

Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Administrative Meeting Room
September 26, 2019 at 4:09 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 4:09 p.m. with Board President Alyssa Rogers presiding, and members Mel Loucks, Patti Bristol, Betty Hanson, Janice Dunnahoo, Enid Costley, Library Director, and Lorena Borunda, Library Administrative Assistant being present. Councilor Angela Moore was absent; members Lewie Montgomery and Judy Armstrong have resigned.

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 Loans, Displaying and Distributing Community Information, and Meeting Room Fees), informational items as follows (Building Improvements, and Service Improvements). Member Bristol motioned to move, and member Hanson seconded. A voice vote was unanimous, and the motion passed 5-0.

1. President Rogers called for the approval of the minutes of the May 16, 2019 meeting with the following corrections. Under Informational Items, change Building Improvements to number "6", and Service Improvements to be number "7". Member Loucks motioned to move as amended, and member Dunnahoo seconded. A voice vote was unanimous, and the motion passed 5-0.

Regular Items

2. Library Director's Report. In addition to the written Director's Report, Enid Costley, Library Director, offered to send Board members the weekly staff Library notes. Enid Costley, Library Director, gave updates on water leaks and capital improvement projects.

The automatic door opener has been fixed.

City Council approved the use of donation funds for the upholstery of the remaining Library chairs.

New Library hours are in effect. New signs were put up on front entrances.

A fire escape in the SW corner of Library has been requested as part of the capital improvements. The fire escape is within code by two inches.

Library technology cards are being issued and the self-check in is going smoothly.

The Fiction collection has been interfiled, and we will now start working on the non-fiction collection.

We are rehousing the DVD's behind circulation counter.

We used New Mexico State Aid to purchase a Bilingual AWE computer.

Holds Request Forms have been implemented.

Enid Costley, Library Director, discussed using Ingram for Cataloging and Processing at length. The two orders placed were a success. The plan is to cancel these services with OCLC which should allow funds for other services and projects.

Library has installed a video phone for the Deaf and Hard of Hearing.

No vote or action was taken.

3. Library Budget, Grants and Gifts. Enid Costley, Library Director, discussed how the Library budget has been cut a few times since it was first submitted. She had to make cuts of her own in order to raise the Book Budget so that we still qualify for State Aid. Credit card machine was cancelled, postage meter was cancelled, and cancelling databases were among the cuts made. Phone allowance, money for training, and salaries were also cut and moved to raise the book budget. Presenters and program fees will now be paid with donation money from the Roswell Library Foundation.

Enid Costley, Library Director answered questions regarding the interfiling of the Fiction and Non-Fiction collections. Enid Costley, Library Director, stated the categorizing is Matt Gormley's decision.

No vote or action was taken.

4. Library Strategic Plan. Enid Costley, Library Director, discussed the process and timeline of the Strategic Plan and suggested to bring any edits to the next meeting. Ideally, the Strategic Plan will be ready for approval at the January Library Board meeting. Enid Costley, Library Director, would like to know what the Board members think is missing from the Strategic Plan. Member Loucks asked if they had to discuss it now. Enid Costley, Library Director, explained they could do it now, call, or email her later. Enid Costley, Library Director, discussed what she believes is missing, not enough about the Hispanic community. Per Enid Costley, Library Director, there are rumors that

there will be many temporary workers coming to Roswell for oil and gas industry, and a new movie made in Roswell. This community needs to be addressed in the Strategic Plan. Both Member Loucks and Bristol stated they were not ready to answer at the moment.

Member Hanson had a question regarding digital magazines and the old magazines. Enid Costley, Library Director, explained that she cancelled RB Digital to balance budget. We keep the print magazines for three years. Hanson suggested giving the old magazines to the Historical Museum.

No vote or action was taken.

Informational Items

5. Building Improvements. As discussed in Director's Report.

6. Service Improvements. Part of the Strategic Plan is to update policies and procedures. There is a new update on the Cash Drawer Procedure and Petty Cash. The procedure has been approved and put into practice.

Enid Costley, Library Director, discussed the new system dealing with grants and gifts and adding them to the budget. Grants and gifts have to go through Finance Committee and then City Council for approval.

Public Comment

No public comment.

Member Announcements

Member Dunnahoo talked about a statue given to the Carnegie Library in 1912. Enid Costley, Library Director, feels the statue should be kept here at the Library behind glass. Member Bristol mentioned there could be safety requirements, insurance risks, etc..., to consider deciding where the statue will be kept.

Member Dunnahoo and Jennifer Cole, public attendee, brought up having an active shooter training for the Library. Enid Costley, Library Director, will follow up with the City of Roswell Safety Officer.

Enid Costley, Library Director, has asked the Roswell Library Foundation for permission to use the Library Park every 1st Friday event.

FOR THE RECORD Member Bristol left the meeting at 5:06.

Adjourn

The meeting adjourned at 5:07 p.m.