



## **Roswell Public Library Board of Trustees**

Held at the Roswell Public Library  
Administrative Meeting Room  
April 25, 2019 at 4:00 p.m.

Notice of this meeting was given to the public in compliance with NMSA 1978, §§ Sections 10-15-1 through 10-15-4 and Resolution 18-55.

This meeting convened at 4:02 p.m. with Board President Alyssa Rogers presiding, Vice President Lewie Montgomery, and members Judy Armstrong, Patti Bristol, Library Director Enid Costley, and Library Administrative Assistant Lorena Borunda being present, and members Betty Hanson, Mel Loucks, and Councilor Angela Moore being absent.

President Rogers called for the approval of the agenda for the February 28, 2019 Roswell Public Library Board of Trustees meeting to include the minutes for the January 24, 2019 meeting, regular items as follows (Library Director's Report, Meeting Room Procedures and Fees), informational items as follows (Building Improvements, Service Improvements and Library Terms Update). Member Armstrong made a motion to take from the table Meeting Room Fees, Board President Rogers seconded. A voice vote was unanimous, and the motion passed 4-0 with member Hanson being absent.

FOR THE RECORD Member Loucks arrived after vote at 4:04 p.m. and Councilor Moore arrived at 4:05 p.m.

1. President Rogers called for the approval of the minutes of the February 28, 2019 and the March 28, 2019 meeting with the following corrections. Under Building Improvements change sentence to read "pulling up carpet, and to polish the floor would be quite expensive". Under Library Director's Report be consistent with spelling of SirsiDynix. Member Armstrong motioned to move as amended, and member Loucks seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

### Regular Items

2. Recommendations for Position 6 and 7 on Library Board. The Board agreed to push forward with the recommendation to the Mayor for Mel Loucks to fill Position 6 as she is already filling in and fits in well with the Library Board. Montgomery moved and member Bristol seconded. A voice vote was unanimous, and motion passed 4-0 with member Loucks abstaining Vote, and member Hanson absent.

Member Loucks moved that on Position 7 they defer recommendation to the Mayor, as both candidates are equally qualified. Member Armstrong seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

3. Library Director's Report. In addition to the written report for March 2019 and April 2019, the Library Director gave updates on repairing the water leaks. The RoofCARE quote was approved by the Facilities Department, and repairs will begin soon. Maps showing damage and work to be done were available.

Service Animal complaint was discussed. The Library Director explained that all staff employed at time of incident and still currently employed has provided a statement. There is no recollection from any staff member of such incident taking place. Paperwork has been turned into the City Attorney. No action was taken.

4. Library Card Application Procedure. Members discussed the application procedure for both the new Library Technology Cards and the regular Library Cards. Ms. Loucks raised concerns with patrons being able to provide such forms of identification. President Rogers made a motion, and member Bristol seconded to amend section 3.1.2.1 by adding a State Issued Identification Card, add a Birth Certificate, and keep the Roswell Public Library card. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

5. Meeting Room Fees. Ms. Costley met with the City Manager; he explained the process to acquire approval of the meeting room fees. The recommendation will go to the Finance Committee, then to the General Services Committee, and finally to City Council for approval. Current and proposed fees were discussed. Member Montgomery moved to remove the fees of Bondurant Room and add the recommended overtime fee of \$30 per every half hour past the Library closing time, member Bristol seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

Library Meeting Spaces Procedure discussed. Member Montgomery moved to amend the Library Meeting Spaces Procedure, member Rogers seconded. A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

6. May Meeting. Ms. Costley recommended the date for the May meeting be changed from May 23, 2019, to May 16, 2019. Member Loucks moved to change the meeting date to May 16, 2019, and President Rogers seconded.

A voice vote was unanimous, and the motion passed 5-0 with member Hanson being absent.

FOR THE RECORD Board President Rogers left the meeting at 4:55 p.m.

Informational Items

7. Building Improvements. RoofCARE Quote was approved by the Facilities Department.

8. Service Improvements. Various city departments promoting in the Summer Guide. Roswell Public Library participating with the Summer Food Program by providing STEM activities and a Book give away.

Public Comment

Alison Penn a reporter from the Roswell Daily Record introduced herself. Lorena Borunda- Library Administrative Assistant also introduced herself. Member Loucks asked about emails and letter procedures to patrons with overdue books.

Adjourn

The meeting adjourned at 5:13 p.m.

