

**Irene S. Sweetkind Public Library**  
Board Meeting Minutes  
February 11, 2010

**Call to Order**

The regular 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

**Roll Call**

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

Ex Officio Member Mary Badarak, Library Director, was present

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

**Approval of Minutes**

On motion of Suzanne Guy, seconded by Kathryne Anson the previously distributed minutes were approved with minor additions.

**Approval of Agenda**

The previously distributed and posted Agenda was approved on motion of Suzanne Guy, seconded by Kathryne Anson.

**Treasurer's Report**

***Quarterly Financials***

Mary Wheeler commented that Library expenses are \$1,000 under budget for the year to date and referred to the Art Guild's unrestricted gift of \$1,000. Mary Badarak has already written a thank you note for that and will also advise the Art Guild of the use of the money when that is determined.

The following remarks and explanations were made about individual line items.

**Re line 340.01 State Library Grant-in-Aid:** An unexpected (and therefore unbudgeted) \$3,230.36 increase of the amount of the Grant-in-Aid was applied to Collection Development, category 459. An equal amount of Sandoval County GO Bond funds will be reserved in Fund B for future projects.

The \$703.37 which was held back while the legislature was considering cuts to previously approved appropriations will be received. Change in state law has resulted in broader discretion for the use of these funds. However, the fact that the money is not available until November of one year and must be spent by the end of June of the following year makes budgeting difficult.

Mary Badarak also cautioned the Board that the amount coming to the library in future years through this legislative appropriation is not guaranteed.

**Re line 335.02 State GO Bonds 2006:** The last of these funds, approximately \$1,682, have been invoiced and will be received in February. They were used to pay for the new borrower cards and four recordable DVD drives for the public computers which are expensed in category 459.05

As an aside, it was mentioned that the library will also receive \$4,721 from the State 2008 GO Bonds which must be spent by 2012. These funds are not currently budgeted. Permitted uses do not include salary or operating expenses. Funds are received as a reimbursement for permitted expenses.

Another Library bond issue will be on the ballot in 2010.

**Re line 431.01 Continuing Education:** Mary will not be attending the State Library Association Convention in Ruidoso in April so the \$450 in this category will be used for an on-line class on the use of the new catalog. The State Library formerly required that \$450 had to be spent each year on Continuing Education but that is no longer the case.

Mary also reminded the Board that trips to the State Library should be logged and are reimbursable at \$.505 a mile.

#### ***Budget Adjustments***

Adjustments to the budget will be made at the end of the fiscal year.

### **Chair Report**

There was no specific report from the Chair.

### **Library Director's Report**

#### ***Update on Catalog & Borrowers' Cards***

The new catalog, Destiny, was installed the 1<sup>st</sup> of February. It resides on the server in the Director's office as well as off-site. It was designed for schools and is customizable. One feature, Title Peek, permits patrons to obtain access to published reviews of titles as well as write their own. That will cost \$150 annually. The old and new catalogs don't interface completely and currently books are being checked in under the old system and checked out on the new. Mary plans to totally retire the old catalog by the end of the fiscal year. A complete inventory of our collection will need to be done within the year. It will be a volunteer project which will make use of the additional bar code reader which has been purchased.

\$2,000 in County Bond funds was used to purchase the catalog and new bar code readers. 1500 new bar-coded plastic borrower cards with break off key chain tags were paid for from State GO Bonds. Although the cards are free to patrons, Mary suggested that a fee be established for any replacement cards requested by patrons.

A four hour webinar on features and use of the catalog will be held for 8 people in the library, paid for from the Professional Development/Continuing Education budget (See above). The students in that class will then be expected to train other volunteers. In the meantime, Mary will provide individual instruction to volunteers as needed.

#### ***Web pages and Library Newsletter***

Mary, as web master for the town, has posted annual reports on the library web page and set up access to the catalog. Board minutes, policies and plans, and the Financial sheet with explanations for the Library B Account will also be included.

The Library's current internet expense is \$50.00 per month for DSL. That cost is below the expense we would incur if we applied for an e-rate grant.

#### ***Sandoval County Bonds***

Mary distributed a list of the allocations of **State** GO bonds, based on the per capita of the Legal Services Area. A copy is attached to the Minutes.

There is \$18,500 in Sandoval County bond funds yet to be spent in fiscal 2010 and 2011. The audit by the county in December found us in compliance with expenditures to date.

Mary's suggestions, on which she would like Board comment, include the following:

- Special projects
- Collection development
- An alarm system (which would result in an insurance reduction)
- 4 new computers for the kids' area, 2 of which would have games and 2 of which would be online with filters for 3 to 8<sup>th</sup> grade. [Children's use of the adult computers would require a parental release.] This project would also require space rearrangement and new furniture
- Redesign of the back hallway for use of the archiving project. This would require use of State GO funds and State Grant in Aid moneys. Mary will present costs for approval at our next meeting.

In regard to the budget for fiscal 2010 to 2011 Mary Wheeler reminded us that the LCAA grant will be at least 9% less than for the current year.

### **Old Business**

#### ***Job Description-Library Director***

The Board discussed preparing a job description for the Director which is in line with the requirements of the State Library and supports the mission of the Library. Cindy will prepare a description in line with our discussion. The Board unanimously approved a motion made by Dorothy McDonald and seconded by Jeannie Ortiz that Cindy then submit the description, along with an explanatory letter, to the Town Assembly as a recommendation.

#### ***Friends of the Library***

Approved April 15, 2010

Cindy distributed material to the Board which she had collected concerning the formation of a Friends of the Library, which has previously been discussed. She will obtain further clarification of costs involved. She suggested that the Community Fund be approached for a grant to cover the \$500 initial fee. Claralyn will also look into this.

Mary suggested that a project for the FOL could be the sponsoring of a talk by Rudolfo Anaya.

***Policy workshop-update3/23/2010***

It was decided to change the workshop date to **March 25, 2010 at 9:30 am**. At that time the Board will consider a new Technology Plan as well as a policy regarding Public Service.

***Volunteer Party***

Mary suggested that the Board sponsor a pot luck dinner in the Community Center for volunteers, past, present and prospects, on a Saturday or Sunday between April 4 and Memorial Day. Mary hopes to have new volunteer handbooks prepared by then. There was general Board approval but no date was set.

Mary will be gone March 8-11; June 12-19; and the 1<sup>st</sup> two weeks of August.

**Other**

Claralyn Howard announced her resignation as Vice-Chair. Election to fill that office will take place at the April meeting.

**Adjournment**

Meeting adjourned by Chair Cindy Eakin at 1:00pm

The next general meeting of the Library Board will be at 10:00 a.m. on April 15, 2010 in the Sweetkind Library.

Respectfully submitted,

Claralyn O. Howard  
Secretary