

Library Board Minutes
Artesia Public Library
August 12, 2014

1. Members present: Laura Mischke Simon, Rebecca Prendergast, Debbie Guy, Sylvia Flores, Sandi Lanning, Danny Parker, Debby Pardue, Beth Walker, and Rae Aaron
2. The meeting was called to order by Chair Rebecca Prendergast - 5:15 PM
3. Minutes June 10, 2014 were approved as presented.
4. **Friends of the Library Report** - Sandi Lanning presented the following:
 - a. Friends of the Library Board met August 11, 2014.
 - i. Members contributed 64 volunteer hours during prior month
 - ii. 384 visitors to library events hosted by the Friends.
 - iii. \$65.47 in program expenditures
 - iv. \$500 donated to Library to assist with Summer Reading Program
 - v. \$50.51 income from Better World Books sales
 - b. Friends of the Library Activities:
 - i. July 18, 2014 - Summertime Showcase - Itch to Stitch - 130 visitors
 - ii. July 26, 2014 - Author book Signing (Judge Donald Price) - 150 visitors
 - iii. August 5, 2014 - National Night Out - 500 visitors
 - iv. Various hosted tours throughout the month
 - c. Upcoming Activities:
 - i. Meeting with Artesia Mainstreet August 13, 2014 to coordinate fundraising efforts for sculpture to be erected at Second and Quay. Planned sculpture consists of children climbing on a large stack of classic books.
 - ii. Considering promotion opportunities during David Olin's mural restoration visit.
 - iii. Friends and Librarian will coordinate contests going forward to avoid overlap.
5. **Librarian's Report:**
 - a. Currently working on Annual Report. Requested number of meetings in previous year. Eleven meetings were held (July 2014 meeting was cancelled)
 - b. Presented 2014 budget as well as 2013 budget.
 - c. Noted that statistics for electronic usage have been much lower during summer.
 - d. Patron Survey results were provided in Librarian's package for the board.

Results indicate strong desire for adult continuing education. Laura is working out logistics to provide adult computer classes without disrupting other patron's use of public computers. Discussion held regarding possibility of partnering with Artesia Public Schools for lab computers for classes. This may also provide opportunity for Honor Society students to acquire service hours tutoring adult computer class students.

- e. Staffing:
 - i. Library has hired Irma Chavez as a part time employee to work Monday, Saturday and Wednesday (or other busy days).
 - ii. Michelle will be out 10 - 12 weeks on medical leave.
 - iii. Library plans to hire a professional librarian as Teen and Digital Resource Librarian and a full time clerk.
- f. Mural Restoration:
 - i. David Olin expected late September or early October. Laura is working to coordinate meeting between David and the other project stakeholders.
 - ii. Gates will have to be removed and floors protected during use of man-lift for restoration. Scaffolding will be erected.
 - iii. Restoration may create dangerous fumes. Library may have to be closed, have alternate hours, or build tenting and ventilation. Ventilation using employee exit will create security challenges. If Library is closed, alternate work will be assigned to Library employees during closure.
 - iv. Restoration is expected to take 6 weeks.

6. **Old Business:** None

7. **New Business:**

- a. Reviewed revised homebound policy. Discussed Bookmobile estimated cost of \$35 - \$210 per patron per visit, as compared to cost of Library homebound program. Laura will look into estimated cost of homebound program. Currently Omar spends one-half day delivering books in addition to time spent selecting and collecting the books for delivery. Board approved revised homebound policy as presented.
- b. Rebecca inquired whether the Library has a *Plan of Service*. The Library's existing *Plan of Service* is expiring this year. Document is intended to determine services Library will provide now and in the future. It should define the Board's vision and goals for the Library and direct the Board in assisting Library staff in achieving those objectives. Research may be necessary to forecast future services. Sandi or Elizabeth will distribute expiring plan to the Board for review to determine if revisions are needed. Board will discuss *Plan of Service* at next meeting.
- c. Laura has crafted an unofficial mission statement which is published on Library website. Board will review Laura's mission statement as well as the statement included in *Bylaws* and *Plan of Service*. Board will then create an updated mission statement.
- d. Sandi reported that the *Bylaws* adopted three years ago are not updated at City Hall. City Hall needs the current document for their records.

8. **Next Meeting:** September 9, 2014

9. Meeting Adjourned 6:15 PM