



## **AGENDA**

### **Roswell Public Library Board**

**Thursday, October, 28 2021 — 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: ▪ Patti Bristol ▪ Jennifer Cole ▪ Janice Dunnahoo  
▪ Betty Hanson ▪ Mel Loucks ▪ Marcos Nava  
▪ Councilor Jacob Roebuck, Roswell Public Library Liaison  
▪ Enid Costley, Library Director  
▪ Analicia Rivera, Administrative Assistant

- Agenda/Consent Items/Minutes from the June 24, 2021 and June 30, 2021, regular Roswell Public Library Board of Trustee meeting.

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

1. Building Improvements update
2. Service Improvements update
3. Green Estate – Public Surplus Funds

#### New Business (action items)

4. Discussion and consider for approval use of gift, donations and memorials funds.
5. Discussion and consider for approval applications to grants.

#### Library Staff Reports

5. 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 21-7

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. 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 if a summary or other type of accessible format is needed. Printed and posted: 10/25/2021

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Access Code: 250-660-069



## Roswell Public Library Board of Trustees

Held at the Roswell Public Library  
Southeast Meeting Room  
June 24, 2020 at 4:00 p.m.

# DRAFT

Notice of this meeting was given to the public in compliance with NMSA 1978, Sections 10-15-1 through 10-15-4 and Resolution 21-7.

This meeting convened at 4:00 p.m. with Board President Alyssa Rogers presiding, and members Betty Hanson, Jennifer Cole, Janice Dunnahoo, Mel Loucks, Marcos Nava and Enid Costley, Library Director being present. Members Patti Britol and Councilor Jacob Roebuck being absent.

President Rogers called for the approval of the agenda for the June 24, 2021 Roswell Public Library Board of Trustees meeting to include the minutes for the January 23, 2020 and regular items as follows (Discussion and approval of future dates for the Roswell Public Library Board of Trustee Meeting, and Library Director's Report), informational items as follows (Building Improvements, Service Improvements, and Report of the Roswell Library Foundation). Member Loucks motioned to move, and Member Janice Dunnahoo seconded. A voice vote was unanimous, and the motion passed 6-0 with Patti Bristol absent.

President Rogers called for the approval of the minutes of the January 23, 2020 of the Roswell Public Library Board of Trustees. Member Loucks motioned to move, and Member Betty Hanson seconded. A voice vote was unanimous, and the motion passed 6-0 with Pattie Bristol absent.

### Informational Items

1. Building Improvements. Enid Costley, Library Director summarized the monthly reports issued between February 2020 to May 2021  
Planned improvements: Cleaning of the Tree of Knowledge, Public Artwork (Koi Pond and stream, mural, art on pillars) and New Roof on Bondurant Room  
Health Related Improvements all paid with General Obligation bond B Funds: Sneeze Guards, Book Drops and Service window.  
Water Leak Related: New restrooms, new floor in Malone room, walls painted behind circulation desk, children's walls entrance and lobby and new baseboards

2. Service Improvements. Enid Costley, Library Director, summarized the monthly reports issued between February 2020 and May 2021.  
Planned Improvements: Mobile Library Service – is on hold, Ready to Learn Program, STEM Programs, Scanner (paid with NM State Grants In Aid to Libraries Funds), new microfiche and microfilm reader, and Book Club collection.  
Health Related Improvements: Read Together While Apart Program, STEM at Home Kits, and Concierge Services Library on the Go.  
Service Improvement being Planned: Homework Help (computers and free printing for school assignments) Early Learning Interactives in the Library. Webb Space Telescope community Event Initiative, Upgrade of the Library Circulation and Catalog, and Emergency connectivity Grant Fund.
3. Report of the Roswell Library Foundation  
The Roswell Library Foundation donated the Library Park and the property located at 316 North Richardson Avenue to the Roswell Public Library. Current plans are to use the Library Park for the Mobile Library Service Vehicle and to sell the property on 316 North Richardson Avenue which is appraised as \$30,000

#### New Business

4. Discussion and consider for approval future dates for the Roswell Public Library Board of Trustee Meetings. Member Betty Hanson motioned to approve set the Roswell Public Library Board of Trustee meeting to be held on September, October, January, February, April and May on the Fourth Thursday at 4:00 pm and on June on the first Thursday at 4:00 pm. Member Janice Dunnahoo seconded. A voice vote was unanimous, and the motion passed 6-0 with member Pattie Bristol absent.
5. Library Director's Report. In addition to the written report, Enid Costley, Library Director thanked all the Board Members for their time and support.

