

**Corrales Community Library Board**  
**Meeting Minutes**  
**March 14, 2019**

**October Agenda**

Motion by Jim W. to approve agenda as presented. Second by Nora S. Approved unanimously.

**September Minutes**

Motion by Nora S. to approve February 2019 minutes as written. Second by Jim W. Approved unanimously.

**November Minutes**

- Marian Frear's report:
  - February 2019 Library statistics and event summary reviewed and attached.
    - Many library programs this month that are now listed in the Librarian's report by age group.
    - Melissa Chandler's craft program for kids is very popular.
    - Sandra Baldonado organized the library's annual Blind Date with a Book program.
  - FOCL approved the annual budget for the children's programs including the Summer Reading Program.
  - Staff is now counting how many times they assist patrons in using the library's computers or other library related electronic devices, such as, the Overdrive eBook collection. This statistic is required in the annual report to the state library. A suggestion was made that staff could put a tally sheet on a clipboard in the computer room, listing various categories of help. This could ensure a more accurate tally.
  - Marian reported that Terrance Brown and Sam Thompson of the VFW presented their plans to replace the Veteran's Memorial to the FOCL board. A photo of the planned memorial was passed around. A presentation by this group was made to the library board last year and they were directed to the Parks and Recreation board as the appropriate body to present their plans. FOCL has expressed concerns about the memorial and why it is preceding without their input. Parks and Recreation has approved the plans. Discussion ensued. The village administrator asked that the board send the minutes of the meeting to her by email. Nancy K. volunteered to do this.
  - Marian reported that FOCL did not approve funding for the Master Gardener Plan to address landscaping needs around the library.
- Old Business
  - FOCL has a new president, Craig Nakakura and a new treasurer, Peter Jones. Marian plans to ask Mr. Jones to talk with library staff regarding FOCL guidelines on presenting budget requests.
  - Liza V. reported on plans for the 40<sup>th</sup> Anniversary. Specifics are still being worked out. In brief:
    - There will be a family centered event in the park on a Saturday when the library is open from 11-1 probably in August. Lou will contact Lin with Parks and Recreation to reserve a date once a date is set.
    - There will be kid activities including Name the Pig contest, much like the Pet Mayor contest.
    - Food will be provided by contracting with food trucks.
    - There will be an evening Gala event held in the library featuring Corrales wines.
    - A bookplate program where patron's can donate to FOCL and have a bookplate printed and placed in a book of their choice including their name or other wording of their choice. Bookplate will have a stylized picture of the library and a method where if the book is later removed, the bookplate can be reprinted and placed in another book.
  - Review of Library Board Guidelines
    - Nancy K. will forward to Lou an update to the guidelines that was found while archiving the board's minutes.

- Volunteer Coordinator Proposal
  - Idea of a volunteer coordinator was first discussed in a meeting with the current mayor and members of the board. The purpose was to give volunteers a place to voice their concerns and ideas with someone other than a staff member.
  - Sandra Baldonado is currently in charge of training and scheduling the volunteers. She expressed that she was not in favor of this proposal and felt that the volunteers do feel free to express their concerns to staff.
  - Liza V. suggested that this idea be tabled for now and that Marian and Sandra may want to consult with the mayor.
- New Business
  - Decision record will be created by Jim W. to log all decisions made by library board.
  - Current emergency plan was presented by Sandra Baldonado;
    - This plan was created by Sandra Baldonado last year.
    - It is made to be folded into a pocket size guide for staff to carry with them.
    - SW room was made a priority.
    - Guide contains numbers to emergency services.
    - Includes a floor plan.
    - Board suggested that a label be placed on door to computer room as no exit and a sign be placed above door between reference and the children's room pointing to the back exit.
  - Library communication of events
    - Various current ways of advertising events was discussed.
    - Patron's can opt into receiving by email information on library events by adult or children events.
    - Brynn Cole places events on the library's home page as well as updating the library's calendar and Facebook page.
    - Auto Renewal could have a message regarding library events.
    - Other ideas discussed was using Next Door or sharing with other Corrales organizations like the Corrales Arts Center.
- Next Month Meeting
  - Marian will be presenting information on the library's budget at the village level as well as State and County bonds monies.
  - Closing hours for the Egg Hunt.

Motion to adjourn meeting by Nora S. with second by Jim Wright. Unanimously approved at 8:04 pm.

Minutes submitted by Nancy K.

