

**CITY OF CLOVIS
CLOVIS-CARVER PUBLIC LIBRARY BOARD
AGENDA**

**Monday, February 4, 2019
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
Board Room**

- Call to order
- Approval of minutes
- Old business
 - Update on scholarships
- New business
 - Approval of Library Board Policy revisions
 - Request for election of vice-chairperson
- Community reports
- Librarian's report
- Date & time of the next meeting: Monday, April 29, 2019, 5:30 p.m.
- Adjourn

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS.
CITY OF CLOVIS)

The Clovis-Carver Public Library Board met in regular session at 5:30 p.m. on Monday, February 4, 2019, at Clovis-Carver Public Library in full conformity with the laws of the State of New Mexico and the Ordinances and Resolutions of said city with the following members present:

Chris Bryant, Chairperson
Diana Huey
Peter Penney
Anita Potthoff
Ann Shuckman
Dianna Thompson
Shelley Winn
James Burroughes, student member

Absent: Twila Rutter
Tasan Rutter, student member

Also present: Margaret Hinchee, Library Director
Terri Gleaton, Administrative Assistant
Claire Burroughes, visitor

Chris Bryant called the meeting to order and established the presence of a quorum. With a brief explanation of recent revisions to city ordinances designating the city commissioner on the library board as the chairperson, Chris presided over the evening's meeting.

It was announced that since Angelina Baca is no longer a Curry County commissioner, her position on the library board is now vacant.

Agenda Item No. 1: Approval of minutes of October 29, 2018

Dianna Thompson moved to approve the minutes as written. Seconded by Peter Penney, the motion carried unanimously.

Agenda Item No. 2: Old Business

Chris noted that although Dianna is no longer chair of the library board, her involvement with the memorial scholarships is unchanged. Margaret Hinchee reviewed the status of the Clovis Community College memorial scholarships, stating the first two, for \$500 each,

were awarded for the spring 2019 semester. One went to a student studying liberal arts, the other to a nursing student.

Pam Cornelison with Clovis Public Schools is currently working to create an application for the Clovis-Carver Public Library Non-Profit Corporation memorial scholarships, as well as researching the process to transfer the \$12,000 available to the Clovis Schools Foundation. These awards, given to students planning to attend a four-year university, will be for \$2,000 each - three given in Wanda Walter's name and three in Krissie Carter's name. Margaret and Pam will establish a scholarship committee to determine essay questions, review applications, and select scholarship recipients. Everything should be ready in April to begin accepting applications for the fall 2019 semester.

Agenda Item No. 3: New Business

1. After a brief review and discussion, Shelley Winn moved to approve the following Library Policy revisions. Peter Penney seconded the motion, which passed with no dissent.

- The Library Board Policy section was rewritten to correspond with city ordinances. In addition, the Library Board vice-chairperson, rather than the chairperson, will serve on the Clovis-Carver Public Library Non-Profit Corporation Board.
- Payment Agreement terms were added to the Circulation Policy.
- The Gaming Policy section was removed – the library no longer provides a Wii Video Game System for patrons to use in house.
- The handout of Meeting Room Rules for the Ingram Room was replaced with the updated form.
- Several portions throughout the Library Policy were reworded for the sake of clarity, with no significant changes to the actual policies.

2. Chris opened the floor for nomination of a library board vice-chairperson, the position vacated by his shift to chairperson. Diana Huey nominated Dianna Thompson, Ann Shuckman seconded, the motion passed unanimously.

Agenda Item No. 4: Community Report

Margaret asked James Burroughes if he checked with his scouting group about working on the library's south lawn, replacing the grass with rock. He answered they might

be able to if an appropriate time could be determined. Claire Burroughes said she felt that heavy equipment would be required, making the project unrealistic for a group of teens. She suggested Margaret contact Public Works for assistance.

Chris thanked everyone on the board for their willingness to serve on the library board. He read a list of openings on other city committees, asking anyone interested to consider volunteering or telling others who might want to participate.

