

**Irene S. Sweetkind Public Library**  
Board Meeting Minutes  
February 8, 2011

**Call to Order**

The regular meeting of the Board of the Irene S. Sweetkind Public Library (Library) was called to order at 2:00 p.m. at the Library at 6515-B Hoochaneetsa Blvd. by Chair Cindy Eakin.

**Roll Call**

Board Members Dorothy McDonald, Suzanne Guy, and Cyndi Morgan were present in the Library. Cindy Eakin was present by conference phone and Claralyn Howard was present by computer chat.

Ex Officio Member Mary Badarak, Library Director, was present

**Approval of Minutes**

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

**Approval of Agenda**

The previously distributed and posted Agenda was unanimously approved.

**New Business**

None raised.

**Old Business**

*Policy Committee*

Suzanne Guy reported that the Policy Committee had met and reviewed all policies. Cindy Eakin, with Suzanne's help, will distribute a draft report to the Committee members so that a final report will be available for a Board Workshop on Friday March 25 at 10:00 a.m. in the Library.

*Excess Books*

Cyndi Morgan reported that she had contacted Angelina at Volunteer Services at the VA in Albuquerque (505 256-2771 Building 1, Room 105) who will take up to 100 paperback books for the library. Cyndi will follow through with this when the books are selected.

Cindy Eakin offered to take some to be sold at Half-Price Books.

Mary Badarak recently posted 8 new-in-quality books on E-bay and sold 3.

Claralyn Howard reported that the books and videos at the Pena Blanca Senior Center had little activity. A bookshelf in the hall outside the C-Store was approved, in theory, by the manager with the proviso that it must be checked and maintained every day.

Approved April 19, 2011

Mary Badarak reported that Nancy Hart will be taking some of our weeded books to the garage sale conducted by Holy Faith Church.

Currently there are about 3 boxes of paperbacks and 4 boxes of weeded hard-backs. Mary is also keeping in mind good books for the Memorial Day sale.

#### *Director's Job Description*

The Director's Job Description which was discussed at the last Board meeting was approved by the Assembly at the December meeting and an Employee Handbook was approved at the January meeting.

#### **Chair Report**

No Chair Report

#### **Treasurer's Report**

The December 2010 financial report was previously distributed electronically by Mary Wheeler. There were no specific comments about it.

Mary Badarak reported that the first half of the State Grants in Aid was received after Jan. 1, 2011. Reports from the legislature suggest that the full amount will be received this year but the amount in the next fiscal year is not determined. It is possible that funding will fall back to previous, or lower, levels.

Both state and county library bonds passed but without language changes for capital improvements. The funds will also now be available as reimbursements for approved items.

Next year's LCAA grant may be as low as \$125,000.

January Financials show a \$1,000 donation from the Art Guild, and \$100 from the Fire Department and \$100 from the Community Fund both given in memory of Larry Jewell.

Cindy Eakin commented that Library expenses are under good control but that income in the next fiscal year may become a concern. Mary Badarak suggested the Board be prepared to address this possibility at the April meeting so that a careful budget can be presented to the Assembly.

Suzanne Guy moved approval of the Treasurer's Report; Cyndi Morgan seconded, and the report was unanimously approved.

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

##### *Inventory and Volunteers*

Although there are approximately the same number of volunteers as in the recent past Mary reports that scheduling has become more difficult because of the number of them who spend time away from Cochiti.

Approved April 19, 2011

The computer inventory of the collection is nearing completion. Children's and Oversize books remain to be done. Dorothy McDonald, Marilyn Whitney, Ellen Rich and Maureen Johnson have been spending considerable time at it. Redesign of the Children's area accompanies the inventory and weeding. Two 72" desks will arrive in a week or two to hold the 4 new computers. Desks and computers have been purchased with the Sandoval County Bond funds and total about \$4,000. Two of the computers will be online, but filtered, and be connected to a printer. The other two will have new interactive games and learning programs which will also be purchased with county bond money.

After the inventory is completed, and before the Memorial Day Book Sale, Mary intends to have 2 volunteer workdays to review computer resources and skills with the volunteers.

She is also preparing to offer computer classes again in web design, Power-Point and internet usage.

#### *Volunteer Appreciation Day*

The December 11<sup>th</sup> gathering honoring all town volunteers was well attended and the video of volunteers at work was especially appreciated. Mary thanked Claralyn and Jim Howard and Marsha and Paul Mitchell for their assistance. Because December is such a busy time of the year Mary suggested that any future gathering be held closer to Labor Day.

#### *E-book Consortium*

Mary found out after the fact that the consortium grant request with Gallup public library for e-books downloads was not submitted as planned. Geri Hutchins at the State Library has suggested the possibility that we might connect with the Corrales, Placitas and Jemez Springs consortium and sign on with them next year.

In that regard, Mary plans to attend the State Library Association Conference April 27 and 28 in Albuquerque. Although nothing has been budgeted for Professional Development in the current fiscal year a budget adjustment of \$245.00 would cover it.

#### *Memorial Day*

Mary announced that the Los Alamos Choir will again give a concert, the Community Fund will provide refreshments and we will have a book sale.

#### **Other**

Mary Badarak suggested that the Board review its By-laws to be sure we are following them and in compliance with State Library requirements.

#### **Adjournment**

Meeting adjourned by Chair Cindy Eakin at 2:50 p.m.

The next general meeting of the Library Board will be at 2:00 p.m. on April 19, 2011 in the Fire Hall.

Respectfully submitted,

Claralyn O. Howard