



AGENDA

Roswell Public Library Board

Thursday, May 16, 2019—4:00 p.m.

Roswell Public Library - Administrative Meeting Room

301 North Pennsylvania Avenue

Roswell, NM 88201

Call to Order

Roll Call

Board President: Alyssa Rogers

Board Members: Judy Armstrong Patti Bristol Janice Dunnahoo

Betty Hanson Mel Loucks Lewie Montgomery

Roswell Public Library Liaison Councilor Angela Moore

Library Director Enid Costley Administrative Assistant Lorena Borunda

Approval of Agenda

Approval of Minutes

1. Consider approval of the minutes from the April 25, 2019 meeting

Regular Items

2. Discussion and recommendation of Library Director's Report
3. Discussion and recommendation of Interlibrary Loan Fees
4. Discussion and recommendation of Displaying and Distributing Community Information
5. Discussion and recommendation of the Meeting Room Fees

Informational Items

6. Building Improvement update
7. Service Improvement update

Public Comment

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: 5/13/2019



DRAFT

Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Administrative Meeting Room
April 25, 2019 at 4:00 p.m.

Notice of this meeting was given to the public in compliance with NMSA 1978, §§ Sections 10-15-1 through 10-15-4 and Resolution 18-55.

This meeting convened at 4:02 p.m. with Board President Alyssa Rogers presiding, Vice President Lewie Montgomery, and members Judy Armstrong, Patti Bristol, Library Director Enid Costley, and Library Administrative Assistant Lorena Borunda being present, and members Betty Hanson, Mel Loucks, and Councilor Angela Moore being absent.

President Rogers called for the approval of the agenda for the February 28, 2019 Roswell Public Library Board of Trustees meeting to include the minutes for the January 24, 2019 meeting, regular items as follows (Library Director's Report, Meeting Room Procedures and Fees), informational items as follows (Building Improvements, Service Improvements and Library Terms Update). Member Armstrong made a motion to take from the table Meeting Room Fees, Board President Rogers seconded. A voice vote was unanimous, and the motion passed 4-0 with member Hanson being absent.

FOR THE RECORD Member Loucks arrived after vote at 4:04 p.m. and Councilor Moore arrived at 4:05 p.m.

1. President Rogers called for the approval of the minutes of the February 28, 2019 and the March 28, 2019 meeting with the following corrections. Under Building Improvements change sentence to read "pulling up carpet, and to polish the floor would be quite expensive". Under Library Director's Report be consistent with spelling of SirsiDynix. Member Armstrong motioned to move as amended, and member Loucks seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

Regular Items

2. Recommendations for Position 6 and 7 on Library Board. The Board agreed to push forward with the recommendation to the Mayor for Mel Loucks to fill Position 6 as she is already filling in and fits in well with the Library Board. Montgomery moved and member Bristol seconded. A voice vote was unanimous, and motion passed 4-0 with member Loucks abstaining Vote, and member Hanson absent.

Member Loucks moved that on Position 7 they defer recommendation to the Mayor, as both candidates are equally qualified. Member Armstrong seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

3. Library Director's Report. In addition to the written report for March 2019 and April 2019, the Library Director gave updates on repairing the water leaks. The RoofCARE quote was approved by the Facilities Department, and repairs will begin soon. Maps showing damage and work to be done were available.

Service Animal complaint was discussed. The Library Director explained that all staff employed at time of incident and still currently employed has provided a statement. There is no recollection from any staff member of such incident taking place. Paperwork has been turned into the City Attorney. No action was taken.

