AGENDA
Roswell Public Library Board
Thursday, February 20, 2020 — 4:00 p.m.
Roswell Public Library - Administrative Meeting Room
301 North Pennsylvania Avenue

Opening Ceremonies
- Call to Order by Presiding Officer
- Roll Call & Determination of Quorum

Board President:  □ Alyssa Rogers
Board Members:   □ Patti Bristol  □ Jennifer Cole  □ Janice Dunnahoo
                  □ Betty Hanson  □ Mel Loucks  □ vacant
                  □ Councilor Angela Moore, Roswell Public Library Liaison
                  □ Enid Costley, Library Director
                  □ Lorena Borunda, Administrative Assistant

- Agenda/Consent Items/Minutes from the January 23, 2020, regular Roswell Public
  Library Board of Trustee meeting.
  Non-Action Items (information items)
  1. Building Improvements update
  2. Service Improvements update
  New Business (action items)
  4. Discussion and approval of vacancy in Library Board
  5. Discussion and consider for approval Pest Control Procedures
  Library Staff Reports
  6. Library Director’s Report
  Public Participation on Agenda Items
  Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4
NMSA 1978 and Resolution 19-37
NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will
not be debate by the City Council.  If you are an individual with a disability who is in need of a reader,
amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or
participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one
week prior to the meeting or as soon as possible. Public documents including the agenda and minutes
can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a
summary or other type of accessible format is needed. Printed and posted: 2/18/2020
Notice of this meeting was given to the public in compliance with NMSA 1978, Sections 10-15-1 through 10-15-4 and Resolution 19-37.

This meeting convened at 4:04 p.m. with Board President Alyssa Rogers presiding, and members Patti Bristol, Betty Hanson, Mel Loucks, Janice Dunannah, Jennifer Cole, Councilor Angela Moore, Enid Costley, Library Director, and Lorena Borunda, Library Administrative Assistant being present.

President Rogers called for the approval of the agenda for the January 23, 2020 Roswell Public Library Board of Trustees meeting to include the minutes for the October 24, 2019 meeting and regular items as follows (Discussion and approval of Library Strategic Plan, Martha Cowan Boellner Trust, Roswell Big Read, and Library Director’s Report), informational items as follows (Building Improvements and Service Improvements). Member Loucks motioned to move, and Member Bristol seconded. A voice vote was unanimous, and the motion passed 7-0.

Informational Items
1. Building Improvements. In addition to the written report, Enid Costley, Library Director shared the following:

   The shelving, for the fiction and nonfiction collections, have been repaired and stabilized.

   Tasia Ramage, the artist contracted to paint a koi pond on the floor of the children’s area, is recovering from surgery. She will begin working on the koi pond soon.

   Enid Costley, Library Director, talked about the issues with the public restrooms. In an effort to resolve some of the issues, backpacks are no longer allowed in the restrooms. Signs have been posted to this effect. There was a discussion on locking the bathrooms at closing times. This and bathroom upgrades will be further discussed with city staff.

2. Service Improvements. In addition to the written report Enid Costley, Library Director, shared the following:
The General Services Committee approved the mobile service unit be put on the next City Council agenda.

Enid Costley, Library Director, presented the board with her dream outdoor learning area. There is a $65,000 in major donations that might be used for this project.

The library received a $2,000 Library Census Equity Fund grant from the American Library Association to help pay for the printing of 3,000 Census coloring books. The Roswell Independent School District will distribute the coloring books.

New Business
3. Discussion and approval of the Library Strategic Plan. Enid Costley, Library Director, clarified that if the Strategic Plan is approved by the Library Board today it will still go to the General Services Committee and City Council for approval. Member Hanson motioned to approve the Library Strategic Plan and Addendum with grammar corrections, Member Dunnahoo seconded. A voice vote was unanimous, and the motion passed 7-0.

4. Discussion and approval of the Martha Cowan Boellner Trust. Copies of the Trustee’s Deed and the October 22, 1985 Library Board Minutes were reviewed and discussed. No action taken.

