

Minutes for January 14, 2021 - FINAL
Library Board Meeting – 2:30 P.M.
Jemez Springs Public Library
By Zoom

Members Present: Hailey Cooper, Mildred Peck, Janet Phillips, Anita Punla and Barbara Stone

Member Absent: Karen Walsh and Emili Zapata

Presiding: Library Board President Barbara Stone

Friends of the Library Presence: Suzanne Swetnam

1. Call to Order: The meeting was called to order at 2:38 p.m.

2. Approval of Minutes

Barbara moved and Hailey seconded to approve the November 12, 2020 minutes.

Action taken: The November 2020 minutes were unanimously approved.

3. Librarian's Report

The written reports provided to Board members are included herein as part of these minutes. Janet reported that there are no changes to the library procedures that were put in place to address the pandemic. The library continues to serve the community in a safe manner. Janet noted that auto-calling was successful in informing the community of library services and holiday hours; auto-calling will be utilized as warranted. Janet also mentioned that a report of FY21 budget expenditures for the library is not currently available from the Village.

4. Monthly Policy Review

4.a. Separation of Confidentiality Policy and Procedures for Law Enforcement Request for Patron Information

Janet continues to separate policies from procedures and to update them for Board review prior to posting on-line. The Board reviewed the draft Confidentiality Policy and the draft Procedures for Law Enforcement Request for Patron Information. The policy and procedures were previously adopted by the Board as one document in 2004. Question was raised whether the Library Director should have authorization to divulge confidential information in case of emergency. The library is subject to strict confidentiality regulations; and, as such, the Village office or Police/Fire should handle such requests. Anita moved and Barbara seconded to approve the Confidentiality Policy and the Procedures for Law Enforcement Request for Patron Information as submitted.

Action taken: The motion to adopt the Confidentiality Policy and the Procedures for Law Enforcement Request for Patron Information was unanimously approved.

4.b. Library Card and Borrowing Policy

The Board reviewed the draft Library Card and Borrowing Policy. The draft consolidates the Library Card Eligibility amended in 2005 and the Policy on Overdue and Lost Materials amended in 2012. The draft also includes new sections: Special Types of Cards, Confidentiality and Borrower Privileges and Responsibilities. At the November 2020 meeting, the Board reviewed the draft policy for overdue and lost materials. Barbara moved and Hailey seconded to approve the Library Card and Borrowing Policy as submitted.

Action taken: The motion to adopt the Library Card and Borrowing Policy was unanimously approved.

5. F.O.L. Report

Suzanne submitted F.O.L. Report dated November 14, 2021 and the Library's 2021 Budget. Suzanne reviewed the 2020 income and expenses, and applauded the community's generosity in donations and memberships. The Library's 2021 budget is similar to the 2020 budget with some funds diverted to provide for the Neighbors' Connection Line. The F.O.L. welcomes fundraising ideas and is again looking forward to a successful year.

6. Comments

Draft meeting minutes will be provided to Board members at the discretion of the Board Secretary.

7. Next Meeting: The next meeting is scheduled for Thursday, February 11, 2021 at 2:30 p.m. The meeting will be held at the Village Conference Room for those who would like to attend in person, but will also be available via zoom and tele-conference.

8. Adjournment

Barbara moved and Hailey seconded that the meeting be adjourned.

Action taken: The meeting was adjourned at 3:41 p.m.

Respectfully submitted,
Anita Punla, Secretary