



AGENDA

Roswell Public Library Board

Thursday, March 30, 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 February 22, 2023 regular Roswell Public Library Board of Trustee meeting.

Non-Action Items (information items)

1. Maker Space – Presented by Katelyn Turner, STEM Instructor
2. Building Improvements update
 - a. Changing table in the children’s restrooms
 - b. Replacing flooring
 - c. Roof Repair
 - d. Mural in the northwest areas of the library
3. Service Improvements update
 - a. Bench in the Library Park
 - b. Library Fines and Fees
4. Green Estate
5. 316 N Richardson Property
6. Budget Request for FY2024 and Revenue

New Business (action items)

7. Discussion and consider for approval recommendations for vacant Library Board Positions
8. Library Park and Play and Learn Area

Library Staff Reports

9. Library Director’s Report
 - a. Library Foundation Meeting
 - b. Memorial Brick Fundraiser

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: **March 22, 2023**

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Roswell Public Library Board of Trustees

Held at the Roswell Public Library
Southeast Meeting Room
February 22, 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 4:02 p.m. with Member Marcos Nava presiding, and members Janice Dunnahoo, and Adrienne Marley being present, and with Member Brittany Belding participating by phone. Members Alyssa Rogers and Jennifer Cole being absent.

Library Staff: Enid Costley, Library Director

Guest: Terri Harbor

Member Adrienne Marley motioned for the approval of the agenda for the February 22, 2023 Regular Meeting Roswell Public Library meeting. Member Janice Dunnahoo seconded. A voice vote was unanimous (Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 4-0 with Member Brittany Belding participating via phone. Members Alyssa Rogers and Jennifer Cole being absent.

Member Adrienne Marley motioned for the approval of the minutes of the January 26, 2023 meeting of the Roswell Public Library Board of Trustees. Member Brittany Belding seconded. A voice vote was unanimous (Belding-yes, Dunnahoo-yes, Marley-yes, Nava-yes) and the motion passed 4-0 with Member Brittany Belding participating via phone. Members Alyssa Rogers and Jennifer Cole being absent.

Non-Action Items (Information items)

1. Building Improvements

Enid Costley, Library Director, summarized the project list related to building improvements:

- a. Automatic Faucets have been installed in the children's restroom and now the restrooms will not flood due to children's forgetting to turn off the faucet.
- b. Costley has requested the City of Roswell Facilities Department obtain a quote for a changing table in the girl's and boys' restroom
- c. Costley is obtaining a quote for new flooring in the library
- d. A purchase order has been created for roof repairs and materials are being ordered

- e. Designs for the mural in the northwest area of the main library were shared. At the recommendation of Member Marcos Nava (Roswell Hispano Chamber of Commerce) we will be adding a traditional piñata around the corner of the mural.
2. Service Improvements
 - a. Member Adrienne Marley (Roswell Woman's Club) shared information on the new bench in the Library Park. The bench is being placed in the Library Park in memory of Mary Lou Glass. Members of the Women's Club collected bottle caps for this project.
3. Green Estate
There has been an offer on the Green Estate.
4. 316 N Richardson Property
The City of Roswell approved the sale of 316 North Richardson Property, to Miniatures and Curious Collections Museum. The property will be sold for \$30,000.00.

New Business (Action items)

5. Discussion and consider for approval 2022 budget requests for the FY 2024
Enid Costley, Library Director shared the following information:
 - a. Each department is to submit a budget through the finance database. Departments were requested to submit a zero-increase operating budget, but could move amounts within the accounts. No action taken.
 - b. Enid Costley met with staff from Studio 27 to get a quote for a semantic design for the Library Park and the Play and Learn area on the North side of the library. No action taken.
 - c. Katelyn Turner, Library STEM Instructor, is putting together a proposal for a maker space to be located in the Southeast Meeting Room. We hope to have this funded with Library specific General Obligation Bond Funds. No action taken.

Library Staff Reports

6. Library Director's Report
Enid Costley, Library Director, summarized Library projects
 - a. Library Fines and Fees – the eliminating of the library overdue fines for items returned in good condition will be presented to the members of City of Roswell Finance Committee. The Finance Committee needs to approve the project before it is presented to Roswell City Council at the March meeting.
 - b. Vacant Library Board Positions – We have one Library Board Position that is vacant. Member Janice Dunnahoo has submitted paperwork to be reappointed for a second term. 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.

