



AGENDA

Roswell Public Library Board

Thursday, October 24, 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 vacant

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 September 26, 2019 meeting

Regular Items

2. Discussion and recommendation of vacancy Roswell Public Library Board
3. Discussion and recommendation of Library Strategic Plan
4. Discussion and recommendation of Library Director's Report
5. Library Fines and Fees

Informational Items

6. Building Improvement update
7. Service Improvement update
8. Public Comment
9. 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: 10/14/2019

Director's Report

Roswell Public Library Board of Trustees

October 2019

Building Improvements

Water Leaks – The heavy rain in the first week in October caused some water leaks in the building. The good news is the ground level work done was successful in keeping the ground level water out of the building. Unfortunately, we still had water leaks in the building. After some investigation, we found standing water in the floor ducts. We now believe that the water leaks in the youth services area and the children's area are from water in the window framework. A leak from the air conditioning unit was responsible for water in the children's workroom. We did see some new leaks in the lobby under the Bondurant sign and storage closet. There were also water spots in the carpet in the magazine area.

We have not determined where the new leaks are coming from. We, of course, mopped up water where we could and staff put down and changed out towels to soak up the water in the carpet. We purchased a wet vacuum to help with future water leaks. We have removed the carpet around the windows as it was moldy. We contacted facilities and they will be monitoring the air quality in library.

Koi Pond – With a gift from the Roswell Library Foundation we are contracting with local artist Tasia Ramage to paint a koi pond on the floor of the Library. The area chosen is the southwest corner of the children's departments. Trish Koenig is heading this project.

Upholstery Chairs and Couches – With gift funds we are having the remaining library chairs and couches covered in grey, red or blue vinyl fabric.

Artwork – We are in the process of cleaning a sculpture "Young Lady with Mandolin," which we believe was created by Leopold Bracony. We consulted with Caroline Brooks, Roswell Museum and Art Center, regarding the cleaning and protection of the sculpture. The cleaning process involves distilled water, a soft brush and gentle touch. We have also ordered a vitrine from Montiel Plastics to place over the sculpture and have requested a base be made by Facilities. The Tree of Knowledge sculpture has not been cleaned or repaired in several years and we are seeking someone with experience to tackle the project.

Service Improvements

Census Information – The City of Roswell and Chaves County are making a strong push to have everyone counted in the 2020 Census. To help with the effort, the Library has

provided to the public a list of information gathered for the Census. We are working with City of Roswell IT Department to set up a computer dedicated to collecting Census information, which will be placed near the reference desk.

Library Notices – We contracted SirsiDynix to set up a pre-overdue notice as well as correct issues with the format of overdue notices and to upload new texts for our notices. The last changes and testing were implemented October 11.

Main Street Roswell – Trish Koenig is partnering with the Main Street Roswell organization to offer activities on the first Friday of the month. As Main Street Roswell has expanded the program a bit off Main Street, the Library received permission from the Roswell Library Foundation to use the Library Park.

Meeting Room – We have begun to move staff out of the room in the southeast corner of the Library to create a small meeting room. Bianca Cheney, Head of Young Adult area, has moved to the youth services workroom. This puts the children's staff and the young adult staff all in the same area. Adult Services staff, Matthew Gormley, Tomás González and Amanda Davis will be relocated to the administrative area. We will be purchasing an AV cart with equipment, which may be used in the meeting rooms.

Outreach – We are moving forward with obtaining a mobile library service vehicle. We have a quote, which will be reviewed by the City Fleet Manager on October 14. We are accepting applications for an Outreach Librarian.

STEM and Art Festival – Trish Koenig, represented the Roswell Public Library at the STEM and Art Festival, which was hosted and coordinated by the Roswell Museum and Arts Center.

Library Strategic Plan

Attached is the Library Strategic Plan. Please consider it a working document. We will provide print copies at the October Board Meeting along with project reports and Ganatt Charts. A public meeting to review the document will be held on October 16. We anticipate having the plan completed in January 2020.

Personnel

Journey Peach was hired as a Library Page.

We are currently taking applications for an Outreach Librarian and a part-time Reference Assistant.