Call to Order – President Maryann Hendrickson called the meeting to order at 3:05 P.M. Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-President Stephen Jones, Members Jennifer Kreie, and Erin Wahl. Members Absent: Secretary Teresa Valenzuela, and Member Patricia Gallegos. Also, in attendance: Sarah Booth, Library Deputy Director; Carol A. Brey, Quality of Life Director; and Dan Carrillo, Administrative Assistant.

a. Member Jennifer Kreie read the Land Acknowledgement Statement.

b. Acceptance of April 27, 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 March 23, 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:

a. There is no report this month.

b. Mr. Jones mentioned that there are continuing attacks on many public libraries across the country. The state of Missouri has passed legislation to defund all public libraries. Several counties in South Carolina are being sued by the ACLU and NAACP because they have removed books by African American authors.
c. There are groups of these people in New Mexico and Las Cruces. They attend
city council and school board meeting, and eventually will show up here, so be
prepared. Sarah Booth responded that the library is working on a revised
Collection Development Policy, and one part of the policy will include the LAB's
approval of the DEI statement that was mentioned at last meeting. An LAB
member asked if the (Godfrey's & Associates) Strategic Plan included any of these
policies or procedures; Ms. Booth responded that no, they are more focused on
the building and what is needed.

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

a. Here are the statistics for March:

i. Gate count: 22,204 visited Thomas Branigan Memorial Library (TBML) in
March. This is the highest number of visitors since August 2022. This count
includes 5,909 visits to the public computer lab, which is a slight decrease
from last month. 293 people visited Munson Center, and 191 people visited
Sage Café, which is an increase from last month.

ii. There were 685 new library card registrations for a total of 5,664 library
card holders this year. We have officially exceeded our new card holders
from 2022. We have a total of 20,231 active card holders, and 48,890 total
card holders.

iii. There were 91 Library programs in March with a total attendance of 1,761
people. This total also includes our Outreach programs and attendance.

iv. 31,134 physical items and 7,904 digital items were checked out. This was
an increase from last month. This is the biggest monthly circulation since
August 2022. We are still on track for finishing the year with a strong
increase in circulation.
b. Update on Library personnel/positions/vacancies:
   i. Staff have been very involved in the hiring process. They are busy
      reviewing candidates and interviewing.
   ii. Kat Alexander, Librarian I (Young Adult), has been here a few weeks and
      is a great addition to the library team. We are excited to have her.
   iii. Library Assistant I (Munson Center): This position has been approved by
      Human Resources (HR) candidate will start soon.
   iv. Library Assistant II (Youth Services): We are awaiting HR approval
      We have two interns that will be working with the library this summer. Steve
      Haydu, Library Manager; Brita Sauer, Library Manager; and Colleen
      Corgel, Library Supervisor, are planning work hours and tasks for them.
      They will begin doing inventory and pulling books from weed lists for
      librarians to go through, and one of them may assist us with leased books
      processing.

c. We will have our all-staff quarterly development meeting on Friday, May 12th, from
   8 A.M. until 11:30 A.M. We will open the library at noon. Carol Brey, Quality of life
   Director, will be coming to help us discover and verbalize our mission and vision
   statements. We will also spend time discussing the Collection Development Policy
   and associated procedures, including the request for reconsideration process.

d. Programming & Outreach Updates:
   i. With the addition of more staff, we are hosting more programs, including
      two happening down the hall right now. Staff have been continuing to
      update and present programs to all ages and are working to create and
      present even more innovative programs.
   ii. The GED and ESL classes will be starting the first week of May 2023.
      These classes are courtesy of the IMLS grant. Classes will be held Monday
through Thursday in the Craft Room, Training Lab, or Board Room.

iii. Last year, Rebecca Slaughter, Quality of Life Assistant Director, and Margaret Neill, Library Administrator, found funding to resurrect a retro library ad from many years ago. Although the new ad was completed, it was never used or released for viewing. Last week, Rebecca brought it to our attention, so we decided to relaunch the ad in conjunction with National Library Week. It is on social media, so please check it out.

iv. Staff has been planning for a variety of programs to support May the Fourth day and Revenge of the Fifth, both Star Wars themed events. We will have a costume contest, a trivia contest, and an interactive movie night to celebrate Star Wars week.

e. Support Services Updates:

i. eBooks and eAudio books are now integrated into our online catalog. You can see all our format options with one search of the catalog, as well as the availability. You can also check out titles right from the catalog, no checking each website independently, the exception is Kanopy.

ii. We will receive 150 issues of Book Page publications starting in May. A big thank you to the Friends of TBML since they are the ones who purchase these for the library. We had been getting 50 publications a month since we began ordering in October 2022, but need more as this publication is very popular with our patrons.

iii. Last Friday, Carlos Gonzalez, Library Assistant II (Technical Services), rearranged the back mail & delivery room to improve functionality, and to make room for Friends of TBML. They now have their own work area separate from ours, which make our library supplies more accessible for us.
f. We have established a Policy Committee comprised of seven staff members from various departments in the library. Our first meeting was very productive. We will be reviewing current policies and making necessary revisions and adjustments to meet the needs of the library. We will bring these new or updated policies to the LAB for review/approval as soon as each one is completed.