Agenda Item No. 5: Librarian's Report

As part of last fall's wish list, new window blinds were replaced throughout the library except for in the Ingram Room, which was inadvertently overlooked in the initial quote. The Non-Profit Board will be asked to cover the cost of replacing those blinds.

The Christmas Open House was chaotic, but successful. Due to weather conditions, the pictures with Santa and Mrs. Claus event moved from the train museum to the library, where they also read a story to those attending. Patsy Delk provided a Christmas craft for children to do in the craft room. Cookies and hot cocoa were served to over 200 visitors.

The panic alarm system is now installed and operational.

George Banister recently indicated to Margaret that significant funds are available in the Carver Estate and asked her to come up with a list of ideas for improvement or equipment the library could use. The list so far includes xeriscaping the lawn, new lobby furniture, charging stations, and possible reconfiguration of the Friends of the Library book sale room. She is waiting to hear back from Mr. Banister to obtain further information and discuss the ideas.

Each staff member was required to turn in a goal for 2019, something library related but outside their regular job duties. Goals included collection development in the Southwest collection, learning to help patrons on the computers, and learning to weed the collection.

Margaret closed out her report with a few of the interesting questions staff was asked over the last few months. One patron requested information regarding HIPAA, the Health Insurance Portability and Accountability Act. Another person asked what the difference is between a quitclaim deed and a quiet title.

Agenda Item No. 6: Date and time of next meeting

The next regular meeting of the Library Board will be at 5:30, Monday, April 29, 2019 at the library.

There being no further business, the meeting adjourned at 6:10 p.m. with the full consensus of the board.

**CITY OF CLOVIS
CLOVIS-CARVER PUBLIC LIBRARY BOARD
AGENDA**

**Monday, April 29, 2019
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
Board Room**

- Call to order
- Welcome new board member, Robert Sandoval
- Approval of minutes from February 4, 2019
- Open forum
- Old business
 - Update on scholarships
- New business
 - Board members' term expirations
 - Consideration to approve *Adult Patrons with Cognitive or Physical Disability* policy
- Community reports
- Librarian's report
- Date & time of the next meeting: Monday, July 29, 2019, 5:30 p.m.
- Adjourn

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS.
CITY OF CLOVIS)

The Clovis-Carver Public Library Board met in regular session at 5:30 p.m. on Monday, April 29, 2019, at Clovis-Carver Public Library in full conformity with the laws of the State of New Mexico and the Ordinances and Resolutions of said city with the following members present:

Chris Bryant, Chairperson
Dianna Thompson, Vice-Chairperson
Diana Huey
Anita Potthoff
Twila Rutter
Robert Sandoval
Ann Shuckman
Shelley Winn
James Burroughes, student member
Tasan Rutter, student member

Absent: Peter Penney

Also present: Margaret Hinchee, Library Director
Terri Gleaton, Administrative Assistant
Claire Burroughes, visitor
Ashley Maestas, visitor

Chris Bryant called the meeting to order and established the presence of a quorum. Margaret Hinchee briefly introduced Ashley Maestas, the library's new Youth Services Librarian.

Agenda Item No. 1: Welcome new board member

New library board member Robert Sandoval was introduced. He was recently appointed by the Curry County Commission to serve as their representative on the board.

Agenda Item No. 2: Approval of minutes of February 4, 2019

With the exception of Robert Sandoval who abstained, minutes were approved unanimously with revisions. A comma was added to the first paragraph on page 1 following 2019; the word "new" was stricken on page three, line one of Agenda Item #5.

Agenda Item No. 3: Open forum

A. The library's Circulation Supervisor, Scott Jones, planned to present his ideas to change the library's logo, but was unable to attend the meeting. He will be given the opportunity to speak at a later meeting.

B. Twila Rutter reported that Census 2020 will kick off in March 2020. Expecting most people will complete their information online, many needing assistance, the Census Bureau is pushing to get public libraries and other groups involved and offering grant money for entities willing to help. Curry County is one of the most undercounted areas in the state, resulting in reduced Federal funding available for the county. Twila suggested the Friends of the Library consider applying for funds and then arrange for people to be available in the library to assist residents report their census information. The idea is to provide a non-threatening location for residents who might be hesitant or unable to complete the census on their own. As the primary goal of the census is to determine the population count in an area, it does not ask for or address the issue of legal citizenship status.

