

**City of Alamosa**  
**Alamosa Public Library Board**  
Board of Trustees Regular Meeting Minutes  
March 28, 2017  
**5:30pm**

**I. Roll Call**

Present: Heather Brooks, Laura Bruneau, Patty Campbell, Dawn Krebs, Jan Vigil, Mary Walsh. Staff: Salai Taylor. Absent: Heinz Bergann and Larry Greenwood.

**II. Agenda Approval**

Heather moved to approve the agenda, seconded by Jan; vote was unanimous.

**III. Approval of Minutes**

Dawn motioned to approve the minutes from the January meeting, seconded by Jan; vote was unanimous.

**IV. Public Comment (none)**

**V. Presentations (none)**

**VI. Policy Discussion (none)**

**VII. Update on Current Programs/Items**

**a. Library Manager Report**

Salai did a quick overview of the manager report, highlighting the biggest differences in January and February. The Circ per hour in February jumped to 51.6, which usually has a 46 average.

**b. Children's Librarian Report**

Salai summarized the upcoming Summer Reading program that will kick off on June 7<sup>th</sup>. The theme this year is "Build a Better World" and will have a juggler, puppets, and two musicians performing for the kids.

**VIII. Programs/Items**

**a. Library Board: Library 115<sup>th</sup> Anniversary Celebration  
February 28, 2017 Work Session Notes**

Patty asked what time they would be coming in on Sunday to set up for the event and the board agreed that 11:30 would be ideal. During that time, they will be setting up tables, the cake, cookies, water, hot cocoa, balloons, and signs. Laura mentioned that she had 2 stands to direct people and they could tape the floor with arrows to have an organized flow. Salai reported that the Friends of the Library would be bringing in 3 tables and there are extra tables in the janitor closet for the event. Most of the presenters will bring in their own pictures/posters and Mary can disperse the photos she's bringing throughout the library. Laura added that Moose would have his Pawtographs ready for the kids in the Children's Room. Salai showed the board an example of the stands that will be located in the lobby that will provide a brief history of the library. There will also be a slide show of

that information playing inside the library and possibly on the welcome kiosk. Salai passed out a layout of the library and the designated locations for the presentations. Dawn asked if they could create a trifold brochure with information on the outside and the layout in the middle to hand out. Mary inquired if someone was assigned the task of preventing food and drinks from entering the library and Jan volunteered. Dawn suggested adding more signage and Heather added that they would also get more trash containers.

Jan said that he would ask the mayor if he could announce the proclamation at 1:15pm, right before the band starts. Dawn mentioned that she would let the newspaper know the venue and hopefully they could write an article for Friday's paper. Patty is going to tell the WCC to bring the cookies at 12pm and Laura is going to bring the cake in around 11:30am. They are going to purchase 20 balloons, possibly teal and white with gold ribbon to go with the slide colors. Mary is going to bring in a water container and donate a bag of ice. The board is going to purchase cups, plates, utensils, etc. with the \$1,000 budget.

Mary shared that band requested 4 padded chairs without arms and bottled water. Salai agreed to cut the first piece of cake for the photo op and they would then ask the WCC to cut and serve cake and cookies. Mary asked if they would need tongs for the cookies and Salai suggested bringing in gloves. Laura said that Becky would be doing a "create your own golden book" with the kids and possibly making bookmarks. Salai is going to check with her to see if they need to purchase any supplies before then.

Laura wanted to create a loop of library themed kid's videos to play near the children's room and Salai offered to let her use her laptop to plug into the TV. Salai is going to check if they have someone to show kids the Storywalk outside and Dawn is going to pick up the Free Little Library form the Senior Center this week. Heather added that she will have Jolene help with the social media aspect, providing information on the city's Twitter and Facebook accounts.

## **IX. Board Comment**

### **a. Library Director, Heinz Bergann, Retirement**

Heather announced that Heinz will be retiring on April 23<sup>rd</sup>. The application process for the position is now closed and they have filtered it down to 7 applicants. The next step would be for them to narrow down the applicants with phone interviews, since some of them live out of state. Heather stated that they need to review the job position, as it oversees the parks, recreation, and library departments.

Mary asked why Salai wouldn't be considered the library director and Heather explained that she would be the library manager. Just as the recreation and parks departments have managers that do the day-to-day jobs, Salai does what is needed for the library operations. She explained that the director does the big picture

things, like applying for grants and changing policies and he/she works best with a great staff underneath them. Mary inquired if the candidates have any library experience and Heather said since the position is so broad, it wouldn't be likely for someone to have experience in all three fields. They would typically have management experience and other skills that would fit the position. Mary requested if they could include some library questions into the interview, like how they feel towards improving the library.

Heather noted that the director is the representation of the departments as well as the city. Salai would like someone who would work with her to go over line items and policies pertaining to the library. Heather said that if the board wanted to add certain qualities that they are looking for in a new director, to send their thoughts to Salai. Mary inquired when the position would be filled and Heather reported they would be setting up interviews this week. Dawn asked if city council would also be holding their own interview and Heather stated that they would not have any role in the decision. She added that with city council, the interview would have to become public and she did not want that.

Laura expressed that she would like someone who would help provide programs for children and adolescents. Mary stated that the new director will be challenged with the task of working with the IMLS that provides grants and resources to public libraries. Patty asked if the city was doing something for Heinz's retirement and Heather noted that they are coordinating something and will let the board know.

**X. Adjournment**

Patty moved to adjourn; vote was unanimous.

Next Regularly Scheduled Meeting: May 23, 2017.