5. Discussion and approval of support letter for Roswell Big Read. Easter New Mexico University Roswell will be applying for a National Endowment for the Arts Big Read Grant. Many activities are being planned throughout the community. Member Loucks moved to approve the Library’s participation in the Roswell Big Read project, Member Cole seconded. A voice vote was unanimous, and the motion passed 7-0.

6. Library Director’s Report. In addition to the written report, Enid Costley, Library Director shared the following:

Enid Costley provided a review of personnel vacancies, and job positions. Members and staff expressed concern and questioned if such a turnover is normal for the library. Enid Costley, Library Director, reported retirement, illness, and jobs with more pay contributing to the turnover.

Marcos Nava, Executive Director, Roswell Hispano Chamber of Commerce has expressed interest in the Library Board.
The Library is doing a Roswell Reads Winter Reading program with bingo cards. The bingo card and a complimentary prize coffee mug was handed out to all board members. Other bingo prizes include a notebook and pen, and backpacks.

Enid Costley, Library Director, announced she has been accepted into New Mexico Leadership Roswell, and asked to change the Roswell Library Board of Trustees meeting to February 20, 2020. President Rogers may or may not attend due to a deposition.

The Library is in the process of applying for E-rate for discount in internet service and for equipment for the mobile library vehicle. The equipment will allow the mobile library unit to have mobile internet service.

Public Comment
No public attendance.

Adjourn
The meeting adjourned at 5:32 p.m.
Director's Report  
Roswell Public Library Board of Trustees  
February 2020

Building Improvements  
Koi Pond – Work is progressing on the floor painting of the Koi Pond in the children’s area. We are taking photographs every day to track the progress. We anticipate the work will be completed in March.

Southeast Meeting Room – We have put window cling on the upper window of the room and are beginning to put peel and sticking wallpaper on the backs of the shelving.

Pest Control – We had an incident in which pests were brought in with library materials. We were fortunate that circulation staff and facilities dealt with the problem and stopped the spreading through the collection. We also had our pest control vender look over the area and treat the area around the circulation desk. Attached is our pest control procedure.

Service Improvements  
U.S. Census Information – The bilingual coloring book has been sent to the printers. We have requested to see the layout before it is printed. The cost of the printing will be shared with the Roswell Public Library (with a grant from the American Library Association), Roswell Department of Planning and Zoning and Chaves County.

SirsIDynix – The software upgrade for the SirsiDynix will be done the night of February 24.

Collection – Library staff has been improving access to the library collection and shifting shelves so that all the shelves are the same height throughout the collection. The Juvenile Fiction collection was shifted up to comply with guidelines of the Americans with Disabilities Act and at the same time the highest shelves were lowered to make it easier for children to reach the books. We are adding subject labels to children’s picture books so that browsing for a subject area is easier. We are also color coding the beginner reader books so that children may find books at the same reading level. The nonfiction collection is being evaluated and the Southwest collection is slowly being interfiled with the other books making it easier to locate information about the west. The large print collection has been moved to the same set of book ranges and the paperback collection area has been expanded.

Programs – We are using a combination of State Grants in Aid Funds and gift funds from the Library Foundation to pay for the summer reading program and the spring break presenters. We have confirmed all but two presenters.
1.0 Purpose:

It is the responsibility of the Roswell Public Library to maintain a health and clean environment for all library users and to protect the community's investment in the library collections, equipment, and property. Bed bugs and other pests are an ongoing challenge for all facilities open to the public. This document outlines the Roswell Public Library's protocol for the prevention, containment, elimination and restriction of patron use in response to bed bug incidents in its collections or on its premises.

2.0 Definitions:

2.1 **Bed Bug:** a wingless bloodsucking hemipterous bug (*Cimex lectularius*) sometimes infesting buildings. Feeds on the blood of humans and other mammals. The bed bug has the following stages of development: egg, nymphs and adult.

2.2 **Roswell Public Library:** The building located at 301 North Pennsylvania Avenue and Mobile Library Service Vehicle.

3.0 Patron Protocol:

3.1 Patrons with known bed bug infestation must immediately cease borrowing tangible materials from the Roswell Public Library.

3.1.1 Any patron who also lives in the same residence as original patron will also cease borrowing of tangible materials from the Roswell Public Library.

