 for a total of 33 hours. Mary's salary is for 30 hours so the additional hours will, by necessity, be covered by volunteers. The Board expressed its support for the idea at the same time it recognized that such changes are within the Director's discretion.

Mary proposed a Board sponsored volunteer appreciation dinner be held at the Community Center sometime mid to late January or early February. She intends to provide each volunteer with a personal copy of the Volunteer Handbook at that time. She will check with CCDC about availability of the Center.

Old Business

March 23, 2010 9:30 a.m. was set for a workshop on policy and plan revisions. The State Library will be contacted for whatever assistance they can provide.

Election of Officers

Dolly Kauley nominated Claralyn Howard for the offices of Vice-chair and Secretary; Kathyryne Anson seconded. Dorothy McDonald nominated Cindy Eakin for President and Treasurer; Dolly Kauley seconded. Both were elected unanimously.

New Business

Board member recommendations

There were three candidates for the two board vacancies: Claralyn Howard, Jeannie Ortiz, and Suzanne Guy. Interviews were held October 26.

While discussing the candidates, Phyllis Orbaugh offered her resignation so that all three could be recommended to the Assembly. She expressed her interest and desire in continuing to serve as a library volunteer which was much appreciated by the Board and Mary. Cindy also expressed the Board's appreciation for her willingness to continue to serve during the past so that the Board could maintain the 5 person minimum required by Amendment (4) to Ordinance 1974-7.

The following resolutions were then unanimously passed.

The Board recommends that the Assembly appoint Jeannie Ortiz to fill the term vacated by Phyllis Orbaugh which expires in July 2011. Motion by Dolly Kauley; seconded by Kathyryne Anson,

The Board recommends that Assembly appoint Suzanne Guy to a two year term expiring November 2011. Motion by Dolly Kauley; seconded by Kathyryne Anson

The Board recommends that the Assembly reappoint Claralyn Howard to a two year term expiring November 2011. Motion by Dorothy McDonald; seconded by Dolly Kauley.

The Secretary was directed to advise the Assembly of these recommendations for action at their next meeting.

Other

Cindy Eakin is drafting a job description for the Library Director which will incorporate present duties and State Library requirements so that the Board can consider it for recommendation to the Assembly at our next meeting.

Cindy asked Mary to arrange a \$25 gift certificate for Phyllis as a token of appreciation for her service.

Adjournment

Meeting adjourned by Cindy Eakin at 12:45pm.

The next general meeting of the Library Board will be at 10:00 a.m. on January 19, 2010 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard
Secretary