Claire Burroughes added that previous underreporting has decreased available Federal funds for the area by millions of dollars. A few months ago, the city commission created a Complete Count Committee, composed of City of Clovis and Curry County officials, the United Way, and many other community organizations. The committee is in the process of applying for a \$25,000 grant and is working diligently to obtain resources and plan events to increase census reporting.

Agenda Item No. 4: Old business

A. Margaret Hinchee reported on the status of the memorial scholarships.

- \$500 Clovis Community College scholarship awards:
 - Christy Brockett received the Krissie Carter Memorial Scholarship.
 - Diana Tyler received the Wanda Walters Memorial Scholarship.
- Applications for the \$2,000 scholarships, available to Curry County high school seniors planning to attend a four-year university next fall, were sent last week to all five Curry County high schools. Transfer of the funds from the Chamber of Commerce to the Clovis-Carver Public Library Non-Profit Corporation is pending.

B. Letters went out to each of the five high schools requesting a report of how they used the \$1,000 memorial fund donations given to their libraries last year.

Agenda Item No. 5: New business

A. Library board members with terms expiring at the end of June are Peter Penney, Twila Rutter, Shelley Winn, and student member Tasan Rutter. Student member James Burroughes will move out of the area after his upcoming graduation, leaving his position open as well. Anyone interested in one of these five board openings must provide a completed application to city hall.

B. Margaret reviewed the *Adult Patrons with Cognitive or Physical Disability* proposal sent to the board members, requesting their approval to add it to the library policy. This policy provides that a legal guardian, rather than a paid caregiver, agrees to the issuance of a library card to affected adults unable to manage their affairs, and accepts financial liability for any fees on the account. Board members discussed the potential problems involved and stressed that staff must be trained to correctly handle these situations. Ann Shuckman moved to add the proposal to library policy and Dianna Thompson seconded. The motion passed with nine affirmative votes and one opposing vote from Anita Potthoff.

Agenda Item No. 6: Community reports

Shelley Winn reported the recent two-day Friends of the Library book sale was very successful, earning \$717, with most books priced at \$1 per bag. However this made only a small dent in the volume of used books available for sale. Shelley also thanked the library for accommodating the AARP Tax Aide group that provides free income tax preparation for the public. A total of 177 returns were completed in the six days they were at the library, and 1,112 returns among all three locations they worked.

Agenda Item No. 7: Librarian's report

- A. New window blinds for the Ingram Room have been ordered.
- B. The library recently purchased a six-bank charging station with eight portable chargers. Once procedures are established, patrons will be able to check out a charger to use while in the library to connect to their phone, tablet, or other device.
- C. A review of the security devices provided to library staff was given.
- D. Recent staff changes were announced.
- E. Library staff filled nearly 10,000 plastic Easter eggs with candy for the citywide Easter Egg Hunt.

F. During the major wind storm on March 13 the library was without power for most of the day and able to provide only limited service for the few patrons who came in. Due to fading sunlight, the library closed at five p.m. Forty-nine roof tiles were damaged and had to be replaced.

G. National Library Week was April 7 – 13. New library patrons were given a book bag, library pencil, and bookmark. Patrons also had the opportunity to donate food for the Food Bank and receive credit toward overdue fines on their accounts.

H. Application will not be made for E-rate program funds that help provide for broadband internet service in public libraries. City administration is working to get faster internet for the staff and public computers through Plateau, the current internet service provider.

I. C & C Security should soon begin converting all lighting in the building to LED. The bulk of the project will be paid from GO Bond funds.

J. Digitizing the newspaper microfilm is being considered.

K. Margaret wrapped up her report with a few of the interesting questions staff was asked over the last few months.

Agenda Item No. 8: Date and time of next meeting

The next regular meeting of the Library Board will be at 5:30, Monday, July 29, 2019, at the library.

