

Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Administrative Meeting Room
May 16, 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 19-37.

This meeting convened at 4:00 p.m. with President Alyssa Rogers presiding, Vice President Lewie Montgomery, and members Patti Bristol, Mel Loucks, new member Janice Dunnahoo, Library Director Enid Costley, and Library Administrative Assistant Lorena Borunda being present. Members Betty Hanson, Judy Armstrong, and Councilor Angela Moore being absent.

President Rogers called for the approval of the agenda for the May 16, 2019 Roswell Public Library Board of Trustees meeting to include the minutes for the April 25, 2019 meeting, regular items as follows (Library Director's Report, Interlibrary Loan Fees, Display and Distributing Community Information, and Meeting Room Fees), informational items as follows (Building Improvements, and Service Improvements Updates). Member Montgomery made a motion to approve, Member Bristol seconded. A voice vote was unanimous, and the motion passed 4-0 with members Hanson, Armstrong, and councilor Moore being absent.

1. President Rogers called for the approval of the minutes for the April 25, 2019 meeting. Member Montgomery motioned to approve, and Member Loucks seconded. A voice vote was unanimous, and the motion passed 4-0 with members Hanson, Armstrong, and Councilor Moore being absent.

Regular Items

2. Library Director's Report. Library Director gave updates on the carpets in the children's area.

The public computers have been set up as well as the self – check - in for the public computers. The self – check - in will be staffed for about two months until patrons become familiar with the process.

The Library is ready to start issuing the Technology cards. The Library is working with the IT Department regarding settings for the self-check - in for the public computers.

The media DVD's are being repackaged and moved. This new storing method will save the library about \$.50 per DVD. This is correction from the Library Director's report, which quoted a \$4.00 savings. Interfiling of the fiction collection with the mystery, science, and western collections continues. No action was taken.

3. Inter Library Loan Fees. The Library Director explained why the Inter Library Loan Fees discussion was eliminated from the April 25, 2019 Agenda. Ms. Costley stated that the City Council has passed the recommendation to waive fees to patrons and pay the Inter Library Loan. The Library will use State Aid Funds to cover the cost of Inter Library Loan Service. No action was taken.

4. Displaying and Distributing Community Information. The procedure was discussed and amended as follows: on section 3.4, un-strike last part of sentence "are eligible for posting." On section 5.5 remove "in the Library." Members believe that a comparison with Roswell School District policy would be helpful. Members also wanted to add language to state profanity would not be allowed. Member Montgomery motioned to table the Displaying and Distributing Community Information Procedure, member Bristol seconded. A voice vote was unanimous, and the motion passed 4-0 with members Hanson, Armstrong, and Councilor Moore being absent.

5. Meeting Room Fees. The meeting room fees were approved by City Council. The City Attorney reviewed the Library Meeting Spaces procedure and made some recommendations. Ms. Costley pointed out changes and all board members were in agreement. President Rogers signed the procedure. No further action was taken.

Informational Items

6. Building Improvements. The library is in the process of doing a monthly safety walk through the Library, as requested by Safety Officer Kathy Louer. Safety items such as first aid kits, lanterns, and a solar powered weather radio were purchased. More fire extinguishers and signs will be ordered.

7. Service Improvements. The Library is creating a "postcard" type card to reserve new books that are not yet catalogued. The same card will also serve as an Inter Library Loan request card.

Service improvements also included the previously mentioned Technology cards, new computers, and self – check - in for public computers, as well as the rehousing of the DVD's, and interfiling of main fiction collection.

Public Comment

No public comment. Board members welcomed new Member Janice Dunnahoo, and congratulated Mel Loucks on being reappointed.

Adjourn

The meeting adjourned at 4:28 p.m.