

Irene S. Sweetkind Public Library
Board Meeting Minutes
April 15, 2010

Call to Order

The regular meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 10:40 a.m. at the Library at 6515-B Hoochaneetsa Blvd. by Chair Cindy Eakin.

Roll Call

Board Members—Cindy Eakin, Dorothy McDonald, Suzanne Guy, and Claralyn Howard were present. Dolly Kauley, Jeannie Ortiz and Kathyne Anson were absent

Ex Officio Member Mary Badarak, Library Director, was present.

Mary Wheeler, Town Administrator, was present for portions of the meeting.

Approval of Minutes

On motion of Suzanne Guy, seconded by Dorothy McDonald the previously distributed minutes of February 11, 2010 were approved with minor amendments.

Approval of Agenda

The previously distributed and posted Agenda was approved on motion of Dorothy McDonald and seconded by Suzanne Guy.

Treasurer's Report

Quarterly Financials

The following remarks and comments were made.

INCOME

Re line 334.12 GO Bond Sandoval County Library: Because \$5,383 has not been spent, it does not show as income and we are under budget by that amount.

Re line 335.02 State GO Bonds 2006: The entire year's budget amount has been spent and received.

Re line 340.01: State Grant-in-Aid: Shows the receipt of the more than doubling of the expected appropriation; \$6,330.36 instead of \$3,100.

Re line 360 Miscellaneous Income: Shows as \$450 above annual budget because of The Art Guild contribution, increased book sale income and increased receipt of copy charges.

The year to date total income is \$290 below budget expectation.

EXPENSE

Total expenses are \$1,200 under year to date budget in spite of being over budget in **459 Library Collection** because **431 Pro. Development/Requirements, 433 Travel, 436 Insurance, 438 Utilities, 440 Maintenance, 445.02 Holiday Events** are all under budget.

Suzanne Guy moved to approve the March Financials and to send them to the Assembly with a recommendation of approval. Dorothy McDonald seconded. Motion passed unanimously

Preliminary 2010-2011 Budget

The Preliminary Budget before the Board for discussion was prepared by Cindy and Mary Badarak. It shows the specific sources of income for certain line item expenses. This recognizes the limitations on use of certain fund sources.

Mary Wheeler commented that the Town is looking at a 9% budget decrease for next year, at a minimum. The Library's income from town taxes (**311**) and the LCAA grant (**334.04**) will, by necessity, be lower.

The **State Library Grant-in-Aid (340.01)** of \$3,500 is closer to the figure of prior years rather than the "windfall" amount of this year but will not be determined before the legislature acts next fall.

The total proposed budget of \$70,548 is down \$7,693 from this year, or 9.8%. Town funds provide \$44,288 (**311.01 Town Property Tax, 334.04 State of New Mexico LCAA, 360.10 Per Capita Contribution**).

Comments about specific **EXPENSES** are as follows:

Re 410.03 Salaries-Part Time: No salary increase for the Library Director. Funds will come from **334.04 State of New Mexico LCAA** and **340.01 State Library Grant-in-Aid**.

Re 430.02 Computer Services: A decrease of \$5,200 from this year's budget because the expenses of the switch to new computers and catalog have come this year.

Re 431.01 Continuing Education and 433 Travel: Total decrease of \$800, leaving \$100 for Continuing Education classes for Mary. In Prior years the State Library required that \$450 be spent; that is no longer a requirement. Expenses for attendance at the State Library Convention have been removed.

Re 437.03 Internet Services: DSL service for the year will be \$600 less than our expenses this year which had a mix of satellite and DSL. It was also mentioned that this cost is so modest that it would be more expensive for us to apply for an E-rate grant.

Re 456 Equipment and Furniture: This is one of only two expenses that is increased and will accommodate the rearrangement of the Children's Area with new furniture and shelving as well

Approved July 23, 2010

as for the hall area and re-carpeting. The increase is \$350 over this year and all of \$11,550 will be charged to **334.12 GO Bond Sandoval County**.

Re 459.05 Catalog, Patron Services: The expense of the new catalog in this year means the budget for next year can be reduced by \$1,282.

Re 459.09 Video/Audio/DVD: The \$300 increase reflects the strong patron usage of these items.

Re 459 Library Collection: Total proposed for this category is \$982 less than this year.