3.2 If a patron finds evidence of bed bugs, nymphs, eggs, feces, or spotting associated with bed bugs, the patron must comply with the following:

3.2.1 If the materials are inside the library, immediately bring the materials to a staff member and inform the staff member of the suspicion.

3.2.2 If the materials are outside of the library and in the possession of the patron, place them into a sealable plastic bag and tape the bag closed. Return the materials directly to a staff member and inform them of the incident.

3.2.3 Materials are not to be put in the book drop.

3.2.4 Patrons are prohibited from self-treating Library materials that are suspected to contain bed bugs.

3.2.5 Patrons will be held responsible for any damage sustained to Library materials during an attempted self-treatment.
4.0 Library Protocol:

4.1 Roswell Public Library staff is trained to routinely inspect all incoming materials for the presence of bed bugs, including live or dead bugs, eggs, nymphs, feces and spotting associated with bed bugs.
   4.1.1 If Library staff finds evidence of bed bugs, nymphs, eggs, feces or spotting associated with bed bugs, the item is immediately double-bagged in a sealable plastic bag and placed in a waterproof container.
   4.1.2 In an effort to prevent further public exposure, any library materials showing evidence of bed bugs will be treated before they are discarded.
   4.1.3 Items that do not show signs of bed bug damage, but may have been in the same area of items showing signs of bed bug damage (ie home, car or book drop), are treated and returned to circulation.

4.2 All items borrowed or loaned as part of the Roswell Public Library Interlibrary Loan Program will be inspected.
   4.2.1 Items borrowed from another library will not be checked out to a patron if library staff finds evidence of bed bugs, nymphs, eggs, feces or spotting associated with bed bugs.
   4.2.2 If library staff finds evidence of bed bugs, nymphs, eggs, feces or spotting associated with bed bugs, we will contact the loaning library and offer to discard the item or treat it and return materials in sealed plastic bag.

5.0 Treatment

5.1 Items with evidence of bed bugs, eggs, nymphs, feces and spotting associated with bed bugs will be treated. Item in the same area will also be treated. Treatment includes:
   5.1.1 Immediately double-bag in sealable plastic bags.
   5.1.2 The area where the item is placed will be wiped down with approved chemicals.
   5.1.3 A photograph will be taken of the material(s) which include the barcode.
   5.1.4 The item will be placed in a waterproof container.
   5.1.5 The waterproof container will be moved to a cold treatment area.
   5.1.6 The pest control manager will oversee the cold treatment ensuring that the item is placed in a steady below zero environment for 5 days.
   5.1.7 An incident report will be completed with the name of the person who checked out the material and titles of the materials.
   5.1.8 A note will be put on the patron's record and library privileges may be suspended.
   5.1.9 The patron will be notified by the Library Director or the pest control manager.
   5.1.10 Contact the Health Department???
6.0 Suspension and Reinstatement

6.1 So as not to jeopardize the health and cleanliness of library facilities, collections, and users, if a patron returns library materials on two separate occasions or has two or more items on one occasion that show evidence of bed bugs, there shall be an immediate suspension of that patron library privileges, as well as all other members of the that household.

6.2 A suspended patron and all other household members will have their borrower classification changed so that no checkout of tangible items is permitted, yet access to digital collections is maintained.

6.3 Patrons in the affected residence shall not be permitted to enter the Roswell Public Library.

6.4 Once the patron is able to provide the library with written proof that their residence has been treated, re-inspected, and that the bug infestation has been eradicated, library privileges will be restored.

6.4.1 The documentation must come from a licensed pest control company or the patron’s landlord.

6.4.2 It must list the address of the residence treated and provide contact information for additional follow-up if needed.

7.0 Right of Appeal

7.1 Patrons may appeal a decision to limit or suspend privileges or the conditions placed on reinstatement by sending a written appeal to the Roswell Public Library Board of Trustees within 10 business days of the suspension notice.

7.2 This appeal should be sent to the President of the Library Board of Trustees in care of the Library Director 301 North Pennsylvania Avenue Roswell, New Mexico 88201.

7.3 The decision of the Library Board of Trustee is final.