



## **AGENDA**

### **Roswell Public Library Board**

**Thursday, May 25, 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 March 30, 2023 and the April 27, 2023 regular Roswell Public Library Board of Trustee meeting.

#### Non-Action Items (information items)

1. Building Improvements update
  - a. Replacing flooring
  - b. Roof Repairs
  - c. Mural in the northwest areas of the library
  - d. Library Park and Play and Learn Area
  - e. Brick Fundraiser
2. Service Improvements update
  - a. Library Fines and Fees
3. Green Estate
4. Budget Request for FY2024

#### New Business (action items)

5. Discussion and consider for approval Summer Reading Program
6. Discussion and consider for approval Kindergarten Bags

#### Library Staff Reports

7. Library Director's Report

#### 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.

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Printed and posted: May 22, 2023

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One-touch: tel:+15713173112,250660069#

Access Code: 250-660-069



## Roswell Public Library Board of Trustees

Held at the Roswell Public Library  
Southeast Meeting Room  
March 30, 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 4:03 p.m. with Member Alyssa Rogers presiding, and members Jennifer Cole, and Janice Dunnahoo being present; with Members Adrienne Marley and Marcos Nava joining by phone. Member Brittany Belding being absent.

Library Staff Present: Enid Costley, Library Director, and Katelyn Turner, STEM Instructor

Guests Presents: No guests were present

Member Adrienne Marley motioned for the approval of the agenda for the March 30, 2023 Regular Meeting Roswell Public Library meeting. Member Marcos Nava seconded to approve the agenda. A voice vote was unanimous and the motion passed 5-0 with Members Adrienne Marley and Marcos Nava joining by phone and Member Brittany Belding absent.

Member Adrienne Marley motioned for the approval of the minutes of the February 22, 2023 meeting of the Roswell Public Library Board of Trustees. Member Marcos Nava seconded. A voice vote was unanimous and the motion passed 5-0 with Members Adrienne Marley and Marcos Nava joining by phone and Member Brittany Belding absent.

### Non-Action Items (Information items)

#### 1. Maker Space

Katelyn Turner, STEM Instructor, summarized the Maker Space project and reviewed the list of equipment and materials that the library might purchase for the area.

For the record – Member Jennifer Cole left the meeting at 4:18 p.m.

#### 2. Building Improvement update

- a. Changing Table for the Children's Restroom: Costley stated that a changing table in the girl's and boys' restroom has been ordered. It will take 6 weeks before they are delivered.
- b. Replacing Flooring: Flooring for the book return will be installed early April. We do not have a date for the installation of the flooring for the circulation

- area. Tile around the windows in the Spanish Language collection will be installed after April 17.
- c. Roof Repair: We are still waiting for the weather conditions to be safe for roof repair.
  - d. Mural in the Northwest Area of the Library: We have had the carpet boarder removed and replaced with tile. This was paid with donated funds. Tasia Ramage has begun work on the mural that does include a traditional piñata around the corner of the mural.
3. Service Improvements
    - a. Bench at the Library Park: A bench has been placed in the Library Park in memory of Mary Lou Glass by the Women's Club.
    - b. Library Fines and Fees: A new Library Fine and Fee policy, and Fine and Fee Schedule was approved by the Roswell City Council at the March 9, 2023 meeting. Also approved was Resolution 23-11. The Policy, schedule and Resolution will not go into effect until signed by the Mayor Tim Jennings.
  4. Green Estate  
The sale of the Green Estate will be presented at the April meeting of the Roswell City Council. We will receive the sale minus the closing costs or \$72,790.00. Funds will be used for the Library Mobile Service Vehicle.
  5. 316 N Richardson Property  
The 316 North Richardson Property was sold to Miniatures and Curious Collections Museum. The funds from the sale or \$30,000.00 plus rent received from the property were placed in the library donation fund.
  6. Budget Request for FY2024 and Revenue: The Roswell Public Library submitted a zero-increase operating budget. We also requested additional funds for roof maintenance (\$11,500) and replacing lobby flooring (\$40,000). We also presented the maker space project which is being paid for with donations and/or grant funds. Revenue for the Roswell Public Library includes; General Obligation Bonds, State Aid to Public Libraries, E-rate and Donations

For the record - Jennifer Cole returned to the meeting at 4:33 p.m.

