

Irene S. Sweetkind Public Library
Board Meeting Minutes
July 23, 2010

Call to Order

The regular meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 9:50 a.m. at the Library at 6515-B Hoochaneetsa Blvd. by Chair Cindy Eakin. With proper notice the meeting had been rescheduled from July 15.

Roll Call

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

Ex Officio Member Mary Badarak, Library Director, was present

Mary Wheeler, Town Administrator, was present at various times.

Approval of Agenda

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

Approval of Minutes

On motion of Suzanne Guy, seconded by Dorothy McDonald, the previously distributed minutes were approved.

New Business

Resignations and Vacancies

Claralyn and Dorothy reported to the board that Jeanie Ortiz had advised them that she would like to resign from the board as she felt she was currently unable to devote the time she felt was necessary. Although the board was unanimous in expressing regret at losing such a capable member it also supports her personal decision and anticipates her return in the future.

With the resignation last April of Kathryn Anson the board is down to 5 members. Cindy Eakin's and Dorothy McDonald's terms expire in September and additional vacancies will occur then.

After discussion it was unanimously agreed that a posting to fill the unexpired terms of Kathryn and Jeanie will be done immediately. Interviews will be held after Labor Day so a recommendation can go to the Assembly for their September meeting.

Election of Officers

Suzanne Guy moved that the current slate of officers be reelected. Cindy Eakin seconded and the election was unanimous.

Officers to serve until July of 2011 are
Cindy Eakin Chair and Treasurer
Dorothy McDonald Vice Chair
Claralyn Howard Secretary

Old Business

Library Director's Job Description

The revised Library Director's Job Description was reviewed and unanimously approved on motion by Suzanne Guy and second by Dorothy McDonald. Cindy will forward the description to Assembly Member Freda Donica. The letter requesting Assembly adoption will point out that the description follows State Library recommendations.

Chair Report

Policy Revisions

After discussion, the Access to Library Services Policy adopted April 15, 2010 was amended to include the statement that replacement library cards will cost \$5.00. Motion was made by Suzanne Guy, seconded by Claralyn Howard, and passed unanimously.

Following further discussion, the Board approved an ex-officio committee to be appointed by Chair Cindy Eakin to complete the review of policies and report recommendations to the Board. Suzanne Guy will serve as Chair of the Committee. Mary Badarak will also be a member. Other proposed members whom Cindy will contact include Mary Ann Closson, Nell Kreis, Dorothy McDonald, Connie Reynolds, Margaret or Bob Burke.

Friends of the Library

There was no additional information concerning formation of a Friends of the The Library. Board members are to check with the Art Guild to see how their relationship with the New Mexico Community Foundation works in actual practice.

Treasurer's Report

Treasurer Cindy Eakin distributed the 2010-2011 Proposed Budget for the library as well as the June 2010 Profit & Loss vs Actual. The Proposed Budget differs somewhat from the Preliminary Budget we approved on April 15, 2010 because it reflects adjustments made by Mary Badarak, principally to account for Sandoval County Bond funds spent in the 2009-2010 fiscal year. It has been approved by the Assembly.

The total Proposed Budget is some \$9,000 less than fiscal 2009-2010.

The June 2010 P&L shows that we under spent for **Line 437 Communications** and **Line 438 Utilities**. The Proposed Budget still contains a slight cushion in those areas but has been reduced to more closely reflect experience.

Line 334.04 State of New Mexico-LCAA accurately reflects the current status of those funds in the state legislature.

Line 311.01 Town Property Tax Current Year. This figure is slightly less than last year but anticipates normal collection of taxes. Unspent amounts in fiscal 2009-2010 were returned to the town.

Line 334.12 GO Bond Sandoval County Library. Reminder that all of this amount must be spent by June 30, 2010 or returned to the county.

Claralyn Howard moved that the Board accept the 2010-2011 Proposed Library Budget and the Assembly be so advised. Suzanne Guy seconded the motion and the motion carried unanimously.

Library Director's Report

Mary Badarak's report outline was distributed and is attached to the minutes as is the report on Library Book Sales.

Some specific points she covered.

1. The annual report to the state library is due September 15.
2. She is suggesting an appropriation of \$500 for next year's Summer Children's Program to be funded by book sale income, **Line 360.06**. Book sales since Memorial Day were not deposited until the start of fiscal 2011 and already total \$513. A recommendation that Nancy Hart receive an honorarium of \$150 for her professional services as the director of the Summer Children's Program. The Board agreed and unanimously approved the motion to that effect made by Suzanne Guy and seconded by Dorothy McDonald. Cindy Eakin, the Board Treasurer will prepare an invoice so the Town can issue the check.
3. Book labels referencing the donor will be placed in special collections of books which are catalogued into the library's collection.
4. The sale of some donated books on the internet suggest that would be a good revenue source for some of the better books the library has received. Mary is operating on an eBay account that has no expense for the library.
5. DVD's continue to be our most actively circulated material and the most fragile. Mary has determined that it is cheaper to replace damaged DVD's than to invest in repair equipment. Damaged video and audio tapes are not being replaced. Almost one-half of the library's audio CD's have been donations.
6. The improvements in the Children's area and new shelves for the center of the back room will be put in place sometime after Mary returns from England on Aug 16.
7. The inventory of the collection will also take place in late August. It will require volunteer help and may require that the library be closed. Training for the inventory will have to be held. After the inventory, a general volunteer training on the catalogue and other library procedures will be necessary.

8. While Mary is gone, July 31 to August 16, the library will be supervised by Claralyn Howard (August 2 thru August 7) and Jeanie Ortiz (August 9 thru 14). In the event of lack of volunteer coverage Mary Wheeler can authorize the closing of the library.
9. Barbara and Marly Stewart are retiring as volunteers. A thank you note from the Board is appropriate.

Other

A date for interviewing Board candidates will be set after phone consultation. A special meeting will be held on September 28, perhaps also by phone, to recommend appointments to the Town Assembly.

Adjournment

Meeting adjourned by Chair Cindy Eakin at 12 noon.

The next general meeting of the Library Board will be at 9:00 a.m. on October 19, 2010 in the Sweetkind Library

Respectfully submitted,

Claralyn O. Howard
Secretary