

**Corrales Community Library Board
Meeting Minutes
January 10, 2019**

January Agenda

Motion to approve by Nora with a second from Jim. Approved unanimously.

November Minutes

Motion to approve minutes by Nora with a second from Jim. Approved unanimously.

January Minutes

- Suanne Derr, Village Administrator Attended
 - Review of Open Meetings requirements.
 - Agendas and minutes must be posted. Both are posted at the Library. Lou sends the minutes to Shannon Fresquez once they are approved by the Board. There is a 30 day lag due to Board approval.
 - The Village will be assessing shovel ready projects. If the Board has any recommendations they could be proposed and evaluated.
 - The Mayor has requested we elect officers to comply with ordinances. Two memoranda have been sent to Village Boards.
 - Suanne confirmed Library maintenance is the responsibility of the Village. Marion will share with FOCL who has been asked to pay for maintenance in the past.
 - Not covered - How are events insured when held in the park, does the Village insurance plan provide coverage for Library Board Volunteer Directors and Officers coverage and will the Village be trimming the park trees?
- Marian Frear's report:
 - Reviewed with the Board and attached at the end of this document.
- Lou shared the FOCL email regarding Mother's Garden maintenance by Sandoval County Master Gardeners. No questions or discussion. Email is attached at the end of this document.
- Lou asked for further discussion of the Corrales Community Library Board Guidelines. This is the document which outlines Library Board responsibility compared to Friends of Corrales Library. The wording does not match the Library Ordinance. Additionally FOCL may not be aware of the document. The Guidelines were previously approved and are attached to these minutes.
- Nancy continues to work on scanning the history. When completed, Lou will identify a place to store minutes and advise. The decision log will not have history but will start as of 2019.
- Ginger will send Lou the ordinance changes received from the Village.
- Liza asked for any state guidelines for tracking data. Marion will research and provide.
- Motion to Adjourn – Jim moved with a second from Nora. Approved unanimously.

Attachments:

1. Librarians report
2. Mothers Garden email
3. Corrales Library Board Guidelines (not the ordinance)

Next meeting will be February 14, 2019 @ 7 p.m.

Possible Future Agenda Items:

1. Library Vision - Discussion will be in spring of 2019.
2. The Board is interested in a discussion of long-range plans and key metrics for evaluating the library.
3. Are there opportunities to reconfigure the library floor plan for greater efficiency?

Name	Attendance	Phone	Email
Ginger Foote	Present	898-8122	gingerfoote@msn.com
Nancy Kelbley	Present	400-6388	nkelbley@yahoo.com
Lou Murphy	Present	(480) 993-9205	murphyL3@yahoo.com
Tom Neiman	Present	681-4511	virtualtomtom@gmail.com
Nora Scherzinger	Present	898-5377	nscherzinger@hotmail.com
Liza Volkmann	Present	340-7400	elizabeth.s.volkmann@intel.com
Jim Wright	Present	269-4283	jbwright@cybermesa.com

LIBRARIAN'S REPORT
December 2018
STATISTICS

	December 2018	November 2018	December 2017
Walk-ins	2,555	2,948	3001
Registration	27	46	28
Acquisition	199	145	135
Loss & Discard	117	111	416
Circulation			
Adult Books	1,700	1239	1277
Juvenile Books	1,620	1532	1337
YA Books & Media	304	217	243
Digital Books	413	405	806
Adult Media	879	807	932
Inter-Library	1	4	1
Children's Media	368	246	208
Southwest Room	48	41	61
In house reference	186	140	452
Ukulele's	2	1	n/a
TOTAL	5,031	4,500	5317

PROGRAMS-Children's Hosted by Melisa

Story time (Wednesday @ 10:00 AM)

December 5 18 participants

December 12 8 participants

December 19 8 participants

Other children's programs:

Code Club 4 participants

Gingerbread House Workshop 95 participants

Mrs. Santa (with Susi Wolf) 45 participants

PROGRAMS-All Ages hosted by Sandra

December 8, **Saturday Library Stitch Club** Annual yarn exchange 20 participants
December 6, 13 & 20 **Caf a las Seis** Conversational Spanish 61 participants

