MINUTES

LIBRARY ADVISORY BOARD

Thursday, March 23, 2023

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:03 P.M.
   Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-
   President Stephen Jones, Members Patricia Gallegos, Jennifer Kreie, and Erin Wahl.
   Members Absent: Secretary Teresa Valenzuela. Also, in attendance: Sarah Booth,
   Library Deputy Director; and Dan Carrillo, Administrative Assistant.
   a. President Maryann Hendrickson read the Land Acknowledgement Statement.
   b. Acceptance of March 23, 2023, Agenda – President Maryann Hendrickson called
      for a motion to approve as presented; Member Jennifer Kreie voiced a motion to
      approve; Member Erin Wahl seconded the motion; all voted in favor; motion
      carried.

2. Review and Approval of January 26, 2023, Minutes – President Maryann Hendrickson
   called for a motion to approve as amended; Vice-President Stephen Jones voiced a
   motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; Motion
   carried.

3. Diversity, Equity, & Inclusion (DEI) Committee Report – Vice-President Stephen Jones
   presented the following:
   b. A copy of the resolution that the committee passed a year ago was emailed to
      everyone. This is attachment #1.
   c. The committee’s discussed whether they should continue to exist. They came up
with the conclusion that yes, they should still meet and continue to be active. Reason is just to be prepared if other issues arise or the library needs support in any way. The committee will also determine or come up with strategies for future projects, of course only if this is within the bounds of what they can do.

d. Sarah Booth mentioned that the library is creating a Policy Committee. This committee will look at various policies, with a focus on collection development and procedures to handle any requests for reconsideration. The LAB replied that collection development is also included in the resolution that was mentioned earlier.

e. The DEI committee will continue to meet and come up with ideas to promote banned book week, and have a discussion to make sure it is appropriate within the means of the LAB. Ms. Booth replied that this would be a good time to advise Carol Brey, Quality of Life (QoL) Director, about this since it is a political issue. Ms. Booth thinks Ms. Brey will be supportive of this.

4. Library Deputy Directors Report – Sarah Booth, Library Deputy Director, presented the following:

a. Vicki Minnick, Librarian II, created a demographics report. Ms. Booth will send it to the LAB as she forgot to print it out. This is attachment 2.

b. An established procedure for recording and reporting library statistics has been implemented.

c. Here are the statistics for February:

i. Gate count: 21,018 people visited TBML in February; 6,404 visited the Public Computer Lab; 252 people visited Munson Center Library; and 128 visited Sage Café Library.

ii. Library Card Registrations: 515 new library card registrations, for a total of 4,979 library card holders this year. We are on track to exceed the number
of new card registrations for the year.

iii. Library Programs: There was a total of 69 library programs, with attendance of 1,465 people. This total includes our Outreach programs and attendance.

iv. Items Checked Out: 28,061 physical items, and 7,017 digital items were checked out. This was a slight decrease from January. We are still on track for finishing the year with a strong increase in circulation.

d. Update on Library personnel/positions/vacancies:

i. Shuly Serrano, Librarian II (Adult Services), has been here about three weeks and is doing a fantastic job.

ii. Librarian I (Teen Services): New hire Kathryn Alexander should be here next week. We are excited to have her join our team.

iii. There are around eight active vacancies left. We are actively working to fill these positions. All but two of them are reference positions.

iv. Library Assistant II (Youth Services): Interviews are being conducted this week.

v. Librarian II (Youth Services): We are working with Human Resources right now to get the needed paperwork in line. We will schedule interviews for this position soon.

vi. Adult Basic Education (ABE) Instructors: Victoria Gonzalez started last week; Lynn Austin has started as well. The ABE classes will begin in April. These salaries are paid for with grant funding.

e. Two weeks ago, two of the AWE computers were returned to the Children's area. They are up and running and the kids love using the machines. The cord for the third one is missing but the unit will be available for usage as soon as we locate the cord. There is no internet connection, just early literacy games. These
computers have not been available since the pandemic due to spread of virus and sanitary worries.

f. Last month, Carol Brey, QoL Director, set up a meeting with Facilities so we could go over open work orders. This was a very productive meeting. The Deputy Directors from Museums and Senior Programs were also present. One of the work orders completed was a light has been installed out front by the library entrance. It was very dark before the installation of the light. The back of the building is well lit, but most staff use the front of the building when their shift is over. Another work order completed was an old, faded book drop sign was removed that was mounted on the front of the building. We are still waiting for several critical areas to be addressed, including a hole in the floor of the delivery room, which is covered by a metal piece that is also starting to cave in.

