MINUTES

LIBRARY ADVISORY BOARD MEETING

Thursday, January 24, 2019

1. Call to Order – President Jose Aranda called the meeting to order at 3:04 P.M. Library Advisory Board (LAB) Members Present: President Jose Aranda, Vice-President Elsie Ramirez, Secretary Susan Pinkerton, Members Susan Fletcher, Stephen Jones, and MaryAnn Hendrickson. Members Absent: Member Maria Zuniga. Also, in attendance: Margaret Neill, Library Administrator; Dan Carrillo, Administrative Assistant; and Jennifer Kleitz, East Mesa Enterprises.

   a. Acceptance of January 24, 2019, Agenda – A motion was made and seconded to accept the agenda – Motion carried.

   b. Agree to Follow the Rules & Regulations of the Open Meetings Act – This item was postponed until the February meeting to allow staff to verify the process and ensure the appropriate actions are being taken.

2. Review of December 13, 2018, Minutes – A motion was made and seconded to accept the minutes as amended – Motion carried.

3. Friends of the TBML Report – Susan Fletcher, Friends Liaison, presented the following:

   a. The Friends recently had their annual meeting in January at the Good Samaritan Society – Las Cruces Village. Three life memberships were awarded to Ellen Young and Sally Harper for their contributions to the library, and Dennis Cherry for his contribution to the Friends Board. Election of officers for 2019 was also held at the annual meeting. The new officers are: President John Jaffe, Vice-President Rolli Antupit, and Treasurer Tom Heilpern. No Secretary was elected, so Ms. Fletcher mentioned that if the LAB knows
anyone that would like to be Secretary, please have them go to the next Friends board meeting.

b. The Friends had another meeting the following week with the new board. The board discussed the upcoming year goals which included: how many newsletters to send out during the year, and to form a subcommittee to help with fundraising ideas.

4. Library Administrator’s Report – Margaret Neill, Library Administrator, presented the following:
   a. Update on vacant Library positions:
      i. Library Supervisor – Melody Alvarez has been selected and has an anticipated start date of March 3rd.
      ii. Library Assistant Senior – A candidate has been selected and is now going through the hiring process for approval.
      iii. (2) Library Assistant Part-Time – Applicants are now in the testing process through Human Resources.
   b. Facilities has determined that the funds identified for the repair of the front ramp are no longer available. This is due to an emergency repair that took precedence over this.
   c. The Integrated Library System (ILS) upgrade is on schedule. The database seeding will occur on February 14th. We will have access to a test server so staff can learn how to use the new system, which is not much different from the ILS we use now.
   d. The new Public Computer Management System for the Public Computer Lab will be installed the first week in February, with installation the following week for the public computers at Sage Cafè. The filters have been tested and access has so far been successful on issues that the LAB was concerned with. There are two computers in the back office with the new system, if any LAB member wants to test it out.
   e. The Request for Purchase (RFP) for the dark fiber and connectivity project with the Internet Technology Department, State Library, and E-Rate will close in February. At that point, we will determine if this RFP is a cost-effective project for the Library.
f. The Quality of Life PEAK Performance for the Library is complete. The majority of library operations now fall under “Literacy,” with the exception of Children's & Teens services, and Technology which will now have their own line.

g. The Library budget for FY20 has been submitted. The tentative budget increased from last year because of additional funding for ILS, a full-time security guard, and a Library Master Plan.

h. The Computer Use Policy will be brought to the LAB at the February meeting for review and approval.

i. The Libraries as Launchpads initiative has begun. This is attachment 1. Applications for the program will be accepted through February 17th. This is a five-week bootcamp for artists and artisans who want to start their own business. The Economic Development Department is helping with the marketing and promotion.

j. The November and December 2018 statistics were handed out to the LAB. This is attachment 2.

5. Old Business – None noted.

6. New Business – The following item was presented:

   a. Review/Approval of Closing/Early Closing Dates for 2019 – A motion was made and seconded to approve the Closing/Early Closing Dates for 2019 as presented – Motion carried. This is attachment 3.

7. Announcements – None noted.

8. Public Participation – Jennifer Kleitz from East Mesa Enterprises introduced herself. She will be transcribing the LAB meetings minutes. The LAB introduced themselves.

9. Adjournment – The meeting was adjourned at approximately 3:27 P.M. The next meeting is scheduled for Thursday, February 28, 2019, at 3:00 P.M. in the Board Room.

   
   [Signature]

   PRESIDENT or VICE-PRESIDENT
APPLICATIONS OPEN
Jan 7th - Feb 17th 2019

CREATIVESSTARTUPS.ORG/LIBRARIES-LAUNCHPADS

HAVE A BUSINESS IDEA?
Want to reach more customers for your creative business?

A 5-week intensive business boot camp: bring your creative idea to action!

Stop by a participating library this spring 2019!