#### Public Comment

No public attendance.

#### Adjourn

The meeting adjourned at 5:15 p.m.



## Roswell Public Library Board of Trustees

Held at the Roswell Public Library  
Southeast Meeting Room  
June 30, 2020 at 4:00 p.m.

# DRAFT

Notice of this meeting was given to the public in compliance with NMSA 1978, Sections 10-15-1 through 10-15-4 and Resolution 21-7.

This meeting convened at 4:00 p.m. with Board President Alyssa Rogers presiding, and members Betty Hanson, Jennifer Cole, Janice Dunnahoo Mel Loucks, Marcos Nava and Enid Costley, Library Director being present. Members Patti Bristol, Mel Loucks, and Councilor Jacob Roebuck being absent.

President Rogers called for the approval of the agenda for the June 30, 2021 Roswell Public Library Board of Trustees meeting to include regular items as follows, informational items as follows (None), action items (none) and reports of Library staff . Member Betty Hanson motioned to move, and Member Janice Dunnahoo seconded. A voice vote was unanimous, and the motion passed 5-0 with Patti Bristol and Mel Loucks absent.

### Informational Items

1. No Informational items were presented or discussed

### New Business

2. No action items were presented or discussed.

### Library Staff Reports

3. Report of the Reference Staff - Matthew Gormley tasks include selection of the main collection and is in the process of evaluating the collection.
4. Report of the Circulation Staff – Robert Briggs tasks include issuing library cards and technology cards. We just completed a library card campaign with the Sierra Middle School. He also has been cleaning up the patron database.
5. Report of the Technical Service – Bentley Clark tasks include processing and cataloging of the library materials. A big project she is working on is re-cataloging the biographies into subject area rather than in 921
6. Report of the Children's and Youth Service – Tracy Frie shared plans for the summer reading program. Tracy Frie began working at the Roswell

Public Library on May 10, 2021 and to plan a summer reading program in such a short time is quite amazing.

7. Report of the Library Director – Enid Costley shared a fall project to provide a bag, book and information to each kindergarten who attends the Roswell Independent School District.

Public Comment

No public attendance.

Adjourn

The meeting adjourned at 5:40 p.m.

# Roswell Public Library

## June 2021

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### Accomplishments

#### Building Improvements

**Water Damage Repairs** – The restrooms are near completion and the list of repairs is considerably shorter. There is new flooring in the Malone Room. The carpet has been cleaned.

**Public Art** – Tasia Ramage has completed a mural and the four pillars. She will be working on two skylines of Roswell next.

#### Service Improvements

**Library Hours** – On June 26 we expanded the Library hours by no longer closing between 2 and 3 p.m. and we plan to expand Library hours. We have two positions that need to be filled before we expand hours further. The goal is to be open Monday – Thursday, 10 a.m. to 7 p.m., Friday and Saturday, 10 a.m. to 6 p.m. and Sunday, 2 p.m. to 6 p.m. The Children’s Department is scheduled to be open July 3.

**Library Programs** – We begin offering face to face outside programs as part of the summer reading program. These include STEM (Science Technology, Engineering and Math) programs. At the same time we are planning for a Grand Opening of the Children’s area (August 28) as well as a fall lineup of programs: Crazy 8 Math Club, Girls who Code, Theater Games, Science Club, Tech Tuesday, Crochet Club, Coloring Club, Mother Goose on the Loose, and Preschool Programs and special events.

### Project Progress

**Summer Reading Program** – 503 people have signed up for the summer reading program. Weekly drawings are held for the adult program and the teen program. Children earn prizes each time they check out books. We partnered with the Eastern New Mexico University for the summer reading program, who lined up sponsors such as Domino’s Pizza, Whataburger, and the Amarillo Sod Poodles baseball Club. Along with coupons and tickets we have a Whataburger T-Rex stuffed animal, aka T-Rex Reader. Before T-Rex Reader finds a new home he is having several adventures in the Library that are featured on the Library’s Facebook page.

**NM Humanities Grant** – We were awarded \$3,800 for the New Mexico Humanities Commission for an exhibit in the southeast meeting room. The final report for the project is due September 2021.

