

Corrales Community Library Board
Meeting Minutes
February 14, 2019

February Agenda

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

January Minutes

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

February Minutes

- Officer Election
 - Ginger stepped down as President
 - Elections held to be consistent with Village Boards and Committees
 - Nominations –
 - Elizabeth Volkmann, Chair
 - Jim Wright, Vice Chair
 - Lou Murphy, Secretary
 - Ginger moved to elect these officers with a second from Nora. Unanimous approval.
- Marian Frear's report provided.
- Board responsibilities include Budget approval. To that end, Marian shared the current 2019 Youth Program proposed budget.
 - Summer reading programs are scheduled and generally held outside. Teen program expense is mostly supplies and snacks.
 - Lou moved to approve, Nora second, unanimous approval.
- FOCL update – Lou shared that FOCL is considering a mural outside the library or possibly a fountain. The ideas are being collected and likely to change before this is ready to come to the Board. No action at this time.
- 40th Anniversary Plans – Liza attended the first meeting of the FOCL subcommittee. Linda Wilson and Kitty Tynan are participating. Ideas are being collected and include a range of options from a Gala to library history in the front window. Both Liza and Lou are participating. There are Board reservations about a Gala and its purpose/cost/location. More to come.
- Emergency Plans – Given the recent shootings, the Board would like to know the Library plans. Tabled for a future meeting.
- 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.
- Zoo to You – Tom needed answers to the following questions in order to finalize this program.
 1. Weekday or Saturday program preference – Saturday morning
 2. Location of program – Library
 3. During the school year begin in the fall of 2019.
- Motion to Adjourn – Nora moved with a second from Lou. Approved unanimously.

Attachments:

1. Librarians report
2. Youth Program Proposed and Approved Budget

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

Future Agenda Items:

1. Library Vison - 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?
4. 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?
5. Ordinance Duties for the Board – March 2019
6. Active Shooter Policy and Emergency Plan – What does the Village have? Does the Library comply? Nancy will help Marian with review, draft and or changes.
7. Liza asked for any state guidelines for tracking data. Marion will research and provide.

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
January 2019
STATISTICS

	January 2019	December 2018	January 2018
Walk-ins	3,066	2,555	3,481
Registration	44	27	53
Acquisition	190	199	401
Loss & Discard	381	117	260
Circulation			
Adult Books	1,898	1,700	1,537
Juvenile Books	2,287	1,620	1,804
YA Books & Media	435	304	343
Digital Books	408	413	780
Adult Media	1,164	879	1,012
Inter-Library	3	1	4
Children's Media	305	368	232
Southwest Room	44	48	61
In house reference	159	186	452
Ukulele's	14	2	n/a
TOTAL	6.717	5,031	

PROGRAMS-Children's Hosted by Melisa

Story time (Wednesday @ 10:00 AM)

January 9 20 participants

January 16 22 participants

January 23 28 participants

January 30 16 participants

Other children's programs:

Code Club 10 participants

Exotics of the Rainforest 23 participants

Explora Family Science Event 26 participants

Youth Volunteer Appreciation party 2 participants

PROGRAMS-All Ages hosted by Sandra

January 12, **Saturday Library Stitch Club** 20 participants
January 10, 17, 24 & 31 **Cafè a las Seis** Conversational Spanish 63 participants (2 new members)
January 28 **Book Club**, 15 participants
January 30 **Lifelong Learning Program: Card-Making Workshop** 20 participants

All-Ages Program

Ukelele Workshops, Tuesday eves, Jan. 8, 15, 22 & 29 66 participants

Other Programs

Writing Workshop with Renee Clifton has been meeting on Friday afternoons.
Folk singing trio, Peter Paul and Shelly, have been gathering in the teen room on first and third Thursday evenings, November through February.

Meetings

Library Board, January 10
FOCL Board, January 14
FOCL Annual Meeting, January 28
Corrales Equine Advisory Commission, January 30

Library Hours

The library was open 185 hours in January. We were closed Tuesday January 1 and Monday January 21 for Martin Luther King Day.

Computer/Website/Wifi use

The public computers had 112 uses.
The website had 2,371 hits
There were 34 wifi uses.
The staff performed 126 technology assists, and gave 4 tours to new patrons

Library News

Melisa took three online webinars in January on children's crafts and the Summer Reading Program. She has drawn up a complete schedule and budget for the SRP, and has planned several teen craft programs. She is working with the Sandoval County Master Gardeners to get children's input into the planned additions to the library landscape.

Brynn has set up the new dvd carousel in the Reading Room and moved the nonfiction dvds onto it. She has also weeded the Community Readers and replaced them with new donations, and changed the wifi password.

Sandra created a job description for the Adult Services Librarian and wrote an extensive self-assessment. She presented the card-making workshop as part of her Lifelong Learning series, and attended a webcast "Upskilling at the library: How Public Libraries Can Power Lifelong Learning and Workforce Development." She has been asked to speak at the P.E.A. about library services this fall.

Marian wrote a new job description for the Assistant Librarian Youth Services position and completed the three staff assessments. She helped present the library programming budget at the annual FOCL meeting. She attended a meeting for the NM Arts and Cultural District formation committee and has agreed to join the committee on behalf of the library. She facilitated Terrence Brown's talk on "Drawings of the World" on the 19th. She has been cleaning out the back storage room, and continues to look for a blueprint of the original library, hopefully showing the drainage system of the fish pond.