

Edgewood Community Library Advisory Board Meeting
Thursday October 19, 2017
171B New Mexico 344
Edgewood, New Mexico 87015

Roll Call

Present were Vice-Chairman Kenny Adams, secretary Sandy Madsen, board member Willie Ellis, librarian Andrea Corvin and assistant librarian Barbara Hambek.

Kenny Read the mission statement.

Chairman Kenny Adams called the meeting to order at 6:35P.M.

Approval Of Minutes

MOTION: Sandy made a motion to approve the minutes as written.
Kenny second the motion.

VOTE: All board members voted aye.

Treasury Report

Andrea stated that she talked to Dora and because they are doing accounting different there is no budget report for this month. The town has to create separate line items for everything so, we are no longer a library fund we are a department. Andrea stated that Juan said that they are working on the journal entries. The town has to do an account reconciliation every time they do the budget each year to move money out of the general fund into the library fund. The town is trying to make it a more stream-lined process. Sandy wanted to know when will the town have a budget report, Andrea stated that she is in continuous contact with the town and will get back to us as soon as she knows.

Communications

There were no communications.

Report of the Librarian

Andrea presented the reports of the librarian for the months of July, August and September. See attached. Andrea stated that the council will only require a quarterly librarian report and she will present these reports to the town's quarterly schedule.

MOTION: Willie made a motion to accept the reports of the librarian.
Kenny second the motion.

VOTE: All board members voted aye.

Unfinished Business

Andrea put together a float and won best in parade for the Rt 66 Run, Rally, & Rock! Andrea also stated that she will not be able to participate next year. There was some discussion since Barbara is back from her surgery that we could re-evaluate having a booth for next year. Item closed. Andrea stated that the library did not participate at Woofstock this year. Item closed.

New Business

Andrea stated that the friends will not be able to sponsor the Christmas party this year, however, Juan stated that he is closing the town offices and the library for a combined party at the library. A date has not been announced yet. Item closed.

Andrea presented a policy for the community information board. See attached. There was some discussion on the policy.

MOTION: Willie made a motion to adopt the Community Information Board Policy with the additions discussed.

Sandy second the motion.

VOTE: All board members voted aye

Andrea presented the Collection Development Policy which is one of the requirements to receive State Grants in Aid. The collection development policy is driven by our service needs outlined in the library's Strategic Plan. See attached. Also, the library never had a Reconsideration of Materials form for the public to voice their concerns about items in the collection. Andrea found one, included in the policy, and will be available at the circulation desk. See Attached. There was a long discussion on the Reconsideration of Materials form.

MOTION: Willie made a motion to accept the Reconsideration of Materials Form with the changes and additions.

Sandy second the motion

VOTE: All board members vote aye.

There was a discussion on the multipurpose room and changing the name. Andrea and Barbara and the board agreed to re-name it the "Activities Room." Item closed.

Andrea presented the policy for the meeting room from the Albuquerque/Bernalillo County library system. Andrea wants us to read over this policy for the next board meeting. POC Andrea. Item open.

Announcements

There were no new announcements.

The next board meeting will be January 18, 2018 in the library.

PASSED AND APPROVED ON THIS 18TH DAY OF JANUARY 2018

MOTION: Kenny made a motion to adjourn at 7:45P.M

Willie second the motion.

VOTE: All board members voted aye.

Vice-Chairman
Kenny Adams

Board Secretary
Sandy Madsen