**Homework Help Area** – The homework help area in the children’s department is set up. Using grant funds and donations, we will offer free printing to students for school related projects.

**Kindergarten Bags** – Just about the time the Library closed in March 2020, we were posed to offer a gift bag to students who would be attending Kindergarten in the fall. The idea was to give each child the book **Kindergarten, Here I come!** By D.J. Steinberg, and flyers and things that they may do in the area. The Library purchased bags for the students and the books were purchased by a service club. Of course, the project was put on hold and the items stored. We are gearing up to implement the project in the fall and deliver the bags to the schools before the first day of school, August 4. The project was funded through Altrusa and gift in memory of Jetta Mills.

## **Plans for July**

### **Building Improvements**

- Complete the repairs due to the water damage.
- Open up the children's area.
- Spread small rocks to areas around the library.

### **Service Improvements**

- Expand Library hours to Tuesday – Saturday.
- Wrap up the Tales and Tails summer reading program, June 1 through July 31.
- Apply for the Emergency Connectivity Fund to loan hotspots and devices to patrons.
- Complete a Community Analysis, which is required by the New Mexico State Library.

## **Issues and Concerns**

Roswell Public Library was gifted land in Eddy County, along with three other local organizations. We have someone interested in purchasing the property. The matter has been referred to the City Attorney.

Once we have sold or removed household items from the house donated to the Roswell Public Library, we will begin the process of selling the house.

# Roswell Public Library

## July 2021

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### Accomplishments

#### Building Improvements

**Water Damage Repairs** – the Library public restrooms have passed the electrical and mechanical inspections. We are waiting on final inspection by the State.

**Public Art** – Tasia Ramage, a local artist, has begun working on the first of two skylines of Roswell.

#### Service Improvements

**Library Hours** – The Children’s Department opened July 3. Library hours are Tuesday – Thursday, 10 a.m. to 7 p.m., Friday and Saturday, 10 a.m. to 6 p.m. Our next step is to expand our hours to be open on Monday.

**Library Programs** – We concluded the summer reading program on July 31. We are contacting winners of drawings and handing out final prizes. We will submit our final report to the New Mexico State Library by August 31. We are also collecting surveys and getting ready for the Grand Opening of the Children’s area on August 28. We are also planning a slate of library programs for the fall and planned outreach such as the Farmer’s Market and the Piñata Festival.

### Project Progress

#### Contracts and Agreements

July 1 is the beginning of a new fiscal year. We have set up most of our contracts to expire in August, which gives us a month to negotiate new agreements, have them reviewed by the City Attorney’s office, signed and filed with the Clerk’s office and Finance Department and create purchase orders.

**Library Catalog** - As a public library in New Mexico we are required to provide a catalog of our collection and a tracking system for loaning materials. With the assistance of the procurement staff, we were approved by the State of New Mexico for a sole source contract with SirsiDynix, our current catalog vendor. A five-year contract was agreed upon and signed by all parties.

**Ingram** – We are on our third year of a three-year agreement with Ingram to provide library materials and catalog records. The agreement is in process to be renewed.

**Databases** – The Roswell Public Library subscribes to two online databases - Ancestry Library and Newspaper Archives. Both databases are only used in the library and are quite popular.

**Audiovisual License** – We have a site license to show motion pictures, TV shows and other audio visuals in the Library building and grounds.

**Software Service Agreements** – We have software service agreements with Deep Freeze, Envisionware, Overdrive, and Zoobean.

**Equipment Service Agreements** – We have agreements to for equipment maintenance and repair with Bibliotheca and Total Imagining.

**Professional Services Agreements**- We have agreements with E-Rate Central and WT Cox.

**NM Humanities Grant** – We were awarded \$3,800 by the New Mexico Humanities Commission for an exhibit in the Southeast Meeting Room. Parts of the exhibit will be placed in the locked cabinet in the main part of the Library. The final report for the project is due September 2021.

**Annual Report** – Each year Public and Tribal Libraries submit a plethora of statistics to the New Mexico State Library. The information is shared with the federal government (Institute of Museum and Library Services) and it is also used to determine if the Roswell Public Library still qualifies to be a public library. The status as a public library is required to receive federal grants, state grants-in-aid and General Obligation Bond B funds.