#### New Business (Action items)

7. Discussion and consider for approval recommendations for the vacant Library Board Positions: We have one position that is currently vacant and Member Janice Dunnahoo term will expire April 1, 2023. Member Janice Dunnahoo has submitted paperwork to have her term renewed for another term. According to the Clerk's Office new members and renewing member should be recommended by the Library Board of Trustees. Member Jennifer Cole motioned for Janice Dunnahoo to be approved to serve a second term on the Roswell Public Library Board of Trustees. Member Marcos Nava seconded. A voice vote was as follows: Member Alyssa Rogers, Jennifer Cole, Adrienne Marley, and Marco Nava voting yes; Member Janice Dunnahoo abstaining; and the motion passed with Members Adrienne Marley and Marcos Nava participating via phone; and Member Brittany Belding being absent.
8. Library Park, and Play and Learn Area: Studio 27 will be creating Architectural Schematic Designs for the Library Park, and the Play and Learn Area. Costley stated she will be meeting with Studio 27 on Monday to look over the sites. As part

of the project there will be two planning meeting and two presentations. Members Jennifer Cole, Marco Nava and Janice Dunnahoo stated that they would like to attend the meeting with Studio 27. Member Jennifer Cole provided several names of school staff who might be interested in helping with the planning of the project. Costley stated that area business will be invited. Member Adrienne Marley stated that Barbara Gomez, Roswell Chamber of Commerce Executive Director, expressed and interest in the Library Park and possible grants or funds to help with the improvements. No Action taken.

### Library Staff Reports

#### 9. Library Director's Report

Enid Costley, Library Director, summarized Library projects

- a. Library Foundation Meeting – there will be a meeting of the Roswell Library Foundation on Monday, April 3 at 4:00 pm.
- b. Memorial Brink Fundraiser – We will be asking the Roswell Library Foundation to coordinated a memorial brick project and fundraiser. We will be asking that funds raised on this project be used for improvements to the Library Park and/or Play and Learn Area.

### Public Participation on Agenda Items

All of Roswell Independent School District elementary schools are receiving STEM labs granted by the Ripken Foundation. There is a possibility that Library and school could partner so that we might place STEM equipment in the library.

### Adjourn

The meeting adjourned at 4:54 p.m.



## Roswell Public Library Board of Trustees

Held at the Roswell Public Library  
Southeast Meeting Room  
April 27, 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.

No members were present; There was not a quorum.

Library Staff Present: Enid Costley, Library Director,  
Guests Presents: No guests were present.

The agenda for the April 27, 2023 was not approved due to a lack of a quorum.

The minutes of the March 20, 2023 meeting were not approved due to a lack of a quorum.

### Non-Action Items (Information items)

1. Building Improvements Update  
No items were discussed due to a lack of a quorum.
2. Service Improvements Update  
No items were discussed due to a lack of a quorum.
3. Green Estate  
No discussion was held due to a lack of a quorum.
4. Budget Request for FY2024  
No discussion was held due to a lack of a quorum.

### New Business (Action items)

5. Discussion and consider for approval Summer Reading Program.  
No action taken due to a lack of a quorum.
6. Discussion and consider for approval Kindergarten Bags  
No items were discussed due to a lack of a quorum.

### Library Staff Reports

7. Library Director's Report  
No discussion was held due to a lack of a quorum.

### Public Participation on Agenda Items

None due to a lack of a quorum.

### Adjourn

None due to a lack of a quorum.

# Roswell Public Library

April 9, 2023—May 15, 2023

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## Accomplishments

### Building Improvements

Completed Projects: the following project have been completed:

- Library Roof Repairs – Repairs to the Library roof are complete and the City of Roswell Facilities Department has reviewed the work done. This project was paid with Capital Improvement funds.
- Security – City of Roswell IT Department oversaw this project that improved the security of the outside of the library. Staff will no longer walk out of the building without knowing who is on the other side of the door, and staff parking areas also have security cameras on them. The City of Roswell Parks Department trimmed back the trees that were blocking the sight lines of the camera.
- Washer and Dryer – We had the washer and dryer from the Green Estate installed in the old boiler room. This project involved removing the old equipment and concrete pad, adding electrical outlets, plumbing and outside vent. We added shelving for the cleaning supplies. This will be a cost savings as we will not have our cleaning towel service.
- Flooring – We had carpet installed behind the circulation desk and tile around the edge of the windows near the Spanish collection. The tile around the edge of the windows was paid through a donation.
- Mural Celebrating Roswell Hispanic Culture – Local artist, Tasia Ramage, created a mural celebrating Roswell Hispanic Culture on the half wall near the Spanish collection. The mural was unveiled at El Día de los Niños/El Día de los Libros (Day of the Child/Day of the Book) event on April 29. This project was paid with donated funds.

Project in the Progress: the following projects are not yet complete:

- Bondurant Room – The ceiling tiles will be replaced the week of May 22. The same week the TV will be installed. We are also having improvements to the sound system and AV equipment. The equipment is being paid for with General Obligation Bond Funds.
- HVAC – We have two compressors that are having issues. One is located on the north side of the building and the second is on the south side of the building. The Facilities Department recommends purchasing a new compressor, using the replaced compressor for parts to repair the second compressor.
- Tree of Knowledge – The metal leaves and branches on the Tree of Knowledge outdoor sculpture need to be repaired and repainted. We expect this project to be completed this fiscal year.