4. Library Card Application Procedure. Members discussed the application procedure for both the new Library Technology Cards and the regular Library Cards. Ms. Loucks raised concerns with patrons being able to provide such forms of identification. President Rogers made a motion, and member Bristol seconded to amend section 3.1.2.1 by adding a State Issued Identification Card, add a Birth Certificate, and keep the Roswell Public Library card. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

5. Meeting Room Fees. Ms. Costley met with the City Manager; he explained the process to acquire approval of the meeting room fees. The recommendation will go to the Finance Committee, then to the General Services Committee, and finally to City Council for approval. Current and proposed fees were discussed. Member Montgomery moved to remove the fees of Bondurant Room and add the recommended overtime fee of \$30 per every half hour past the Library closing time, member Bristol seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

Library Meeting Spaces Procedure discussed. Member Montgomery moved to amend the Library Meeting Spaces Procedure, member Rogers seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

6. May Meeting. Ms. Costley recommended the date for the May meeting be changed from May 23, 2019, to May 16, 2019. Member Loucks moved to change the meeting date to May 16, 2019, and President Rogers seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

FOR THE RECORD Board President Rogers left the meeting at 4:55 p.m.

Informational Items

7. Building Improvements. RoofCARE Quote was approved by the Facilities Department.

8. Service Improvements. Various city departments promoting in the Summer Guide. Roswell Public Library participating with the Summer Food Program by providing STEM activities and a Book give away.

Public Comment

Alison Penn a reporter from the Roswell Daily Record introduced herself. Lorena Borunda- Library Administrative Assistant also introduced herself. Member Loucks asked about emails and letter procedures to patrons with overdue books.

Adjourn

The meeting adjourned at 5:13 p.m.

Director's Report

Roswell Public Library Board of Trustees

May 2019

Building Improvements

The library purchased two carpets for the children's department to use for programs. The carpet replaces the carpet squares previously used and will encourage the children to be arranged in seating pattern which will make the program flow better.

We have moved furniture and repurposed tables to allow for a different configuration for the public computers. We will be moving the file cabinet by the old computer sign in desk to administrative assistance's office after it is painted.

Service Improvements

Donated funds from the Roswell Library Foundation are being used to pay for summer reading program presenters on Thursdays at 10:00 am and 3:30 p.m. Presenters include magician Kier Mathur, storyteller Indiana Bones, musician Curious Chris, magician Tall Paul and musician Andy Mason. We also used donated funds to purchase items for a Star Wars Party.

We are repackaging the movie DVD's in media sleeves and placing the collection behind the circulation desk. The empty DVD cases will be placed on the shelf. As the DVD will be stored in a secure location, Debra Thomas, suggested that we eliminate the security tags on the cases with a cost savings of \$4.00 per item.

We continue to work towards one hardcover fiction collection by interfiling the mystery collection, science fiction collection and western collection. The Large Print and paperback collections will not be interfiled with the hardcover fiction collection.

We will be using General Obligation Bonds to purchase an English and Spanish computer preloaded with educational games. The computer will be placed in the children's area. In order to have the purchase and reimbursement within the same fiscal year we will purchase the computer after July 1, 2019.

Robert Briggs has created a user profile in SirsiDynix for the technology card.

The sign up for the public library internet computers has been relocated to the circulation desk and allows for self-check in. We now have people sign up for the headphones and have implemented a cleaning procedure for the headphones.

Library Fees

On May 9, 2019 the City Council approved the elimination of meeting room fees, and added a fee in the event that meeting is held outside of library hours. There will be a \$30.00 per half hour charged for use of the room outside of normal library hours.

Interlibrary Loan fees were eliminated and Interlibrary Loan costs will now be paid with State Aid Funds.

Library Procedures

Displaying and Distributing Community Information: Staff has reviewed the policy for displaying/Distributing community information and the Electronic sign policy and created the Displaying and Distributing Community Information Procedures for Library Board to review.

Library Meeting Spaces: The City Attorney has reviewed the Library Meeting Spaces procedures and offered a few comments which will be brought to the Library Board for consideration

Library Card Application Procedure: The City Attorney has reviewed the Library Card Application Procedure with no comments for reconsideration.

Personal

Fantasia-Renee Ramirez—Library Page has resigned effective May 24, 2019