Meetings

Bosque Commission, December 13
Ben Franklin Circle, December 17

Library Hours

The library was open 156 hours in December. We were closed Monday December 24, Tuesday December 25 and Saturday December 29. We did not keep any evening hours the week of December 24-28. We closed for weather condition Friday, December 28-

Computer/Website/Wifi use

The public computers had 165 uses.
The website had 2,229 hits
There were 29 wifi uses.
The staff performed 92 technology assists, and gave five tours to new patrons

Library News

On December 3, we opened registration for Autem Foglia's Ukelele Workshop. This year, she specified that participants should be at least ten years old.

Melisa provided 2 extra children's events this month: the annual gingerbread house workshop, and a new program featuring performer Susi Wolf as Mrs. Claus. Both programs were well attended and well received. Melisa is organizing programs for the upcoming Summer Reading Program. She has added two new shelves to the Children's section, with the help of volunteer Paul Wezler, and is now displaying new children's book on a cart.

Brynn has been cataloging the New Mexico laws books shelved in the small meeting room. She also moved the nonfiction dvds into the Quiet Reading Room and shifted the tv and fiction dvds onto the empty carousel.

Sandra organized the Volunteer Appreciation party that was held at the library December 7. 93 people attended and the response was overwhelmingly positive. She is continuing the inventory on the Mysteries section and is fixing new book labels and markings before they are shelved. She has updated the volunteer list and handbook

Marian has ordered a new dvd carousel for the Reading Room, as well as starting the organizing of the storage room. She is adding recommended books from the Best of 2018 lists. She has been discussing the upcoming availability of the 2018 County GO Bond with the other Sandoval County library directors.

From: Sam Thompson <samandjohnthompson@gmail.com>
Date: November 12, 2018 at 6:38:26 PM MST
To: Dar Brady <dbbrady@sbcglobal.net>
Subject: Re: Mothers' Garden - La Entrada Park

Hi Dar

Our plan for the library area is a general clean up. We removed elms and dead plants and weeds from the children's garden and pruned the roses and removed weeds from the mother's garden. We do not have a formal plan for the mother's garden at this time (at first glance we weren't even sure what was there). We want to see how things look in the early spring. We want to keep all the roses if possible (we weren't sure if there were climbers in there it was so over grown). We see the tree as the focal point with the roses ringing it but not competing in height. What we will fill in with depends on how it looks. Judy Jacobs is the planner in the group as she is one of the best I know.

We're not sure about the Children's garden. The new librarian wants to use the garden. I invited her to meet with our team but our volunteer time coincides with her morning off so she wants us to come in a different day and that is difficult to arrange but we'll see.

One area we'd like to do something with is the area under the tree where the table and chairs are located (west side of the library). The team looked at it and we agreed it could be a restful, useful spot (maybe doing something with container plants, fragrant plants along the fence). When we come up with some concrete ideas I will share them with you so the board can weigh in. By the way, Lynn assured me that he would do whatever we need in terms of modifications to the irrigation available.

I have a team of 7 people at the present time though not everyone can attend every work session. We work on the Town Hall gardens and since that came together so quickly I talked to the Mayor and Parks and Rec about the library and they happily gave a green light. We are working every two weeks as weather permits - there is little to do right now. Plus it's a bit chilly for gardening - especially this week.

Sam

On Mon, Nov 12, 2018 at 10:41 AM Darlene Brady <dbbrady@sbcglobal.net> wrote:
Hi Sam,

I'm wondering if the Mothers' Garden clean-up is still on your project list. And if so, do you have any schedule or plan you would like to share with FOCL?

I am on the FOCL Board of Directors and was asked by the president to develop some ideas about making improvements to the garden, given my MG background. And you beat me to it!!

The board will provide any funds that may be needed for amendments, plant replacement, sprinkler repair, etc. I will be your contact to the board. Just let me know what you need.