### Service Improvements

Library Park and Learn and Play Outside Area – Studio 27 is in the process of creating an architectural semantic design for the Library Park (located on Richardson Street and behind the library) and the Learn and Play Area located outside on the north and east side of the children's area. We will be hosting the first of on two public meetings to gather ideas for the areas on

June 6 at 5:30 p.m. The date for the second meeting has not yet been set. The Roswell Library Foundation is helping with this project by raising funds through a memorial and commemorative brick project. Bricks will be placed on the west and north side of the building

## Project Progress

### Summer Reading Program

The summer reading program encourages reading and learning when school is taking a summer break. The first day to sign up for the summer reading program will be Tuesday, May 30. We will be giving out summer reading program bags to the first 500 people who sign up for the program; there will be snow cones, as well as an exhibit and activities provided by New Mexico Arts and Wonder on Wheels, from noon until 3 p.m.

Wonders on Wheels Mobile Museum (WoW) and New Mexico Arts (NMA) are working together to bring "WoW, Poetry!" Poet Laureate, Lauren Camp, and NMA Executive Director, Michelle Laflamme-Childs, will be participating in WoW events this summer to engage youth and other community members in two special poetry projects. Lauren will talk about ekphrastic poems, a special kind of poem written about art, and will work with WoW visitors to write poems using the Gustav Baumann prints on display in Mobile Museum as inspiration. In addition, Lauren and Michelle will be collecting lines of poetry written by WoW visitors to a specific prompt to create crowdsourced poems specific to each community. The final poems will be printed by the NM History Museum's Palace Press with prints gifted back to each community, and when the project is complete, all the final poems will be displayed in a public exhibition.

Throughout June and July, we will offer prizes for participating in the program, as well as fun learning activities and programs. Programs are a gift from the Roswell Library Foundation. We are partnering with Roswell Library Foundation, Friends of the Roswell Public Library, Dion's, Eastern New Mexico University for posters, bookmarks and prizes.

### El día de los Niños/El día de los Libros, or Day of the Child and Day of the Book

429 people attended the Saturday, April 29 celebration of children and books. Activities included dedication of the mural by Tasia Ramage which celebrates Hispanic Culture in Roswell, face painting, artwork, book give away, and snow cones. There was also a kick off program for the C-3PO program in which the logo was unveiled and surveys were collected.

At the last minute we made some changes. The musicians called in sick (we will schedule them for another event). It was 49 degrees outside when we opened the library. We decided to have all the events inside. We moved the snow cones to the lobby as well as the C-3PO information table. The face painters were moved by the mural. The book give away was in the southeast meeting room and the art project was in the Malone Room. We used 60 pounds ice and four gallons of syrup for the snow cones and in the future, we will serve the snow cones in cups. We could have used another face paint artist and/or have someone do animal balloon twisting while people wait in line.

There was a buzz in the library with many positive comments. The mural was much appreciated and some people wandered over to the children's area to see Tasia's other artwork in the children's area. The art project done at the event was used to create a set of wings that was placed in the children's room for children to stand in front of and take their picture. The A-Z coloring books provided by the New Mexico State Library were handed out and a group coloring project was done based on the images in the A-Z coloring book.



### Cinco De Mayo

We had a table at the Cinco de Mayo event held by the Roswell Hispano Chamber of Commerce on May 5 and 6. During this two-day event we spoke with 600 people to promote the library and the summer reading program.

### Touch a Truck

On Saturday, May 13 - 102 parents and children attended Touch a Truck, an outdoor event at the library south parking lot. Besides being able to climb on the trucks, and toot the horns, participants enjoyed a snow cone and children took home a free book (courtesy of the Roswell Library Foundation). Thank you goes to the staff of the Parks Department for bringing in:

- A huge lawn mower that helps maintain the about 600 acres of land the city owns.
- A buck truck that will reach heights of 70 feet and is used to change out lights and other tasks
- A back hoe used to plant trees, move gravel, mulch and dirt and other tasks.

## Plans for May—June

### Building Improvements

- Make repairs to the Library HVAC system.
- Make improvements to the Bondurant Room.
- Complete repairs to the Tree of Knowledge

### Service Improvements

- Offer the summer reading program.
- Complete the architectural semantic design for the Library Park and Play and Learn Area.
- Begin work on the Roswell Room and move items out of the second study room.

## Issues and Concerns

**Eddy County Property Surface Rights and Mineral Rights** – We are still researching with the City of Roswell Real Properties Division the property deeds and mineral rights located in Eddy County.

# Roswell Public Library

## March 2023 – April 9, 2023

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### Accomplishments

#### Building Improvements

**Roof and Water Leaks** – Work on the roof began April 6 with a meeting with RoofCARE staff and a quick inspection of the site. We will begin having workers on the roof April 10.

