

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

**Monday, January 27, 2020
5:30 p.m.**

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

- Call to order
- Approval of minutes from October 28, 2019
- Open forum
- New business
 - Review library policy updates for approval
- Community reports
- Librarian's report
- Date & time of the next meeting: Monday, April 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, January 27, 2020, 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
Tasan Rutter, student member

Absent: Anita Potthoff
Robert Sandoval
Shelley Winn
Madeline Howalt, student member

Also present: Margaret Hinchee, Library Director
Terri Gleaton, Administrative Assistant
Claire Burroughes, Assistant City Manager
Fidel Madrid, Clovis City Commissioner

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

Agenda Item No. 1: Approval of minutes of October 28, 2019

- Michael Lusk moved to approve the minutes with revisions. Celia Donofrio seconded and the motion passed unanimously.

Agenda Item No. 2: Open forum

- Claire Burroughes spoke about the city's efforts to publicize the 2020 Census, encouraging all citizens to participate. She reported that the city would miss out on an estimated \$3,700 in federal funds for each citizen not counted. A family fun event for the entire community, "Everybody Loves the Census," is scheduled at the Roy Walker Recreation Center from 10:00 a.m. to 2:00 p.m. on Saturday, February 8. The event will feature free

food and drinks, giveaways, and entertainment, all geared to promote community participation in the census.

- Margaret Hinchee said she and city administration officials discussed the proposal presented at last October's board meeting to place a war dog memorial on the library grounds. After careful consideration, they decided the statue would not be in line with the library's existing war memorial that specifically honors by name the veterans from the area who lost their lives in wartime. The proposal was therefore declined.

Agenda Item No. 3: New business

- After reviewing minor updates to the Ingram Room patron handout page included in the Library Policy, Michael Lusk moved to approve the changes. Dianna Thompson seconded and the motion carried with no dissent.

Agenda Item No. 4: Community Report

- Dianna Thompson asked if any used books were taken to the Altrusa donation box at Java Loft as discussed in the last meeting. Margaret Hinchee stated this had not been done, but she will reach out to them soon.
- Chris Bryant stated he had read a notice about controversy over a summer reading program poster. Margaret Hinchee explained that several Native American tribes voiced their objections to symbols they consider sacred being included in the "Myths and Mythology" summer program artwork. Once the Collaborative Summer Library Program (CSLP) was notified, libraries were instructed not to use the poster or other promotional materials with the images. The artist who created the design later gave permission to libraries to edit out the images so the materials could still be used if desired. The CLSP also had an alternate poster created, but it is rather plain and uninspiring.
- Several compliments were given on the Volkswagen memorabilia collection currently on exhibit in the lobby display cases. It was suggested to post photos of the displays on the library Facebook page, which may draw more people into the library.
- Chris Bryant asked that future meetings include an opportunity for board members to add agenda topics for subsequent meetings.

Agenda Item No. 5: Librarian's Report

- Four staff members attended the New Mexico Librarians Association annual meeting in Albuquerque last October, where they experienced several interesting presentations and met with various vendors.
- The annual Christmas Open House, in partnership with Clovis Main Street, was a great success. Children had the opportunity to pose for pictures with Santa and Mrs. Claus, listen to a story they read, and do a simple Christmas craft. To wrap up the evening, over 250 people were served cookies and cocoa before the Christmas parade began.
- Digitization of the library's newspaper microfilm, converting it to a computer searchable media, was completed and turned over to the information technology (IT) department to add to the computer servers. After IT questioned whether the library has proper permission to make the information available to the public through the library's website, Margaret Hinchee emailed the city attorney to check. She has not yet heard back from him.
- Recipients' names of the Krissie Carter Memorial Scholarship and the Wanda Walters Memorial Scholarship for Clovis Community College were announced. The two separate four-year university scholarships for graduating high-school seniors will be awarded by the end of the school year in May.
- Checkouts of the new portable cell phone chargers are off to a slow start. It's expected circulation will pick up once more patrons become aware of the devices.
- Of the library's two city wish list requests, the lawn landscaping project was approved, but only if the Carver Estate will not cover the cost. Replacement of the still working, but outdated, fire alarm system was turned down for this year.
- Plans are in the works to fill in and make a platform cover for the two remaining planter boxes just inside the library entrance.
- The LED lighting retrofit job is now complete and paperwork for the Xcel rebate submitted. The rebate of approximately \$3,000 should arrive within a few weeks. Dianna Thompson expressed concern that the rebate money would not benefit the library - Claire Burroughes will check to see if the funds will be available for library use.
- Margaret Hinchee will speak on "The Library in All Its Glory" at a local Rotary Club meeting this week.
- Margaret Hinchee was honored to be nominated for the American Library Association's

“I Love My Librarian Award,” but was not selected as one of the ten winners.

- The Librarian’s Report concluded with interesting questions that were asked of library staff over the last three months.

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

- The next regular meeting of the Library Board will be at 5:30 p.m., Monday, April 27, 2020, at the library.
- There being no further business, the meeting adjourned at 6:03 p.m. with the full consensus of the board.

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

**Monday, July 27, 2020
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
North Annex**

- Call to order
- Introduce and welcome new board members
- Approve minutes from January 27, 2020
- Open forum
- Old business - none
- New business
 - Election of Vice-chairperson
- Community reports
- Librarian's report
- Future agenda items
- Date & time of the next meeting: Monday, October 26, 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, July 27, 2020, 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
Claudia Cordova
Celia Donofrio (via telephone)
Michael Lusk
Kathy Ollom
Robert Sandoval
Ann Shuckman
Shelley Winn
Piper Whitaker, student member

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

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

I: Introduce new board members

New board members Claudia Cordova, Kathy Ollom, and Piper Whitaker were introduced and welcomed to the library board.