There being no further business, the meeting adjourned at 6:15 p.m. with the full consensus of the board.

**CITY OF CLOVIS
CLOVIS-CARVER PUBLIC LIBRARY BOARD
AGENDA**

**Monday, July 29, 2019
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
Board Room**

- Call to order
- Introduce new board members, Celia Donofrio and Michael Lusk
- Approval of minutes from April 29, 2019
- Open forum
- Old business
 - Report on scholarships
- New business
 - Election of Vice-chairperson
- Community reports
- Librarian's report
- Date & time of the next meeting: Monday, October 28, 2019, 5:30 p.m.
- Adjourn

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS.
CITY OF CLOVIS)

The Clovis-Carver Public Library Board met in regular session at 5:30 p.m. on Monday, July 29, 2019, at Clovis-Carver Public Library in full conformity with the laws of the State of New Mexico and the Ordinances and Resolutions of said city with the following members present:

Chris Bryant, chairperson
Dianna Thompson, vice-chairperson
Celia Donofrio
Diana Huey
Michael Lusk
Ann Shuckman
Shelley Winn
Madeline Howalt, student member

Absent: Anita Potthoff
Tasan Rutter, student member

Also present: Margaret Hinchee, library director
Terri Gleaton, administrative assistant
Claire Burroughes, visitor
Mary Weigl, visitor

Chris Bryant called the meeting to order and established the presence of a quorum. He then introduced the three new members to the board, Celia Donofrio, Michael Lusk, and Madeline Howalt, and asked each to share a little bit about themselves.

Agenda Item No. 1: Approval of minutes of April 29, 2019

Minutes were unanimously approved with revisions.

Agenda Item No. 2: Open forum

Assistant City Manager Claire Burroughes reviewed the activities conducted by the City of Clovis and Curry County "Complete Count Committee" to promote 2020 Census participation. It looks as though the state of New Mexico will grant approximately \$60,000 to this area to assist in these efforts. By getting a more accurate local count that includes

those normally missed in the census, the more in federal funds the area will qualify to receive for schools, streets, and other projects.

Diana Huey noted the library was included in the Clovis-Opoly game. Other local sites included were Foxy Drive-In, Clovis Main Street, and Norman Petty Studios. Walmart has nearly sold out of its supply of the game.

Agenda Item No. 3: Old business

Margaret Hinchee reported on the memorial scholarships recently awarded to local high-school students. Although there were only a few applicants, all were highly qualified, which made the selection process challenging. The committee of three, Margaret, Ann Shuckman, and Dianna Thompson selected [REDACTED] High School to receive the Krissie Carter Memorial Scholarship, and [REDACTED] High School to receive the Wanda Walters Memorial Scholarship. [REDACTED] plans to attend Texas Tech to study graphic design; [REDACTED] will attend NM State University to pursue studies in medicine. Within the next few months, each will provide a written report as to how they used the scholarship funds. (Names redacted per recipients' request)

Agenda Item No. 4: New business

The annual election of a vice-chairperson for the board was conducted. Ann Shuckman moved that Dianna Thompson retain the position, Diana Huey seconded. The motion passed with no dissent.

Agenda Item No. 5: Community report

Dianna Thompson noted she has seen several positive Facebook posts on the library's summer reading programs.

Agenda Item No. 6: Librarian's report

A brief review of the successful activities offered during the children's and adults' summer reading programs was presented.

Arrangements with Plateau to upgrade the library staff and public use Internet services are ongoing.

C & C Security has completed approximately two-thirds of the fluorescent to LED lighting retrofit project. The upgrades are already making a big difference in the public areas of the building. Additional bulbs have been ordered to complete the job, which is expected to be finished within the next month. State General Obligation Bonds, as well as a rebate from Xcel Energy, will cover the cost of the project.

The next Friends of the Library book sale is scheduled for Friday and Saturday, September 6 - 7, from 9:00 a.m. to 4:00 p.m. each day. Funds raised from the sales goes towards support of library programming.