**Emergency Connectivity Fund** – This is a new federal grant that is designed to provide support to fund unmet needs of remote learning. Our grant application is to purchase and activate and loan up to 100 hotspots.

## **Plans for August**

### **Building Improvements**

- Complete the public art of two skylines.
- Host a grand reopening of the Children's Department.

### **Service Improvements**

- Apply by August 13, 2021 for the Emergency Connectivity Fund to loan hotspots to patrons.
- Submit New Mexico State Library Annual Report by August 16, 2021.

## **Issues and Concerns**

Roswell Public Library was gifted land in Eddy County along with three other local organizations. We have someone interested in purchasing the property. The matter has been referred to the City Attorney.

Once we have sold or removed household items from the house donated to the Roswell Public Library, we will begin the process of selling the house.

### **Capital Improvement Projects**

The Roswell Public Library, along with other City Departments, was asked to put together a wish list of Capital Improvement Projects and then rank them. Our top four projects are:  
Air Scrubbers – this will be used to improve the air quality in the library and especially the children's meeting room.

Remove and Replace Carpet – Time, use and rain has cause damage to the carpet.

Sidewalks, Pavements, Curbs and Gutter – In an effort to stop further damage to the pathways to and from the Library, the trees have been removed. Yet the damage has been done and there are unsafe pathways to and from the Library.

Exterior Building Names – Around the roofline of the Roswell Public Library are names of authors. The metal is rusting and in need of repair.

Three Capital Improvement Projects will be completed using grant funds.

Play and Learn Area – The Roswell City Council has approved this project, which creates a play and learn area in the children's area. We will be using General Obligation Bond B funds and donations.

Library Bookmobile – The Roswell City Council has approved this project, but the staffing was eliminated before the project was started. We will use money from the selling the Green Estate to fund this project.

Replace Computers – It is recommended that computer be replaced every three years. We are going to stretch it to 4 years before we replace the computers. The public computers are heavily used and we anticipate having to replace keyboards and monitors in a few years.

# Roswell Public Library

## August 2021

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### Accomplishments

#### Building Improvements

**Grand Re-opening of the Children's Area** – We hosted a re-opening to the children's area on Saturday, August 28. The Roswell Chamber of Commerce provided ribbon and scissors as well as their Red Coats volunteers for the opening ceremony. We had a storybook costume character, scavenger hunt and reading of the book **Where the Wild Thing Are** by Maurice Sendak. The Roswell Public Library children's area has been a construction zone due to water damage caused by a broken pipe, which we discovered on June 11, 2020.

**Public Art** – Several people have stopped by the Library to see the mural, pillars and Roswell skylines created by local artist, Tasia Ramage.

#### Service Improvements

**Library Programs** – We have planned a slate of library programs for the fall and planned outreach such as the Farmer's Market and the Piñata Festival. We plan to fund programs through gifts and donations. Please see attached program calendar for September.

### Project Progress

**Annual Report** – The Roswell's Public Library Annual Report was submitted to the New Mexico State Library. The information will be shared with the federal government (Institute of Museum and Library Services) and will be used to determine if the Roswell Public Library still qualifies to be a public library. The status as a public library is required to receive federal grants, state grants-in-aid and General Obligation Bond B funds.

**Emergency Connectivity Fund** – We submitted our application to receive funding to purchase and activate up to 100 hotspots to provide support to fund unmet needs of remote learning. Our grant application is in the process of being reviewed and we have responded to two follow-up questions.

**Kindergarten Bags** – Using a memorial gift given in memory of Jetta Mills, Library Foundation and a book donation from Altrusa International, Library staff created a literacy bag for Kindergarten students. For their work on the project, Library staff Tracy Frie (Children's and Youth Librarian) and Diana Velazco (Senior Page) will be recognized at the September 14, 2021 meeting of the RISD Board of Education.

### Plans for September

#### Building Improvements

- Have a crash bar installed in the children's workroom door.
- Replace windows. We had several windows broken due to vandalism or accident. We have also two windows that are being replaced due to a broken seal.
- Begin work on E-rate grant application

#### Service Improvements

- Increase library hours to Monday-Thursday, 10 am to 7 pm and Friday and Saturday, 10 am to 6 pm.