Public Participation on Agenda Items

There was no public participation on agenda items.

Adjourn

The meeting adjourned at 4:40 p p.m.

Roswell Public Library

February 1, 2023 – March 13, 2023

Accomplishments

Building Improvements

Roof and Water Leaks – A purchase order has been created through CES for RoofCARE to do repairs to the Library Roof and fix water leaks. Materials have been ordered. We are waiting for the weather conditions to improve, so it is safe to do the work.

Bondurant Room – We have one fourth of the new ceiling tiles installed and one of the two televisions hung. Once the other TV is hung, we will request reimbursement of \$5,480.00 from the state. We need a quote for the sound system and presentation system before we may submit a Notice of Obligation to the state for approval to use General Obligation Bond B funds for this part of project. General Obligation Bond B fund may be used for service improvement, but not construction. We are combining general funds (electrical work and ceiling tiles) and General Obligation Bond B funds (equipment) to complete this project.

Security – We had one security camera replaced and additional cameras installed on the east side of the library. This allows staff to know who is on the other side of the doors which opens to the alleyway.

Washer and Dryer - We need to purchase \$780 worth of plumbing supplies for the installation of the washer and dryer. Once the washer and dryer are installed, we will cancel our linen cleaning service.

Mural Celebrating Roswell Hispanic Culture – The mural in the Spanish collection area is progressing. Tasia Ramage has sketched out the mural on the half wall. We are having the carpet boarder replaced with tile. The same tile will be installed around the windows. The goal is to have the project completed by April 29. This will allow us to have an unveiling for El Día de los Niños/El Día de los Libros (Day of the Child/Day of the Book) program. This project is being paid with donated funds.

Fire Sprinkler Inspection – We have a signed contract and a purchase order for inspection of our sprinkler system.

Flooring – We are removing the carpet in the book return room and replacing it with vinyl flooring. We are also replacing the carpet at the circulation desk with a padded carpet.

Service Improvements

Elimination of Overdue Fines and Adjustment of Printing Costs

Roswell City Council approved a new Library Fine and Fee Policy and Resolution 23-11. These documents allow for the elimination of overdue fines for books and other library materials. We continue to charge for replacing of damaged or missing books. We have added a processing fee for items that have not been returned after 49 days.

Hot Spots

We were approved for Emergency Connectivity Funds up to \$9,652.80. This is a reimbursement program; we submit reimbursement paperwork in FY2023 and receive funds in FY2024. We used American Rescue Plan funds to pay for the Hot Spots in July 2022 and August 2022.

Connect Me!

Eastern New Mexico University in Roswell was awarded a two-year grant aimed at increasing computer literacy, creating skilled ENMUR IT staff members, and providing the ability for students, community members, and MBEs to checkout technology equipment such as hot spots and laptops, as well as broadband services.

The project is broken down into three areas: education and training, awareness and access, and equipment and support services

The three project areas will be available in six locations: Roswell Public Library, WESST, ENMUR Adult Education Family Center, Dexter Public Library, Lake Arthur Municipal Schools, and Hagerman Public Library. Computer support services and computer literacy courses will be provided in both English and Spanish.

Project Progress

State Grants-in-Aid – We received our allotment of \$10,252.72 from the New Mexico State Library. We spent \$8,862.15 with the vendor, The Library Store, on new cases for our recorded book collection. The remaining \$1,390.57 will be put toward the Hot Spots program. We also received an \$800 store credit from The Library Store as part of their rewards program.

Budget – We submitted our FY2024 budget and expected revenue to the finance department. The budget will be reviewed and a recommended budget will be presented to Roswell City Council. The Roswell City Council will then make adjustments and final decisions on the FY 2024 budget before it is sent to the state offices for approval.

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 received. 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 March

Building Improvements

- Install a washer and dryer in the boiler room.
- Make improvements to the Bondurant Room.
- Complete the mural near the Spanish Book Collection.
- Complete the Fire Inspection.

Service Improvements

- Award bid to vendor for e-rate for next fiscal year.
- Finalize promotions for the Summer Reading Program.

Issues and Concerns

- We discovered 6 deeds for mineral rights in land located in Eddy County that was given to the Roswell Public Library.