Margaret and Claire are working to determine library needs for inclusion in the city's comprehensive plan review. Ideas include adding six additional public use computer stations to go along with the existing twelve stations already in place. Another need is a way for patrons to print directly from their phones. Margaret has talked with Holland's Office Equipment about finding a printer/scanner with a corresponding app that patrons may download to their phones. The device also needs a feature to accept coin payments so the entire process is self-serve.

Special projects the Carver Estate trustees may be asked to fund include:

- Purchase of new lobby chairs and tables. Latriece Brooks is looking for suitable furnishings.
- Xeriscape and possibly add a walking path through the south lawn. Troy Urban is working on a design to propose.
- Purchase new children's room easy reading book "cubbies."

Anything the Carver Estate trustees turn down will go on the 2019 library wish list, which already includes:

- Convert the janitor's office to the Friends of the Library book sale room, allowing patrons access to the book room through a public area of the library. This would involve cutting two doorways in the janitor's office, painting, and flooring.
- Purchase new outside book drops suitable for books and audio-visual materials. To accommodate a bigger unit in the drive-through drop area, construction work on the pillar would be required. Another consideration is to move the unit to the opposite side of the drive, installing it in the wall of the

building. Moving the unit would also require reversing the direction of traffic through the drive-through.

- Remove the last two lobby planter boxes located just inside the security gates, plus installation of appropriate flooring to cover the exposed areas.

Margaret plans to attend the New Mexico Municipal League Conference in Las Cruces next month.

Interesting questions asked of staff over the last few months concluded the report.

Agenda Item No. 7: Date and time of next meeting

The next regular meeting of the Library Board will be at 5:30, Monday, October 28, 2019, at the library.

There being no further business, the meeting adjourned at 6:02 p.m. with the full consensus of the board.

**CITY OF CLOVIS
CLOVIS-CARVER PUBLIC LIBRARY BOARD
AGENDA**

**Monday, October 28, 2019
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
Board Room**

- Call to order
- Approval of minutes from July 29, 2019
- Open forum
- New business
- Community reports
- Librarian's report
- Date & time of the next meeting: Monday, January 27, 2020 at 5:30 p.m.
- Adjourn

STATE OF NEW MEXICO)
COUNTY OF CURRY) SS.
CITY OF CLOVIS)

The Clovis-Carver Public Library Board met in regular session at 5:30 p.m. on Monday, October 28, 2019, at Clovis-Carver Public Library in full conformity with the laws of the State of New Mexico and the Ordinances and Resolutions of said city with the following members

Present: Chris Bryant, Chairperson
Dianna Thompson, Vice Chairperson
Celia Donofrio
Diana Huey
Michael Lusk
Anita Potthoff
Ann Shuckman
~~Shelley Winn~~
Madeline Howalt, student member

Absent: Robert Sandoval
Shelley Winn
Tasan Rutter, student member

Also present: Margaret Hinchee, Library Director
Terri Gleaton, Administrative Assistant
Patsy Delk, visitor

Chris Bryant called the meeting to order and established the presence of a quorum.

Agenda Item No. 1: Approval of minutes of July 29, 2019

- Michael Lusk moved to approve the minutes with one revision, Diana Huey seconded, the motion passed unanimously.

Agenda Item No. 2: Open forum

- Local artist Patsy Delk handed out information and spoke about service dog and war dog memorial statues she has designed to pay tribute for the contributions these animals have made. Four of the statues have been placed at various locations around Clovis with plans to display more in the near future. Ms. Delk added that David Hudson, DVM, sponsored the \$1,325 cost of a German shepherd war dog with a granite stone base. Dr. Hudson requested the piece, now ready for installation, to be placed on

the library grounds. This life-size statue, altogether four feet tall and four feet long, is made of cast aluminum that will not rust and accented with a bronze paint technique that will last many years.

Margaret Hinchee added that if the statue is placed at the library, installation would need be done after the landscaping project planned for the south lawn is completed.

The board members expressed interest in the piece and agreed to revisit the topic at a later meeting.

