



AGENDA

Roswell Public Library Board of Trustees

Thursday, February 22, 2023 — 4:00 p.m.

Roswell Public Library – Southeast Meeting Room

301 North Pennsylvania Avenue

Opening Ceremonies

- Call to Order by Presiding Officer
- Roll Call & Determination of Quorum

Board President: ▪ Alyssa Rogers

Board Members: ▪ Brittany Belding ▪ Jennifer Cole ▪ Janice Dunnahoo
▪ Adrienne Marley ▪ Marcos Nava ▪ vacant
▪ Vacant, Roswell Public Library Liaison
▪ Enid Costley, Library Director

- Agenda/Consent Items/Minutes from the January 26, 2023 regular Roswell Public Library Board of Trustees meeting.

Non-Action Items (information items)

1. Building Improvements update
 - a. Automatic faucets
 - b. Changing table in the children's restroom
 - c. Replacing flooring
 - d. Roof repair
 - e. Mural in the northwest areas of the Library
2. Service Improvements update
 - a. Benches in the Library Park
3. Green Estate
4. 316 N Richardson Property

New Business (action items)

5. Discussion and consider for approval budget requests for FY2024

Library Staff Reports

8. Library Director's Report
 - a. Library Fines and Fees
 - b. Vacant Library Board Positions

Public Participation on Agenda Items

Adjourn

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 23-01.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats, please contact the City Clerk at 575-624-6700.

Printed and posted: February 17, 2023

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Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Bondurant Room
January 26, 2023

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 23-01.

This meeting convened at 4:12 p.m. with Member Marcos Nava presiding, and Member Jennifer Cole and Member Janice Dunnahoo and Enid Costley, Library Director, being present. Member Brittany Belding, Member Adrienne Marley joining by phone and Member Alyssa Rogers being absent.

Member Marcos Nava called for a motion for the approval of the agenda for the January 26, 2023. Member Jennifer Cole motioned and Member Janice Dunnahoo seconded to approve the agenda. A voice vote was unanimous (Cole-yes, Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 5-0 with Member Alyssa Rogers absent.

Member Marcos Nava called for a motion for the approval of the minutes of the October 27, 2022 meeting of the Roswell Public Library Board of Trustees. Member Janice Dunnahoo motioned and Member Adrienne Marley seconded to approve the October 27, 2022 minutes. A voice vote was unanimous (Cole-yes, Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 5-0 with Alyssa Rogers absent.

Non-Action Items (Information items)

1. Building Improvements
Enid Costley, Library Director, summarized the project list related to building improvements:
2. Service Improvements
Enid Costley, Library Director, summarized the project list related to service improvements.
3. Green Estate
There is no new information about the Green Estate.
4. 316 N Richardson Property
The City of Roswell has accepted a bid for the purchase of 316 North Richardson Property, also known as the former Business Notions by the Miniatures and Curious Collections Museum. The property will be sold for \$30,000.00. The date when the property exchanges hands, has not been set.

New Business (Action items)

5. Discussion and consider for approval 2022 Annual Report. Member Janice Dunnahoo motioned and Member Jennifer Cole seconded to approve the 2022

Annual Report as presented. A voice vote was unanimous (Cole-yes, Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 5-0 with Alyssa Rogers absent.

6. Discussion and consider for approval the Library Survey of Hispanic Community. Member Janice Dunnahoo motioned and Member Adrienne Marley seconded to approve the Library Survey of Hispanic Community as presented. A voice vote was unanimous (Cole-yes, Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 5-0 with Alyssa Rogers absent.
7. Discussion and consider for approval budget request for the FY2024. Members provided several ideas for the FY2024 budget especially in light of \$30,000 in funds from the sale of the property located at 316 N Richardson.
 - a. Create a schematic plan for the Library Park to incorporate Brain Gym activities.
 - b. Create a schematic plan for the Play and Learn Area.
 - c. Create a Makerspace (possible location Southeast Meeting Room).
 - d. Put a baby changing station in the children's restrooms.
 - e. Create a mural in the library celebrating Hispanic Culture – with event when it is completed.
 - f. Set aside some funds from the sale of the property to help pay for the Library Mobile Service Vehicle.
 - g. More newspaper coverage or promotion of the library, and it's services.

Library Staff Reports

8. Library Director's Report

Enid Costley, Library Director, summarized Library projects

- a. Library Fines and Fees – the elimination of the library overdue fines for items returned in good condition was presented to the members of City of Roswell General Services. The City Councilors were open to further discussion on the topic.
- b. Vacant Library Board Positions – We have one Library Board Position that is vacant. Terms are for four years with the term ending April 1. Board members may serve two terms, but must reapply. Members of the Library Board of Trustees are appointed by the Mayor of the City of Roswell.
- c. School Visits – There has been an increase in the number of schools that are visiting the Roswell Public Library. The Roswell Library Foundation has paid the cost of bus rental.