**Bondurant Room** –We have blocked off dates for work to be done on the Bondurant room by the Facilities Department. Work includes replacing ceiling tile and mounting a TV.

**Security** – We are waiting on parts for the security cameras to arrive. Then, according to the IT Department, the cameras will be adjusted and turned on.

**Washer and Dryer** – All the plumbing and electrical parts and pieces have been installed, we are now waiting for the washer and dryer. We have cancelled our cleaning service with Unifirst.

**Mural Celebrating Roswell Hispanic Culture** – Local artist, Tasia Ramage, is creating a mural celebrating Roswell Hispanic Culture on the half wall near the Spanish collection. The goal is to have the project completed by April 29 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 Inspection** – We had the fire sprinkler system inspected on April 5<sup>th</sup> and we received a report from the vendor that will be reviewed by Jason Holcomb, Facilities Department, before taking any action. Our fire extinguishers will be serviced on April 13.

**Flooring** – We have new vinyl flooring in the book return room. We are also replacing the carpet at the circulation desk with a padded carpet. Work is expected to begin in May. Tile around the edge of the windows near the Spanish collection is expected to begin on April 17.

#### 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 which went into effect on April 3, 2023, after we received notification from the Clerk's Office that the resolution had been signed. 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. On the same day (April 3, 2023) we implemented a 25-cent fee for printing items from the computer and making photocopies for the public. Students using the computers in the children's area continue to print items at no cost to them.

##### New Tax Exemption

Governor Lujan Grisham signed SB 147, or changes to the Tax Code. SB 147 includes a provision to exempt governments from paying gross receipts tax for "digital products" that are loaned to the public. For the Roswell Public Library this means we will no longer need to pay tax on e-books or e-audio books ordered through Overdrive.

## Project Progress

**Library Park and Learn and Play Outside Area** – We are working with Studio 27 to create an architectural semantic design for the Library Park (located on Richardson Street and behind the library) and the Learn and Play Area located outside on the north and east side of the children's area. We will be hosting two public meetings to gather ideas for the areas. Although the dates have not yet been set, we are gathering names of interested parties to invite for input. This includes area businesses, experts, board members and parents. The Roswell Library Foundation will be helping with this project by raising funds through a memorial brick project.

**Eddy County Property Surface Rights and Mineral Rights** – While moving files library staff discovered deeds for a percentage of land and/or mineral rights located in Eddy County. We are in the process of working with City of Roswell Real Properties Division and Finance Department to determine what responsibility in taxes and insurance we are responsible for.

- Surface rights: of NE/4SE/4 section 13, Township 17 South, Range 26 East, NMPM less Fairchild Farm Tract #604 1/11<sup>th</sup> interest in land.
- Surface rights: SW/4SW/4 section 19, Township 17 South, Range 27 East, NMPM 1/11<sup>th</sup> interest in land.
- Mineral rights: NE/4 of section 12, Township 16 South, Range 25 East, N.M.P.M., Eddy County, New Mexico undivided 20/198<sup>th</sup> interest in mineral rights.
- Mineral rights: W/2NW/4 of section 7, Township 16 south, Range 26 East, N.M.P.M., Eddy County, New Mexico undivided 20/198<sup>th</sup> interest in mineral rights.
- Mineral rights: SE/4 Section 18, Township 16 South, Range 26 East, N.M.P.M., Eddy County, New Mexico undivided 2/11<sup>th</sup> interest in mineral rights.
- Mineral rights: SW/4SW/4 (Lot 4), Section 19, Township 17 South, Range 27 East, N.M.P.M. Eddy County, New Mexico undivided 2/11<sup>th</sup> interest in mineral rights.
- Mineral rights: NW/4, Section 14, Township 16 South, range 25 East, N.M.P.M. Eddy County, New Mexico, undivided 20/99<sup>th</sup> interest in mineral rights.
- Mineral rights: NE/4SE/4 Less Tract 604, Section 13, Township 17 South, Range 26 East, N.M.P.M. Eddy County, New Mexico undivided 2/11<sup>th</sup> interest in mineral rights.

**Summer Reading Program** – We are working on the summer reading program brochure which we would like to handout at the Cinco de Mayo event on May 5 and 6 at the Chaves County Courthouse. The summer reading program encourages reading and learning when school is taking a summer break. We offer prizes for participating in the program. Prizes are a gift from the Roswell Library Foundation. We are also partnering with Dion's and Eastern New Mexico University for posters, bookmarks and additional prizes.

## Plans for April

### 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.
- Install the tile around the windows near the Spanish Book Collection.

## **Service Improvements**

- Send the Summer Reading Program brochure to the printers.

## **Issues and Concerns**

- Sale of the 928 Davidson property and house will go before the Roswell City Council on April 13. Funds from the sale of the property will go towards purchase of a mobile service vehicle or bookmobile.