- Offer more library programs.
- Plan with the Hispano Chamber a Day of the Dead series of programs.
- Work with vendor SirsiDynix to provide a new customer interface to our library catalogs.
- Analyze the data we collect on the library and redesign the spreadsheet.

## **Issues and Concerns**

- Roswell Public Library was gifted land in Eddy County along with three other local organizations. We have someone interested in purchasing the property. The matter has been referred to the City Attorney.
- We received a gift of the Green Estate. Once we have sold or removed household items from the house donated to the Roswell Public Library, we will begin the process of selling the house.
- We are waiting instructions on how to dispose of the building on North Richardson donated to the Roswell Public Library.
- We plan to use gifts and donations to improve the Library Park, located on North Richardson for Library programs. The improvements include installing a gate and fence around the area, creating shade with sail cloth and grading the surface so water does not pool in some areas.

# Roswell Public Library

## September 2021

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### Accomplishments

#### Building Improvements

**Exhibit** – With Funds from the CARES Act, funds administered by the New Mexico Humanities Council, we created an exhibit in the Southeast Meeting Room focusing on Hispanic history in Roswell. Due to space limitations, we focused on Captain Santurino Baca, Colonel José Francisco Chaves, and Juan Patrón. We also created an exhibit in the front display case on baseball, Edward A. Cahoon and Clyde D. Fulton. We received a gift from the Kathie Corn estate and created a display about Ranch China. Along with the exhibit, we created brochures about the people and topics in the exhibits.

**Lights and Extinguishers** – We had electrical work done to replace ballasts, added plates on electric panels, and installed emergency lighting by the staff door. Fire extinguishers were inspected and serviced.

#### Service Improvements

**Library Hours** – Beginning September 13, the library expanded its open hours to the public to 52 hours per week. Library hours are Monday–Thursday, 10 am to 7 pm, and Friday and Saturday, 10 am to 6 pm.

**Magazine Collection** – We have added new titles to the magazine collection. As we were planning to reorganize the collection, we took the time to relabel the shelves with lime green labels.

**I Can Read Books** - The Roswell Public Library pulled books from the picture book collection that are commonly referred to as books for early readers or I can read books. These books tell stories with limited and simple vocabulary and are read by children who are learning to read. To help children select a book that they can both read and comprehend, we have divided the I can read books into four areas - first grade first level, first grade second level, second grade first level and second grade second level and color coded each level. This project also included changing catalog records and cleaning and sometimes repairing the book.

### Project Progress

**Programs** – The Roswell Public Library began offering programs to children in September. We offered 8 programs (4 preschool programs, 1 arts program and 3 STEM programs) that were attended by 137 people. 142 people attended the 3 library tours offered to the Sidney Gutierrez School.

**Outreach** – The Roswell Public Library staff promoted services at two of the Saturday morning Roswell Farmers' Market (reached 190 people) and the three-day Piñata Festival (reached 900 people). These events were enhanced with a gift from Leap Science who provided 40 educational kits on art and 40 educational kits on food.

**Reference** - By phone or in person, library staff responded to 954 inquiries in September. This does not include directional questions (i.e., where are the newspapers?) or activities (i.e., assistance with photocopying).

## **Plans for October**

### **Building Improvements**

- Have a crash bar installed in the children's workroom door.
- Replace windows. We had several windows broken due to vandalism or accident. We also have two windows that are being replaced due to a broken seal.
- Have gutters cleaned out.
- Get a quote for improvements to the Library Park.

### **Service Improvements**

- Present with the Hispano Chamber a Día de los Muertos or Day of the Dead educational program on Saturday, October 30.
- Work with the vendor SirsiDynix to provide a new customer interface to our library catalogs.
- Begin implementation of the \$51,3888.20 grant from the 2021 Emergency Connectivity Fund (ECF) to provide hotspots for check out.
- We have moved up on the queue for the Learn and Play areas for children. We hope to finalize the plans, colors and enhancements.

## **Issues and Concerns**

- Roswell Public Library was gifted land in Eddy County along with three other local organizations. We have someone interested in purchasing the property. The matter has been referred to the City Attorney.
- We are waiting instructions on how to dispose of the building on North Richardson donated to the Roswell Public Library as well as the Green house.
- We plan to use gifts and donations to improve the Library Park, located on North Richardson, for Library programs. The improvements include installing a gate and fence around the area, creating shade with sail cloth and grading the surface so water does not pool in some areas.