g. There was a post on Facebook that someone was complaining on how the library has many unhoused people leaving their carts in front and it looks bad. One of the LAB members had received a message about this. Ms. Booth was also informed about this as well. Ms. Booth talked to the Carol Brey, QoL Director, about this. They both came to the conclusion that if a patron is using the library, they are allowed to park their cart out front, they just need to move it out of the way of the entrance. The LAB member mentioned that she is not going to respond to the person that messaged her.

h. The consultants from Godfrey and Associates visited February 27th & 28th. We toured both Sage Café and Munson Center locations. There were three 1-hour discussions with staff, members of the Friends, and LAB. We now have a timeline from the consultants. They want to meet monthly via Zoom/Teams to ensure we are staying on the right track. A final Master Plan report should be complete at the end of August. We are not sure if City Council signs off on it to make it official, but
we will find out. Ms. Booth mentioned that she has been working with Carol Brey, QoL Director, and Rebecca Slaughter, QoL Assistant Director, on the Master plan recommendations that will be included on report. Funding from previous donations may be able to be used to upgrade the library.

i. The Friends of TBML are supportive of the Master Plan and will help in any way possible to implement what is needed for the library.

j. The bottom of our receipts now has the option to write whatever message we want on them – E.g., advertise for Friends book sale, advertise upcoming library event, etc.

k. I am continuing to meet one on one with staff. I got behind as I was out sick for a few days.

l. We are creating a Library Policy Committee to review previous policies and create new ones if needed. Our focus for now is the Library Use Policy and although upgraded, it is very broad, and it can be confusing. We would like to implement easy to follow guidelines so staff can understand it and learn how to handle situations that arise. LAB member Erin Wahl volunteered to help with the policies if needed.

5. Old Business – None.

6. New Business – None.

7. Announcements – The following was announced:

a. An LAB member announced that City Council will present a proclamation for National Library week. This will be on Monday, April 17th at 1 P.M. There will be staff from Quality of Life and Library, Friends of TBML, and LAB members attending.

b. An LAB member announced that the Chapparal, NM library is nearing completion. The community has wanted a library for decades, but due to county government,
was a struggle to get one

c. An LAB member announced that Branson Library at New Mexico State University (NMSU) will have a sunshine week event starting today from 4-5 P.M.

d. An LAB member announced that the NMSU libraries (Zuhl and Branson) are open to the public and all books can be checked out. An exception is that databases and electronic materials are not accessible to the public, only current students.

8. Public Participation – None.

9. Adjournment – Member Jennifer Kreie made a motion to adjourn meeting; meeting adjourned at approximately 3:40 P.M. The next meeting is scheduled for Thursday, April 27, 2023, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

PRESIDENT or VICE-PRESIDENT
Library Advisory Board Resolution to Address Diversity, Equity, and Inclusion

Whereas, it is the position of the Library Advisory Board to affirm that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

"Equity" takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

"Diversity" can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

"Inclusion" means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization’s success.

Whereas, it is the position of the Library Advisory Board to support and advocate for the recruitment, hiring, and retention efforts that increases diversity and ensures continued diversity in its staff. This includes supporting the promotion and preservation of linguistic diversity and to work to foster a climate of inclusion aimed at eliminating discrimination and oppression based on linguistic or other diversities.

Whereas, it is the position of the Library Advisory Board to affirm that the library collection and programming should reflect the philosophy inherent in Article I of the American Library Association Library Bill of Rights: "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation."

Whereas, it is the position of the Library Advisory Committee to affirm the importance of accessible library services and information resources, and library technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of race, sex, ethnicity, immigrant status, religious background, sexual orientation, gender identity; or barriers to equal education, employment, and housing.

Hence, the Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for workforce development to ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Also, linguistic appropriate service should be made available to the communities we serve.

The Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for library collection development to ensure a diverse collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

The Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for data to evaluate the performance of library in serving the diverse communities of Las Cruces; also, to identify needs, service gaps and barriers in accessing the library and information resources.

Resolution:

The Library Advisory Board’s Diversity, Equity and Inclusion Committee will focus their recommendations on collection development, workforce development and data collection and management with the goal of advancing diversity, equity, and inclusion.

The foregoing resolution offered by Advisory Board Member: Stephen Jones.
Second offered by Advisory Board Member: Jennifer Kreie

Upon roll call vote, the following vote “aye”
Stephen Jones
Jennifer Kreie
Teresa Valenzuela
Mary Ann Hendrickson

Motion Passed: 4-0
The Advisory Board Chair declared the resolution adopted.

[Signature]
President MaryAnn Hendrickson

Adopted March 24, 2022