It was further noted that the \$18,550 of **334.12 GO Bond Sandoval County** will be expended in categories **443, 456 and 459**.

Claralyn Howard moved approval of the Preliminary 2010-2011 Budget and that the Chair forward it to the Assembly with a recommendation that it be approved; Suzanne Guy seconded, and the motion was unanimously approved.

There will need to be a special mid-June Board meeting to approve the final budget.

Chair Report

Video cameras

Cindy reminded the Board that the \$1,000 contribution from the Art Guild must be spent in this fiscal year because the accounting rules mandated by the state prohibit carry over. As a follow-up to previous suggestions of a kids' video film project she has investigated costs of video cameras. Relative low cost but good quality "Flip" cameras are available at \$188 each. They allow 120 minutes of recording and have built in editing features. Good quality HD Cannon video cameras range from \$545 to \$699.

Mary Badarak suggested that any cameras purchased could be catalogued and available for check-out by patrons and could also be used to record town events.

Claralyn Howard opined that before the purchase policies needed to be in place concerning the use of the cameras. Questions of deposits, instructions, and even possible limitations on the use of the cameras should be considered.

Following a general discussion Suzanne Guy moved that "The \$1,000 contribution from the Art Guild be used to purchase video equipment for patron use with the primary purpose of developing youth programs in the video arts." Cindy Eakin seconded. Motion passed unanimously.

It was also agreed that Cindy would appoint a committee to purchase the cameras and to propose policies and procedures regarding the cameras to the Board. Board members who have ideas and suggestions should send them to Mary and Cindy.

Approved July 23, 2010

Director's Job Description

Cindy circulated a draft of the Library Director's Job Description which was prepared from discussions at the Workshop on March 27. Further changes were suggested and Cindy will prepare a revised description and circulate it.

Library Director's Report ***Book Fair Memorial Day***

Mary presented a proposed flyer to advertise the Memorial Day concert by The Los Alamos Choir, Library Book Fair, Ice Cream Social and Artisan Fair. Invitations to pueblo and town artists to participate will be made.

Cindy will appoint a Committee to proceed with plans.

2010-2013 Technology Plan

Mary reviewed with the Board the revised 2010-2013 Technology Plan which had been discussed at the March 27 Workshop.

Sandoval County Bond

Mary's plans for spending Sandoval County 2008 GO Bonds in the next fiscal year include shelving and furniture in the children's area, shelving above the computers for reference works, carpet squares for the general library, tall shelves in the reading room (metal or possibly wood), and redesign of the back hallway for cataloging and archiving. All of these expenses are accounted for in the Preliminary Budget.

The Board instructed Mary to develop a space plan with specific expenses and report back at the first meeting of the new fiscal year.

Old Business

Report on Policy Workshop

The March 27, 2010 Workshop reviewed a preliminary 2010-2013 Technology Plan, discussed patron service issues from control of computer access to conduct by patrons and/or small children and the filing of incidents reports.

Action by the Board on items from the Workshop follows.

Access to Library Services policy. Changes were made to require use of the new library cards. Dorothy McDonald moved adoption of the changes, Suzanne Guy seconded and the policy was unanimously approved.

Approved July 23, 2010

The 2010-2013 Technology Plan. (See Director's Report above). Suzanne Guy moved that the Plan be approved and submitted to the State Library. Dorothy McDonald seconded and the motion was unanimously approved.

Technology Policy. Cindy distributed a draft of changes to the policy which we had discussed. These incorporate references to the Child Internet Protection Act, disclaimers about the security of personal information, prohibited activities, following procedures on computer use, and user privacy.

The revised policy was unanimously approved.

Drafts of policies labeled "Guest Policies" and "Volunteer Procedures" were presented by Cindy for review and comment. A draft re reporting incidents will be circulated.

Friends of the Library

The information available on the New Mexico Community Fund web site suggest a different cost structure than that presented at a meeting last summer that Claralyn and Cindy attended. Cindy will get clarification on this for discussion at the next meeting.

Other

Dorothy McDonald was elected Vice Chair by acclamation, replacing Claralyn Howard.

The agenda for the next meeting will include considering changing the meeting day to Wednesday.

Adjournment

Meeting adjourned by Chair Cindy Eakin at 2:00 p.m.

The next general meeting of the Library Board will be at 9:30 a.m. on July 15, 2010 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard
Secretary