



1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

MINUTES

LIBRARY ADVISORY BOARD

Thursday, April 27, 2023

1. 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

1 and NAACP because they have removed books by African American authors.
2 There are groups of these people in New Mexico and Las Cruces. They attend
3 city council and school board meeting, and eventually will show up here, so be
4 prepared. Sarah Booth responded that the library is working on a revised
5 Collection Development Policy, and one part of the policy will include the LAB's
6 approval of the DEI statement that was mentioned at last meeting. An LAB
7 member asked if the (Godfrey's & Associates) Strategic Plan included any of these
8 policies or procedures; Ms. Booth responded that no, they are more focused on
9 the building and what is needed.

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

12 a. Here are the statistics for March:

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

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

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

24 iv. 31,134 physical items and 7,904 digital items were checked out. This was
25 an increase from last month. This is the biggest monthly circulation since
26 August 2022. We are still on track for finishing the year with a strong

1 increase in circulation.

2 b. Update on Library personnel/positions/vacancies:

3 i. Staff have been very involved in the hiring process. They are busy
4 reviewing candidates and interviewing.

5 ii. Kat Alexander, Librarian I (Young Adult), has been here a few weeks and
6 is a great addition to the library team. We are excited to have her.

7 iii. Library Assistant I (Munson Center): This position has been approved by
8 Human Resources (HR) candidate will start soon.

9 Library Assistant II (Youth Services): We are awaiting HR approval

10 iv. We have two interns that will be working with the library this summer. Steve
11 Haydu, Library Manager; Brita Sauer, Library Manager; and Colleen
12 Corgel, Library Supervisor, are planning work hours and tasks for them.
13 They will begin doing inventory and pulling books from weed lists for
14 librarians to go through, and one of them may assist us with leased books
15 processing.

16 c. We will have our all-staff quarterly development meeting on Friday, May 12th, from
17 8 A.M. until 11:30 A.M. We will open the library at noon. Carol Brey, Quality of life
18 Director, will be coming to help us discover and verbalize our mission and vision
19 statements. We will also spend time discussing the Collection Development Policy
20 and associated procedures, including the request for reconsideration process.

21 d. Programming & Outreach Updates:

22 i. With the addition of more staff, we are hosting more programs, including
23 two happening down the hall right now. Staff have been continuing to
24 update and present programs to all ages and are working to create and
25 present even more innovative programs.

26 ii. The GED and ESL classes will be starting the first week of May 2023.

1 These classes are courtesy of the IMLS grant. Classes will be held Monday
2 through Thursday in the Craft Room, Training Lab, or Board Room.

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

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

13 e. Support Services Updates:

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

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

23 iii. Last Friday, Carlos Gonzalez, Library Assistant II (Technical Services),
24 rearranged the back mail & delivery room to improve functionality, and to
25 make room for Friends of TBML. They now have their own work area
26 separate from ours, which make our library supplies more accessible for

1 us.

2 f. We have established a Policy Committee comprised of seven staff members from
3 various departments in the library. Our first meeting was very productive. We will
4 be reviewing current policies and making necessary revisions and adjustments to
5 meet the needs of the library. We will bring these new or updated policies to the
6 LAB for review/approval as soon as each one is completed.

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

11 h. Questions from LAB:

12 i. Q: How has library advertised for the Adult Education classes – General
13 Education Development (GED) and English as a Second Language (ESL)?

14 A: We started publicizing in-house to see what classes would attract more
15 interest, GED or ESL. The two instructors are having an open house this
16 week for the public to register for these classes. Next week, we will
17 advertise using radio, print, and social media. Ads will also be in Spanish.
18 ESL has been more popular so far.

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

24 i. dsgdf

25 5. Old Business – None.

26 6. New Business – The Following Was Presented:

1 a. Review/Approval of Amended Late Opening – Change November 17, 2023, to
2 November 3, 2023

3 i. President Maryann Hendrickson called for a motion to approve as
4 presented; Member Erin Wahl voiced a motion to approve; Member
5 Jennifer Kreie seconded the motion; all voted in favor; motion carried. This
6 is attachment 1.

7 b. NMLA Conference Proposal Discussion – Member Erin Wall is on the
8 programming committee for the 2023 NMLA (New Mexico Library Association)
9 Conference. It is NMLA's 100th anniversary, and the theme is 'Browse, Borrow,
10 Renew, 100 years of Sharing Advocacy & Innovation.' It will be held in
11 Albuquerque, NM at the Marriot Pyramid Hotel. The dates for the conference are
12 October 25-27, 2023. Workshops will be held on October 25th, and presentations
13 will be on October 26th & 27th. The proposal deadline for preconference is May
14 12th, and June 2nd is the deadline for conference proposals. Ms. Wall asked if the
15 LAB would be interested in creating a proposal or attending the conference. The
16 response by the LAB was yes, if the price is reasonable to attend. Ms. Wall will
17 check on any special discounts or rates for LAB members. Sarah Booth also
18 expressed interest to attend and will try to help the LAB in any way needed. Ms.
19 Wall invited the LAB to attend a mentorship webinar about the conference
20 tomorrow from 1-2 P.M. The webinar link is on a previous email that was sent to
21 the LAB.

22 7. Announcements – The following was announced:

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

26 b. The National Library Week proclamation that was presented by City Council on

1 April 17, 2023, to the Branigan Library, was a success. The proclamation is
2 displayed in the main lobby of library.

3 c. May 4th is the public budget hearing at City Hall chambers. There was a million
4 dollar increase in the Quality of Life Department overall budget. This increase will
5 help the library with the following; purchase a new van to transport items to events,
6 pay for a full-time security guard, purchase various needed equipment, and
7 upgrade lower grade library positions to higher grade positions.

8 8. Public Participation – None.

9 9. Adjournment – Vice-President Stephen Jones made a motion to adjourn meeting; meeting
10 adjourned at approximately 3:58 P.M. The next meeting is scheduled for Thursday, May
11 25, 2023, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

12

13

14

PRESIDENT or VICE-PRESIDENT