

Corrales Community Library Board
Meeting Minutes
February 12, 2009

I. Attendance

President Nancy Kelbley called the meeting to order at 7:30 PM in the Library. Members present: Louis Baudoin, Kay Burgess, Ginger Foote and Bill Wible. David Johnson and Donna Wylie were excused. Librarian Carla Spencer was also present.

II. Agenda

The Board approved and accepted the agenda as presented.

III. Minutes

Minutes were approved and accepted as corrected.

IV. Librarian's Report (Please see attached report).

Items discussed that were not in the report include:

- A. With regard to the new television and DVD player, Carla reported that licensure is required for CCL to show films to the public. Lisa Leonard Cook, the new FOCL president stepped forward and paid the fee for the first year of operation. The first film is scheduled to be shown in April.
- B. The "High Tea" event scheduled for the teen group was a huge success. The turnout was high and everyone had a grand time.
- C. Carla presented her experiences at the recent ALA Conference in Denver.
- D. The FOCL has elected a new president and established a new Board of directors.
- E. The next FOCL sponsored book sale has been scheduled for May and will be staged in the park.
- F. Carla recently met with a rep from the State Library Board about current requirements.

V. Old Business

- A. The CD issue with Wells Fargo bank continues; no funds have been located just yet.
- B. The Board reviewed the **Guidelines for the CCL Library Board** and approved an amendment to Item F in section IV (Meetings). This item deals with persons who wish to address the Board in one way or another.

VI. New Business

A group has approached CCL and asked that we approve a service project scheduled for September. It would involve up to 75 kids who would attempt to dust the entire CCL collection. The Board discussed issues involving safety, hygiene and liability relating to such a large scale event and decided to postpone a decision for the near future.

The next Board meeting is scheduled for March 12, 2009.

The meeting was adjourned at 8:15 PM.

Respectively submitted,



LIBRARIAN'S REPORT
JANUARY 2009
STATISTICS

	<u>January 2009</u>	<u>December 2008</u>	<u>January 2008</u>
Walk-ins:	2792	3510	4160
Registration:	44	40	57
Acquisitions:	370	273	203
Loss & Discard:	60	100	42
Circulation			
Adult books	1482	1313	1213
Juvenile books	1644	1128	1566
YA	190	186	137
Periodical	60	64	15
Adult Media*	806	931	749
Inter-Library	3	4	12
Children's Media*	174	122	157
Southwest Room	61	49	40
In house Reference	537	648	445
TOTAL	4957	4445	4334

PROGRAMS--Children

Story time with Edwina's story time friends (Wednesday, 10:00 AM):

January 7	21 children
January 14	27 children
January 21	23 children
January 28	28 children

Exotics of the Rain Forest January 17	61 children and adults
Chinese Lanterns January 31	with Edwina 38 children
Recycled Glass January 14	with Edwina 12 teens
Game Night January 6, 13, 20, 27	Teen Room 58 teens

PROGRAMS—Adult

Meetings

Bosque Commission: 1/8

Library Board: 1/8

Friends of the Corrales Library: 1/5, 1/26

Bicycle Advisory Commission: 1/28

Harvest Festival Committee:

Safe Routes to School Committee:

Trails Master meeting: 1/26

Library Hours

The library was closed January 19th to observe the birthday of Dr. Martin Luther King, Jr.

Library Personnel

Total scheduled (desk) volunteer hours for the month of January 2009: 358 hours.

Carla attended the American Library Association mid-winter conference in Denver, Colorado from January 23rd to 26th. A highlight of the conference was hearing Nobel Peace Prize winning economist, Muhammad Yunus, speak about his program of micro-loans to women in India.

Library News

We are now keeping a count on computer users on the Gates computers. In January, there were a total of 700 computer users signed in.

There were 1,430 hits on the Library's website during the month of January.

The library now has a 37 inch flat screen television in the teen room for future programming and film nights in the library. Currently, we are checking out licensing costs for films to be shown in the library. The Friends of the library may fund some of the cost.

A new server has been installed for the circulation and cataloging software in the library. The transfer should be complete in February.

The teens will have an opportunity in February to attend a "high tea" at the library. There will be a lesson on tea etiquette and a selection of savorys and sweets to enjoy. Pictures will be featured on the library's website afterwards.

GUIDELINES FOR THE CORRALES COMMUNITY LIBRARY BOARD

March 1995

The Corrales Community Library Board was established by the Village of Corrales in 1973 under Chapter III, Boards and Commissions, Article II, to Replace the original Library Board established by the Corrales Community Council.

I. PURPOSE

To establish policies for, and to oversee the operations of, the Corrales Library on behalf of the Village and for all of its citizens and for citizens of the surrounding area.

II. ORGANIZATION

There shall be a Library Board consisting of seven members, of whom at least two shall be volunteer workers of the Library. The board members shall be appointed by the Mayor with the advice and consent of the Village Council. Members are to serve terms of two years each. Tenures will overlap, with the terms of three members expiring at the end of one two-year period, and the terms of four members expiring at the end of the following two-year period. Board members shall elect a Chair, Vice-Chair, and Secretary each of whom shall serve a one-year term but may succeed themselves.

III. OFFICERS

A. The election of officers will normally occur at the May meeting.

B. The Chair shall

1. Hold and conduct meetings on a monthly schedule and at such other times as may be required by the needs of the Library.
2. Assist and advice the Librarian in the general management and administration of the Library.

C. The Vice-Chair shall

1. Assist the Chair in the performance of his/her duties.
2. Conduct the meetings in the absence of the Chair or at the Chair's request.
3. Succeed the Chair for the remainder of the term of office should that position become vacant.

D. The Secretary shall

1. Record the minutes of all meetings, submit a copy to the Village, post a copy on the Library bulletin board and provide all members with a copy.
2. Be responsible for any correspondence required by the Board.
3. Act as Treasurer should that position be required.

IV MEETINGS

A. Meetings of the Library Board shall be open to the public. They will be held either in the Library or in such place as may be accessible to all who would attend.

B. Regular monthly meetings shall be held at a time agreeable to the Library Board.

C. Special meetings may be called by the Chair, the Librarian or any member of the Library Board as the needs of the Library require. These meetings shall be open to the public and shall be posted according to Village posting regulations.

D. A quorum consists of four members of the Board.

E. Board members who miss three unexcused consecutive meetings will be considered to have tacitly resigned and will be replaced by appointments by the Mayor. The Chair will inform the Mayor of any need for such appointments.

F. Person's wishing to address the Board will contact the Library Director before the meeting to request time on the agenda.

V. AUXILLIARY GROUPS

Friends of the Corrales Library

A. Recognizing that the Friends of the Corrales Library were responsible for building the Library with donated materials and volunteer labor, the Library Board will support those activities which will focus public attention on the Corrales Community Library, increase the Library's resources and funds, and stimulate the use of the Library.

B. The Library Board will consult with the Friends of the Corrales Library for advice and recommendations concerning any changes in the esthetics of the building.

When the Friends of the Corrales Library wish to fund or recommend changes in the building, they will consult with the Library Board. The Friends of the Corrales Library will administer all gifts and funds coming into the possession of the Friends of the Corrales Library for the benefit of the Library. All of the above is subject to the understanding that the final decision in such matters is vested in the Library Board.

VI. REVISION AND MODIFICATION

These guidelines shall be reviewed every third year. Change may be made with the approval of the majority.