

Library Board Minutes
Artesia Public Library
May 13, 2014

1. Members present: Laura Mischke Simon, Debbie Guy, Elizabeth Stephens, Rebecca Prendergast, Beth Walker, Sylvia Flores, and Sandi Lanning.
2. The meeting was called to order by Chair Debbie Guy- 5:15 PM
3. Minutes April 8, 2014, approved as presented
4. **Friends of the Library:** The Friends of the Library monthly report was read. The book sale was well attended and quite successful. Total amount sold, \$404.00, volunteer hours for the last month totaled 60 hours. Rebecca Prendergast noted that assigning a cost for volunteers at the nationally approved rate would equal over \$1300.00, an amount that could be added to the Friends monthly report. The next meeting for the Friends of the Library group is scheduled for May 22, 5:30 PM.
5. **Librarian's Report: April numbers:**
 - The monthly report of library circulation numbers was reviewed. Total patron count since opening – 44,601. Computer usage – 576. Circulation – 5089. The use of eBooks, and data bases is steadily increasing.
 - Legal updates: Laura provided a copy of the response she received from David Hurley, Bureau Chief, NM State Library regarding the public policy procedures for Library Board meetings as well as his response to the open meeting question for the library's community room use. Mr Hurley has also posted Grand Opening photos of the Artesia Public library at <http://nmlibraries.org/artesia>.
 - Patron Surveys have been distributed to the community over the past month. Last week, students from Park, 8th and 9th grade, visited the library and were given the surveys. So far 100 of those surveys have been returned. Surveys have also been completed and returned to the library by patrons and home bound recipients. The library plans to work with the suggestions made in the completed questionnaires to guide them in making future services and programs decisions.
 - This past month the library has hosted the NM Arts and Cultural District's community meetings, a children's reading program by presented by a local high school senior, the destination location for the "Boots to Fill" downtown walk, and the Friends of the Artesia Public Library inaugural book sale.
 - The possibility of connecting to an ILS to US Census for information which would assist the library in tailoring collection additions is being researched.
 - The library has replaced an inoperative resume building site with *Optimal Resume Service* and is very pleased with the early results.
6. **Old Business:**
 - Questions regarding the APL Policy for Meeting Room Use were addressed.

Sandi Lanning moved that the following changes to paragraph two be made as stated: **"The meeting rooms will be available for programs and meetings of non-profit community groups and organizations whose aims are educational, cultural, and /or for civic betterment. The meeting rooms may not be used for meetings which are commercial or for profit in their purpose. Meetings hosted by a company or individual who promote, advertise, or lead to the sale of a product or service, or recruiting are not permitted. The meeting rooms may not be used for private gatherings, any purpose which is illegal, or by any group whose conduct in the library is objectionable or for which satisfactory sponsorship is not provided"**.

And, that the 7th bullet item be moved into the number one position and rewritten as stated: **"The library reserves the right to review all applications before approval to determine whether or not that use falls within the meeting room guidelines. All decisions are at the discretion of the library supervisor"**.
Sylvia Flores 2nd, motion carried.

- Sandi Lanning suggested copies of the approved Meeting Room Policies be sent to Santo Petroleum, c/o Sandra Borges to Holly /Frontier, c/o Shannon Johnson and to Mayor Philip Burch.

7. **New Business:** Laura presented changes in the recently approved Conference Room/Study Room Policy. Because of the size of groups needing the conference room and the need to know that it would be made available to them the proposed policy now reads: **“The conference and study rooms in the Artesia Public Library offers patrons additional space with which to meet their diverse needs. Study rooms are offered on a first come, first served basis with the exception of pre-arranged testing. The conference room can be reserved up to three months in advance. The library will not accept multiple reservations that would designate the conference room as a regular meeting place for any organization”**. Sandi Lanning moved to accept the policy revision. Elizabeth Stephens 2nd, motion carried.

8. Next meeting: June 10, 2014

9. Meeting Adjourned – 6:10 PM

Sandi Lanning
Recording Secretary