Public Participation on Agenda Items

There was no public participation on agenda items.

Adjourn

The meeting adjourned at 5:22 p.m.

Roswell Public Library

January 2023

Accomplishments

Building Improvements

Heating and Cooling System – The new compressors have been installed. For safety reasons we installed a turn off switch for the compressor on the north side of the library. The Facilities Department has adjusted the system, when the temperature in the building became both too cold and too warm.

Halo Filters – The Halo project has been completed. The units have been installed and numbered on the east side of the unit under the wording “you can breathe.” Staff has received training on adjusting the filters speeds and have been given the access codes and passwords. Before the final check was issued Justin Holcombe, the City of Roswell Projects and Facilities Manager, conducted a walk through with the vendor. This project was paid for with a grant from the American Rescue Plan Funds.

Bondurant Room – Outlets for the TVs have been installed. The room temperature gage was moved and TV brackets are in place. We have ordered new ceiling tiles to be installed. The two TVs will be hung after the ceiling tiles are in place. We need a quote for the sound system and presentation system. These improvements will be paid for with a combination of general funds and General Obligation Bond B funds.

Computers – We spent over half of our allotted 2020 General Obligation Bond B funds to purchase new computers for the library. We have requested reimbursement of \$45,720.03 for this project.

Water Leaks – We have submitted a purchase order through CES for repairs to the Library Roof and building leaks.

Lights and Security – New outside lighting has been installed. The parking area behind the library is lit up in the evening when staff leave the library, making the area much safer.

Service Improvements

Programs

Based on the research we have on meeting the needs of the Roswell Hispanic community we are offering more programs for families.

Noon Year’s Eve December 31, 2022 we offered a New Year’s Noon event that included a craft, dancing, refreshments and a balloon drop at noon on December 31 that was attended by 151 people. Children, parents and grandparents left the program with smiles and many thanks. We even had children pick up the confetti and throw it up again. The Event was sponsored by the Roswell Library Foundation and was featured in the Roswell Daily Record.

Tea Party: The (then) current Miss New Mexico Teen Volunteer, Miss New Mexico Volunteer and Little Miss Zia were guests at the January 14 tea party. 50 people, including girls in princess gowns, attended and enjoyed learning about the Miss New Mexico Volunteer program, participated in games, enjoyed tea treats, and created a fancy necklace. This was the last event for Miliyah, Miss New Mexico Teen Volunteer, who ended her reign January 14 at 2 p.m.

STEAM: Twice a month on Saturday we offer a STEM and Arts program coordinated by our new STEM instructor, Katelyn Turner. In January participants created of a mask that lights up and

learned circuit by using conductive thread, lights and a battery. The early photography program, in which items were placed on treated paper, exposed to sunlight and then placed under running water offered in January was also a big hit.

Let's Get Crafty: We changed the focus from adults only to family and saw an increase in participation.

New Mexico Humanities Programs

Me and Billy: Ralph Estes presented a program on Billy the Kid that included storytelling, history and music. We received \$644.53 from the New Mexico Humanities Council for this program.

Flamenco History and Demonstration: We have received funds (\$1,294.00) from the New Mexico Humanities Council for presentation on Flamenco in March.

Exhibits and Displays

- WPA Art which was on loan from the New Mexico Chapter of the New Deal Preservation Association has been returned.
- Katelyn Turner, former artist in residence with the Anderson Museum has creating an exhibit in the front display case.

Project Progress

State Grants-in-Aid – We have submitted all the necessary forms for the New Mexico State-Grants-In-Aid to public libraries funds. Our allotment of \$10,252.72 was sent January 19, (Reference #2001330950). We will be spending funds on processing materials and Library Hot Spots.

Summer Reading Program – We have lined up our presenters for our special weekly programs. Performers include; a ventriloquist, performing dogs, musician, hands on science experiments, information on Carlsbad caverns, an art program as well as our weekly preschool programs. Prizes for the summer reading program have been ordered. Presenters are funded through a gift from the Roswell Library Foundation. The summer reading program prizes are a gift from the Roswell Library Friends. We are also partnering with Eastern New Mexico University for posters, bookmarks and additional prizes.

Plans for February

Building Improvements

- Install a washer and dryer in the boiler room.
- Make improvements to the Bondurant Room.
- Work with the Roswell Library Foundation for a mural near the Spanish Book Collection.

Service Improvements

- Explore elimination of overdue fines and adjusting printing costs.
- Submit for e-rate for next fiscal year.
- Finalize plans for the Summer Reading Program.

Issues and Concerns

We had a patron return two library books and one donated book with live bed bugs in them. We responded quickly and the situation was contained and dealt with. We used a combination of chemical treatment and cold treatment to kill the bugs and prevent future issues. As an additional precaution we are using cold treatment on items that were in the same area.