II: Approval of minutes of January 27, 2020

Michael Lusk moved to approve the minutes as written. Following a second by Shelley Winn, the motion passed unanimously.

III: Unfinished business

None

IV: New business

Chris Bryant opened the floor for nominations for the library board vice-chairperson for the coming year. Ann Shuckman nominated Dianna Thompson, the motion was seconded by Robert Sandoval and carried with no dissent.

V: Community Reports

None

VI: Librarian's Report

- A. Margaret Hinchee reported the effects of the COVID-19 pandemic on library operations.
1. The library closed to the public on March 18. During that time:
 - All staff members maintained their total work-time hours although some scheduling changes were necessary. A few of the many tasks that kept staff busy involved completing a full inventory of the 140,000+ items in the library's collection, weeding and shifting the adult non-fiction books, moving the biography collection, and painting bookshelves in the children's area. Two staff members helped repaint the interior of the Roy Walker Recreation Center, while two others helped at the Senior Services Center with sewing masks. All programming was cancelled. Staff continued to answer phones to provide reference and other information.
 - Due dates for all materials were extended until after reopening.
 - With patrons unable to come in and check out physical materials, many chose to use electronic resources (e-books and e-audiobooks). Circulation for those items almost doubled.
 - To prepare for reopening, staff blocked off several of the public areas to prohibit access, removed most of the patron chairs, then rearranged furniture and added floor decals and signage for social distancing.
 2. After the library reopened with regular hours on May 18:
 - All staff members were required to wear masks plus social distance and wear gloves when assisting patrons. Materials could be returned only in the outside drop boxes. After retrieving those items, only one staff member checked them in and placed in quarantine for several days. Patrons were limited to thirty minutes in the building and not allowed to use the public computers, study rooms, and other areas.
 - Patron traffic into the library dropped dramatically, and many regular patrons have not returned. Calls still come in asking if we are open.
 3. Conducted online only, participation in Summer Reading programs was drastically affected. Programs for adults included virtual book club, crafting, and genealogy meetings. Recorded children's story time sessions were available on Facebook. The most popular program was a virtual music performance for children by Andy Mason.

4. Restrictions continue to be frequently evaluated and adjusted to safely provide more services. Patrons are now allowed one hour in the building plus use of the study rooms.
- B. The New Mexico State Library requires each library in the state to renew their strategic plan every three years, stating their long-range goals and plans. Clovis-Carver's has been updated to more clearly convey the library's vision, mission statement, values, and goals.
- C. The former biography room is now vacant. Plans have been made to install a doorway between it and a small adjoining room this fall, then use the space for the Friends of the Library book sale room. This will allow public access to the room without going through staff only areas. The Friends will fund the project.
- D. The library allows patrons with fines on their account to check out a limited number of items or use a computer by paying a minimal amount or arranging a payment plan. We also waives fines on late materials returned during April's National Library Week. However, many libraries across the country are finding that patrons with outstanding fines often avoid returning. In response, several libraries have discontinued charging overdue fines, understanding the benefits of using a library outweighs collecting late fees. A proposal that we follow suit will go to the city's Revenue Review Committee in August. Patrons would still be required to pay for lost or damaged items.
- E. The Revenue Review Committee will also consider a debit card payment system.
- F. Upon recommendation by the New Mexico State Librarian, a statement allowing the library to "reserve the right to limit access to the library" was added to the library policy's Rules Governing Conduct of Patrons.
- G. Scholarship funds are available from the library shooting memorial donations to be awarded to Clovis Community College students for three additional semesters. Names of the upcoming fall semester recipients are not yet available. The Clovis-Carver Public Library Non-Profit Corporation manages the annual four-year university scholarship funds and student selections. Awards for the 2020 recipients were presented in July. Riley Thompson received the Krissie Carter Memorial Scholarship and Sydney Waller received the Wanda Walters Memorial Scholarship.
- H. Don Clifton, a local resident and avid arrowhead collector, is donating his collection of framed arrowheads to the library, along with four or five large metates, Indian grinding stones. Locking display cases may be acquired for the Southwest Room to exhibit the arrowheads. Where to locate the metates is undetermined as they are very large and heavy. Chris Bryant added that once everything is in place, the collection could be marketed for public viewing. It

would also be nice to invite Mr. Clifton to a board meeting to thank him for the donation and allow him the opportunity to share his story about the collection.

- I. There is currently a full-time position open for a reference librarian.
- J. The 2016 General Obligation (G) Bond available balance is approximately \$3,000 – the deadline to spend the funds is March 2021. The allocation for the 2018 GO Bond is \$90,979. There are several restrictions on how the funds may be used.
- K. As the Carver Estate trustees are short one member, they will not take any action until the position is filled. This includes the library's requests to fund xeriscaping the lawn and lobby furniture. The city has therefore approved funding to proceed with the landscaping.
- L. Margaret wrapped up her report with a few of the interesting questions staff received over the last few months.

VII: Future agenda items

Dianna Thompson requested discussion on ideas for the 2020 Christmas Open House.

VIII: Date and time of next meeting

The next regular meeting of the Library Board will be at 5:30, Monday, October 26, 2020 at the Clovis-Carver Public Library, North Annex.

There being no further business, the meeting adjourned at 6:12 p.m.

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

**Monday, November 2, 2020
(rescheduled from October 26, 2020)
5:30 p.m.**

**Clovis-Carver Public Library
701 N. Main
North Annex**

- Call to order
- Approve minutes from July 27, 2020
- Report on arrowhead collection by Don Clifton
- Open forum / discussion
 - Christmas Open House plans
- Unfinished business - none
- New business - none
- Community reports
- Librarian's report
- Future agenda items
 - