

**Edgewood Community Library Advisory Board Meeting
Thursday February 16, 2017
95 New Mexico 344
Edgewood, New Mexico 87015**

Roll Call

Present were Chairman Bob Stearley, Vice Chairman Kenny Adams, Secretary Sandy Madsen, Board Member Willie Ellis, Librarian Andrea Corvin and Assistant Librarian Barbara Hambek. Also in attendance were Mayor John Basset and Councilwoman Rita Loy Simmons. Board Member Pat Fry was not present.

Chairman Bob Stearly called the meeting to order at 6:29P.M.

Approval Of Minutes

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

VOTE: All Board members voted aye

Treasury Report

Andrea presented the treasury report. See attached. Andrea stated that we haven't had any major expenditures in January, there will be an upcoming book order of about \$1,900.00 that will be using the rest of the library acquisitions budget line item. Andrea plans to utilize the State Grants in Aid funding for another book order before the end of the fiscal year, summer reading program supplies/publications, and to purchase more office supplies. Andrea also stated that the \$25,000.00 that Santa Fe county gave to the library will be used for steel shelving, a new book drop, some new computer chairs and do it yourself furnishings. Andrea will also utilize some more money from the 2014 GO Bonds for additional media shelving.

Communications

There were no communications.

Report of the Librarian

Andrea presented the report of the librarian. See attached.

MOTION: Bob made a motion to accepted the report of the librarian
Sandy second the motion.

VOTE: All Board Members voted aye.

Unfinished Business

Bob stated that we did a walk-through in the new municipal complex and Andrea wanted to know if there were any comments from people. Sandy stated that she agrees with Andrea's ideas. Bob presented some of his ideas also and handed out copies to the board members. Willie stated that the plans for the library have already been finalized and until we move in things may be changed.

Andrea stated that she went to the town council meeting last night (Feb 15, 2017) and the contractor Bruce was in attendance and he said they're at 100% completion on the structural design stage. He is in

the process of submitting a PO for structural work and it takes about a month or so to go through. He also said he can start demo and painting immediately but did not have any budget numbers yet for Juan Torres and Council until next week.

Andrea also stated that she does not want to waste any more time on structural design, our goal is to get us moved into the new space and we will grow into the space as needed.

We also need to bring the building up to code and ADA compliance, etc.

Andrea stated that she will be coming up with a moving plan and a time line at the next board meeting. Andrea is also concerned about what our overhead costs are going to be so, we need to conserve our budget.

Willie wanted to know if we will be able to have more than 20 volunteers since we are moving into a much bigger space. Andrea stated that's another expense because we pay insurance on our volunteers currently. Andrea said that she will revisit this subject with Juan.

Mayor Bassett stated that there will be some shuffling of other departments going into other buildings but the library is the top priority. Mayor also stated that there is a loan outstanding because it's been purposed for new building construction only but, they can petition them to re-purpose it for remodeling.

Mayor Bassett thinks they have a reasonably good chance because they have two buildings sitting there vacant at the tax payer's cost.

Mayor also stated that he understands that the security cameras are going to be put in the hardest to see areas. Item open.

New Business

There was no new business.

Announcements

Andrea stated that we are reevaluating the Library Advisor Board Ordinance 2008-02 to both provide consistency across the committees and advisory boards already under the Town of Edgewood and clearly define Librarian and Board Member roles with regards to the Town of Edgewood Organizational Chart. See attached.

Andrea stated that section 1.2 was out dated and needed to be removed as it no longer applies to current accounting practices for municipalities.

The new ordinance will be reviewed at the March 15 Town Council meeting. Andrea passed out the new draft ordinance.

Andrea stated that there is an idea board in the back room that you can post your ideas about the new library space.

The next Board Meeting will be held on Thursday March 16, 2017 in the library.

PASSED AND APPROVED ON THIS 16TH DAY OF MARCH 2017

MOTION:

Willie made a motion to adjourn the meeting at 7:06

Sandy second the motion

VOTE :

All Board members voted aye.

Secretary
Sandy Madsen

Vice-Chairman
Kenny Adams