

**Minutes for AUGUST 16, 2022 - DRAFT**  
**Library Board Meeting – 6:00 P.M.**  
**Jemez Springs Public Library**

**Members Present:** Hailey Cooper, Heather Gutierrez, Janet Phillips, Doug Parker, Anita Punla and Barbara Stone

**Member Absent:** None

**Presiding:** Library Board President Barbara Stone

**Friends of the Library Presence:** Suzanne Swetnam

**1. Call to Order:** The meeting was called to order at 6:11 p.m.

**2. Approval of Previous Meeting Minutes**

Anita moved and Heather seconded to approve the June 21, 2022 minutes.

*Action taken: The June 2022 minutes were unanimously approved.*

**3. Librarian's Report**

The written reports provided to Board members are included herein as part of these minutes. As a follow-up to previous maintenance discussions, Janet noted that the Village maintenance personnel shall create procedures as each situation arises. In response to a smell under the library, Janet hired Terminex. Terminex was paid by the library's building maintenance budget. JSPL's budgetary trends are consistent with national trends. Janet also noted that she held interviews for a new staff position; the equivalent of two full-time positions will be filled by three staff members.

**4. F.O.L. Report**

Suzanne submitted F.O.L. report dated August 16th. The F.O.L. has received inordinate income from programs, fund-raising events and community support. The F.O.L. intends to participate in the October 'Trail Sale' as a fund-raiser to sell donated items. Suzanne mentioned that the F.O.L. is also receiving donations from other non-profits since the F.O.L. is considered a viable non-profit to receive donations.

**5. Comments**

There were no public in attendance. Janet noted that the Board shall have numerous tasks to address in the September meeting including Community Assessment and a Collection Development Policy. Both items must be completed by the end of the year and will be reported to the State Library. Janet also noted that she had completed the annual report prior to Board review since it was due in August, but offered to explain its contents at the September meeting. The Volunteer Appreciation event will be held 2pm on September 23<sup>rd</sup> at the Stone residence.

**6. Next Meeting:** The next meeting is scheduled for Tuesday, September 20, 2022 at 6:00 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.

**7. Adjournment**

Hailey moved and Heather seconded that the meeting be adjourned.

*Action taken: The meeting was adjourned at 6:41 p.m.*

Respectfully submitted,  
Anita Punla, Secretary