

Edgewood Community Library Advisory Board Meeting

Thursday January 19, 2023

171B New Mexico 344

Edgewood, New Mexico 87015

Roll Call

Present were Vice-Chairman Kenny Adams, Secretary Sandy Madsen, board member Willie Ellis. Librarian operations manager Rachel Martinez and librarian Brandyn Burke. Not present was board member Linda Kissinger. Also at the meeting were Commissioner Sterling Donner and Commissioner Jerry Powers.

Chairman Kenny Adams called the meeting to order at 6:34P.M.

Kenny read the mission statement.

Approval of Minutes

MOTION: Willie made a motion to approve the minutes from October 20, 2022.
Sandy second the motion.

VOTE: All board members voted aye.

Treasury Report

Rachel stated that at last board meeting the treasury report was not in the packet because at that time it was not accurate. During the past few months finance has been working to make sure everything is entered in the system accurately. As of January 31, 2023 report Rachel stated that there were a couple of errors that she found and are in the process of being fixed. On page two under Property services, maintenance building/stru account, there are a couple of errors. Under office supplies, non-cap equip. furniture and fixtures and other supplies. There were a couple of errors with all three of those accounts. Also on page three under library acquisition account, state library grant purchases, go bond and library grants.

Rachel also stated that she got the deadline extended for the ARPA grant to June 30, 2023. \$1457.36 is remaining from that grant which will be used toward the library signage for the front of the building. Rachel will have all the update for these accounts at the next board meeting.

Communications

There were no communications.

Report of the Librarian

Rachel presented the reports of the librarian for Quarters 1 and 2 FY23. See attached. Rachel also stated that the town of Edgewood had an excellent turnout for the Christmas tree lighting party in December. The town gave out free cookies and hot chocolate. Several businesses gave out prizes for the raffle. There was an estimate of between 500 and 600 people that attended!

MOTION: Willie made a motion to accept the report of the librarian.
Sandy second the motion.

VOTE: All board members voted aye

Unfinished Business

There was no unfinished business.

New Business

Every January our positions for officers of the library advisory board come up for re-election. Positions are as follows:

Chairman - Vacant
Vice Chairman - Kenny Adams
Secretary - Sandy Madsen

MOTION: Willie made a motion to accept the officers as presented.
Sandy second the motion.

VOTE: All board members voted aye.

Two terms are also up for re-election for library advisory board members:

Sandy Madsen and Linda Kissinger 1/19/2023 to 12/31/2025.

Also a new term for the alternate board member which is vacant 1/19/2023 to 12/31/2024.

MOTION: Willie made a motion to accept Sandy Madsen and Linda Kissinger to their new terms.
Kenny second the motion.

VOTE: All board members voted aye.

Rachel stated that she did some research and she couldn't find anywhere that the policies had been approved by the governing body just the library advisory board. According to the ALA they do have to be approved by the governing body as well.

Rachel presented the corrections for the updated policies. There were some typos. The red line edit on page 2 should say found on page 8. On page 6 under b4 should be \$19,250.00 for fiscal year 2023.

Rachel also stated that she changed the approved date to April 2022 to January 2023. On page 3 Under E. restrictions she added an etc. There should be some other items that should under the digressions of the LOM. Also under G. requests will be acted upon 3 business days instead of 5. On page 4 under 3. see attached for changes. Item 5 see attached for changes. No. 8 was missing.

There was a discussing about having the library open after hours with the town staffing it and their pay rate for over time. Rachel and Brandy expressed a concerned about who would what to work after hours. The library staff or the town staff.

The town will look into getting some doors for closing off the open areas of the library. Page 5,6,7,8,10,11,12 all highlighted in red. Page 13,14 two date changes.

All of these changes will be edited and changed and presented to the Town Commissioners for approval.

MOTION: Sandy made a motion to accepted all of the changes to the policies as presented.

Wille second the motion.

VOTE: All board members voted aye.

Rachel presented a right draft of the new library homepage. See attached. It is in the beginning stages. The IT department wants to get a understanding of each departments needs. Commissioner Donner is heading this project with Noah and he stated that they have started the build out. Feb 3 the department heads and the commissioners are going to have a meeting from 10 to 12 to discuss their web pages. It won't go live until everything is build out. It should just take about a month and a half. The company they are using is Simple Design. Item open. POC Rachel.

Announcements

Rachael presented a list of the new town staff. See attached We also have 4 new volunteers.

Brandyn labeled all the youth fiction series book collection in numeric order. It will be easier to shelf and easier for the patrons to look up the book in the series. Rachel thanked her for all her hard work.

Rachel stated that they that are in the process of relabeling the adult fiction series. All the books will stay fiction but will have Genre stickers. They will also work on the youth, juvenile, young adult section.

Rachel stated that Brandyn is in the process of weeding books from the collection. Brandyn stated that she has weeded the children board, picture and beginner books. All the graphic novels are done and she is in the process of the youth fiction. Once they are weeding the collection they will inventory the whole collection.

Rachel stated that the library is taking all book donations now.

Rachel also stated that they have purchased new hard drives for the computers. Noah will upgrade all the computers in the computer lab. He is also updating the computers in the children's area.

Rachel presented out build a valentine pal event on February 11, Saturday from 10:30 to 1:30. Patrons will be able to stuff their animal and decorate them. It will be like build a bear. They expect a big turnout. All supplies will be provided.

Brandyn presented blind date with a book in February. The book is wrapped in paper with a quick description of what the book is about.

The next Board meeting will be held 6:30 Thursday April 20, 2023 in the library.

PASSED AND APPROVED ON THIS 20th DAY OF APRIL 2023


MOTION:

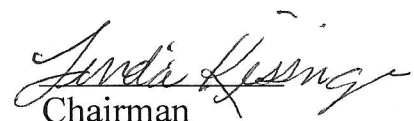
Sandy made a motion to adjourn at 7:40P.M.

Willie second the motion.

VOTE:

All Board members voted aye.


Sandy Madsen
Board Secretary


Chairman
Linda Kissinger