ONLINE & IN-PERSON @ YOUR LOCAL LIBRARY
or visit the website below to learn more!
### November 2018

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<th>Service</th>
<th>Count</th>
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<td>Circulation</td>
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<tr>
<td>New Card Registration</td>
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<tr>
<td>Library Visits (Door count)</td>
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<td>Reference Questions</td>
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<td>Notaries</td>
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<tr>
<td>Inter-Library Loan Sent</td>
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<td>Computer Sessions</td>
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<td>Library Programs</td>
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<td>Non-Library Programs</td>
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<td>Non-Library Program Attendance</td>
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### December 2018

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<th>Service</th>
<th>Count</th>
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<td>Circulation</td>
<td>30,062</td>
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<td>New Card Registration</td>
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<td>Non-Library Programs</td>
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<tr>
<td>Non-Library Program Attendance</td>
<td>440</td>
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</table>
PROPOSED 2019 LIBRARY CLOSINGS & EARLY CLOSINGS

CLOSINGS
- Sunday, April 21st (Easter)
- Monday, Aug 5th through Saturday, Aug 10th (Annual one-week closing for cleaning, inventory, staff training) – This is pending City Manager’s approval after approval by Library Advisory Board

EARLY OPENINGS AND/OR CLOSINGS
- Close at 6 P.M. – Wednesday, November 27th (Thanksgiving Eve)
- Close at 6 P.M. – Tuesday, December 31st (New Year’s Eve)
- Open at 8 A.M. and close at 7 P.M. – Any Tuesdays that elections are held at the Library.

2019 CITY HOLIDAYS
Monday, Jan. 21st (MLK Jr. Day)
Monday, Feb. 18th (President’s Day)
Monday, May 27th (Memorial Day)
Thursday, July 4th (Independence Day)
Monday, Sept. 2nd (Labor Day)
Monday, Nov. 11th (Veteran’s Day)
Thursday, Nov. 28th (Thanksgiving Day)
Friday, Nov. 29th (Thanksgiving Holiday)
Tuesday, Dec. 24th (Winter Holiday)
Wednesday, Dec. 25th (Christmas Day)
Wednesday, Jan. 1, 2020 (New Year’s Day)
LIBRARY ADVISORY BOARD MEETING
Thursday, January 24, 2019
3:00 P.M. – 4:00 P.M.
Thomas Branigan Memorial Library, 200 E. Picacho Ave.

Notice is hereby given that there will be a Library Advisory Board (LAB) Meeting on Thursday, January 24, 2019, at 3:00 P.M. in the Board Room on the 2nd Floor at Thomas Branigan Memorial Library (TBML).

AGENDA

1. Call to Order
   a. Acceptance of Agenda
   b. Agree to Follow the Rules & Regulations of the Open Meetings Act
2. Review of December 13, 2018, Minutes
3. Friends of TBML Report
4. Library Administrator’s Report
5. Old Business
6. New Business
   a. Review/Approval of Closing/Early Closing Dates for 2019
7. Announcements
8. Public Participation
9. Adjournment

The next meeting is scheduled for Thursday, February 28, 2019, at 3:00 P.M. in the Board Room on the 2nd Floor at Thomas Branigan Memorial Library.

THE PUBLIC IS INVITED.

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before the event at 528-4000/v or 528-4008/tty.

The City of Las Cruces does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or disability in employment or the provision of services.

POSTING DATE: January 16, 2019
LIBRARY ADVISORY BOARD
MEETING ATTENDANCE

DATE: Thursday, January 24, 2019

BOARD MEMBERS       INITIALS IF PRESENT    POSITION
1. Jose Aranda      JA                        President
2. Elsie Ramirez    EP                        Vice-President
3. Susan Pinkerton  SP                        Secretary
4. Susan Fletcher   FF                        Friends Liaison
5. MaryAnn Hendrickson  MM                 Member
6. Stephen Jones    SJ                        Member
7. Maria Zuniga

OTHERS IN ATTENDANCE
1. Margaret Neill    NN                        Library Administrator
2. Dan Carrillo      EA                        Administrative Assistant
3. Jennifer Kleitz

4. 
5. 
6. 
7. 
8. 
9. 

East Moso Enterprises

Transcriber
Library Administrator’s Report

January 24, 2019

Staffing

- The top candidate for the Library Supervisor has accepted the position and will begin the first week of March.
- The Library Assistant Senior position in Children’s is now in the hiring phase.
- 2 PT Library Assistant positions were posted. The job has closed and all eligible candidates are being moved into the testing phase.

Facilities

- Facilities has identified funding to upgrade/repair the ramp outside.

Technology

- ILS upgrade is on schedule. Full implementation will be completed the first week of March 2019. The first major milestone will be the database seeding, scheduled for February 14.
- Public computer management system is scheduled to be implemented the first week of February.
- The RFP for the dark fiber/connectivity project with IT, the State Library and E-Rate will close in February.

PEAK Performance

- The QOL Peak Performance reorganization has been completed. The majority of library operations now fall under “Literacy”, with the exception of Children’s and Teen services, which now have their own line and Technology, which is also separated.

Budget

- First pass at budget entry for FY20 is completed. Instructions from the City Manager were for a flat budget. Budget entry for FY20 was made more complicated by the new lines of business for PEAK, which divided the library budget into several new organizations. At this time, I am not certain what the final budget will be. I did request more funding for the ILS, a full-time security guard and a Library Master Plan.

City Council Agenda Items

- Nothing at this time.

Other

- The Computer Use Policy will be brought to the Library Advisory Board next month for review and approval.