Next meeting will be April 11 @ 7 p.m.

Name	Attendance	Phone	Email
Ginger Foote	Present	898-8122	gingerfoote@msn.com
Nancy Kelbley	Present	400-6388	nkelbley@yahoo.com
Lou Murphy	Excused	(480) 993-9205	murphyL3@yahoo.com
Nora Scherzinger	Present	898-5377	nscherzinger@hotmail.com
Liza Volkmann	Present	340-7400	elizabeth.s.volkmann@intel.com
Kip Wharton	Present	890-8541	Walker.r.wharton@gmail.com
Jim Wright	Present	269-4283	jbwright@cybermesa.com

# LIBRARIAN'S REPORT

February 2019

## STATISTICS

	February 2019	January 2019	February 2018	
Walk-ins	2,860	3,066	3,748	
Registration	43	44	54	
Acquisition	152	190	228	
Loss & Discard	86	381	200	
<b>Circulation</b>				
Adult Books	1,661	1,898	1,492	
Juvenile Books	2,091	2,287	1,042	
YA Books & Media	455	435	352	
Digital Books	415	408	367	
Adult Media	1,000	1,164	702	
Inter-Library	0	3	4	
Children's Media	288	305	210	
Southwest Room	59	44	44	
In house reference	234	159	624	
Ukulele's	7	14	n/a	
<b>TOTAL</b>	<b>5565</b>	<b>6.717</b>	<b>5,133</b>	

### PROGRAMS-Children's Hosted by Melisa

Story time (Wednesday @ 10:00 AM)

February 6 18 participants

February 13 18 participants

February 20 28 participants

February 27 18 participants

### Craft Club: 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays

February 6 Paper-making 10 participants

February 20 Printing on fabric 15 participants

### Code Club: Fridays 4pm

February 1,8,15 & 22 8 participants

Field Trip for Homeschool Group 2.25.19 18 participants

### PROGRAMS-All Ages hosted by Sandra

February 9, Saturday Library Stitch Club 18 participants

February 7,14 21 & 28 Café a las Seis Conversational Spanish 61 participants (1 new member)

February 25 Book Club, The Girl in Hyacinth Blue 15 participants

### Other All-Ages Programs

Artist Reception for Elaine Bolz, Feb. 12 7 participants

**Code Talker**, presented by Judith Avila, NM Humanities Council program, hosted by Marian, Feb. 16.

14 participants

**Ukelele Workshops**, Tuesday eves, Feb. 5, 12, 26 64 participants

**Blind Date with a Book**: patrons checked out wrapped books then wrote reviews for a prize drawing. The prize was a gift certificate to Nate & Hannah's.

**Our Right To Grieve**, with Joan Hellquist, hosted by Marian, Feb. 28 5 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, February 14

Franklin Circle, Feb. 11

The Bosque Commission, Feb. 21

Equestrian Advisory Commission, Feb. 28

Bike and Path group, Feb. 28

### **Library Hours**

The library was open 167 hours in February. We were closed Tuesday February 19 because of weather.

### **Computer/Website/Wifi use**

The public computers had 353 uses.

The website had 2,371 hits

There were 46 wifi uses.

The staff performed 102 technology assists, and gave 4 tours to new patrons

### **Library News**

**Melisa** went to a State Library workshop: Engaging Teens Through the Library, where she got the idea of giving our teen volunteers a deeper level of involvement through having them help coordinate our children's programs. Her children's craft club has caught on and she is planning further craft activities. She is in contact with Cindi Burns of the Albuquerque library about seeing children's programming activities.

**Brynn** added 37 dvds, cds and audiobooks to the collection. The library Facebook page has 20 new Likes and the average viewing for posts is 972. She is looking at new ways to publicize her tech classes.

**Sandra** organized the Blind Date with a Book patron outreach, and the Love Your Library valentine card program which brought in a lot of positive feedback. She has completed inventory on the SW and Nonfiction collections. She trained one new volunteer and attended a webinar on Cyber Security in Low Risk Organizations.

**Marian** put together budgets, in coordination with the Village Finance, for the 2019-20 fiscal year, including the State and County library bonds. She arranged for potter/painter Elaine Bolz to display her work through April. She is in discussion with FOCL about the library's 40<sup>th</sup> anniversary celebrations. She attended Library Legislative Day on Feb. 8 and left a message for John Sapient. She attended a safety training on Emergency Preparedness sponsored by the village.