- When a board member commented how much she liked the southwest design around the lobby display cases, Margaret noted the borders were painted by Patsy Delk.
- Madeline Howalt was asked about the Clovis High School night mentorship program. Although invited to participate in the group, Madeline's numerous other activities prevented her from joining. The program is designed for high school juniors and seniors to work with groups of freshman and sophomore students, advising them about high school life, making good decisions, and other topics of interest.

Agenda Item No. 3: Librarian's Report

- Any potential library policy changes will be reviewed for approval at the January meeting. Margaret encouraged everyone to bring his or her policy manual at that time.
- The LED lighting conversion is now complete. The vendor was asked to provide a revised, clearly worded invoice, as it will be among the documents submitted for partial reimbursement from General Obligation Bond funds.
- A request was given to the Carver Estate to cover the cost of new lobby furniture. Estate trustee George Banister explained one trustee seat is open and the request will be considered once that position is filled.
- Library staff and the Friends of the Library agree the used book sale room should be Relocated, allowing patrons access to the room without walking through the back staff area. A request for construction to convert the custodian's room to the book sale room was turned down by the city manager. After considering other ideas, the best solution appears to be using the current biography room, and moving the biography collection to the north end of the adult non-fiction section. For this to happen, staff has been heavily

weeding unused and outdated books from non-fiction and will later shift the remainder to make room for biographies.

- Following the recent annual inspection of the library's fire alarm and sprinkler system, inspectors stated that although our current system is working, it is outdated and may be out of compliance. They estimate replacement of the entire system would cost approximately \$65,000. A request to fund the project is on the city projects wish list. If not approved this year, the request will be added to next year's wish list. Chris noted that the fire department performs fire code inspections throughout the city, and believes they would highly recommend having this taken care of soon.
- Several months ago, Andre Moquin, the city's human resources director, initiated a classification and comprehensive study regarding the job duties, titles, and pay grades of all city employees. Andre, along with an outside consultant, are working to compare data from a survey completed by city employees and personnel descriptive questionnaires, with information from communities similar to Clovis. The ultimate goal of the study is to better define job descriptions, plus align employee job titles and pay grades with the tasks actually performed. Any pay increases that may result from the study will not affect the library's budget. Nor will there be any pay decreases for current employees.
- All city employees recently received a two and one-half percent pay increase. Some library staff members received slightly more due to the recent minimum wage increase.
- September was National Library Card Sign-up Month. Seventy-nine new cards were issued during the month.
- To recognize Banned Books Week, September 22 – 28, an assortment of books banned over the years was on display. Staff also wore special banned book t-shirts during the week.
- The library's Clovis newspaper microfilm collection of over 400 rolls is being digitized; approximately half are complete. This searchable format of the newspaper will ultimately be available on our public computers and library website.
- No used book donations are being accepted until the overstock currently on hand is thinned out. Margaret occasionally delivers used books to the older adults facility, hospital, and airport waiting room. Dianna Thompson added that the Altrusa Club has a bin at Java Loft for book donations. The club distributes the books as they see fit.

- A patron recently complained there is no memorial at the library honoring Joe and Charlyne Sisler. Several years ago the Sisler estate donated funds for our outdoor electronic sign, which is noted with a small plaque on the sign. Although not affiliated with the library, the Clovis Community College Allied Health Building and the Clovis Youth Recreation Building are named after the Sislers.
- The annual Christmas Open House is scheduled for December 7th. Hot cocoa and cookies will be served to visitors after closing at 5:00 and before the parade begins. No definitive plans are made for additional activities that may be offered - a children's craft, pictures with Santa, Mrs. Santa reading a story, or musical entertainment.
- In September, the Clovis/Curry County Local Emergency Planning Committee provided information in the lobby cases about National Preparedness Month. Margaret has not heard any feedback regarding public response to the display. She will check into this.
- A few of the interesting questions asked of staff over the last few months completed the librarian's report.

Agenda Item No. 4: Date and time of next meeting

- The next regular meeting of the Library Board will be at 5:30, Monday, January 27, 2020, at the library.
- There being no further business, the meeting adjourned at 6:20 p.m. with the full consensus of the board.