g. Godfrey’s & Associates has provided us with an updated timeline for the Strategic Plans completion. Next Monday we will meet with them, and plans are to have monthly online progress meetings with them. The final report will be available at the end of August 2023.

h. Questions from LAB:

   i. Q: How has library advertised for the Adult Education classes – General Education Development (GED) and English as a Second Language (ESL)?
   A: We started publicizing in-house to see what classes would attract more interest, GED or ESL. The two instructors are having an open house this week for the public to register for these classes. Next week, we will advertise using radio, print, and social media. Ads will also be in Spanish. ESL has been more popular so far.

   ii. Q: Is there a need for volunteers for the GED/ESL classes? A: This is being paid for by a grant the library received, but when the grant funding ends, yes, volunteers may be needed. An LAB member said they would be interested in volunteering with ESL classes. Ms. Booth said that she will keep the LAB posted.

5. Old Business – None.

6. New Business – The Following Was Presented:

   a. Review/Approval of Amended Late Opening – Change November 17, 2023, to November 3, 2023
i. President Maryann Hendrickson called for a motion to approve as
presented; Member Erin Wahl voiced a motion to approve; Member
Jennifer Kreie seconded the motion; all voted in favor; motion carried. This
is attachment 1.

b. NMLA Conference Proposal Discussion – Member Erin Wall is on the
programming committee for the 2023 NMLA (New Mexico Library Association)
Conference. It is NMLA’s 100th anniversary, and the theme is ‘Browse, Borrow,
Renew, 100 years of Sharing Advocacy & Innovation.’ It will be held in
Albuquerque, NM at the Marriott Pyramid Hotel. The dates for the conference are
October 25-27, 2023. Workshops will be held on October 25th, and presentations
will be on October 26th & 27th. The proposal deadline for preconference is May
12th, and June 2nd is the deadline for conference proposals. Ms. Wall asked if the
LAB would be interested in creating a proposal or attending the conference. The
response by the LAB was yes, if the price is reasonable to attend. Ms. Wall will
check on any special discounts or rates for LAB members. Sarah Booth also
expressed interest to attend and will try to help the LAB in any way needed. Ms.
Wall invited the LAB to attend a mentorship webinar about the conference
tomorrow from 1-2 P.M. The webinar link is on a previous email that was sent to
the LAB.

7. Announcements – The following was announced:

a. There is a recognition/welcome reception for longtime Friends of TBML member
Louise Forshaw, and new Library Deputy Director, Sarah Booth. This will be held
on Sunday at 1:30 P.M. in the Roadrunner Room.

b. The National Library Week proclamation that was presented by City Council on
April 17, 2023, to the Branigan Library, was a success. The proclamation is
displayed in the main lobby of library.
c. May 4th is the public budget hearing at City Hall chambers. There was a million
dollar increase in the Quality of Life Department overall budget. This increase will
help the library with the following; purchase a new van to transport items to events,
pay for a full-time security guard, purchase various needed equipment, and
upgrade lower grade library positions to higher grade positions.

8. Public Participation – None.

9. Adjournment – Vice-President Stephen Jones made a motion to adjourn meeting; meeting
adjourned at approximately 3:58 P.M. The next meeting is scheduled for Thursday, May
25, 2023, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

PRESIDENT or VICE-PRESIDENT
2023 REQUESTED LIBRARY CLOSINGS, EARLY CLOSINGS, LATE OPENING
LAB WILL VOTE FOR APPROVAL ON DECEMBER 8, 2022
*VOTE TO AMEND ON APRIL 27, 2023

REQUESTED CLOSINGS
- Sunday, April 9th (Easter)
- Monday thru Friday, August (1st or 2nd week, pending CM approval) (Staff Development Week: Employee training, weeding, and cleaning)
- Saturday, November 11, 2023
- Sunday, December 24, 2023

REQUESTED EARLY CLOSINGS/LATE OPENINGS
- Open at 12 Noon – Friday, January 27th (All Staff Meeting)
- Open at 12 Noon – Friday, May 12th (All Staff Meeting)
- Open at 12 Noon – Friday, November 3rd (All Staff Meeting)
- Close at 6 P.M. – Wednesday, November 22nd (Thanksgiving Eve)

2023 CITY OBSERVED HOLIDAYS
Monday, Jan. 2nd (New Year’s Day Holiday)
Monday, Jan. 16th (MLK Jr. Day)
Monday, Feb. 20th (President’s Day)
Monday, May 29th (Memorial Day)
Monday, June 19th (Juneteenth Day)
Tuesday, July 4th (Independence Day)
Monday, Sept. 4th (Labor Day)
Monday, October 9th (Indigenous Peoples Day)
Friday, Nov. 10th (Veteran’s Day)
Thursday, Nov. 23rd (Thanksgiving Day)
Friday, Nov. 24th (Thanksgiving Holiday)
Monday, Dec. 25th (Christmas Day Holiday)
Tuesday, Dec. 26th (Winter Holiday)
Monday, Jan. 1, 2024 (New Year’s Day Holiday)

Hours of Operation
Monday–Thursday: 9 AM – 8 PM
Friday–Saturday: 10 AM – 6 PM
Sunday: 1 – 5 PM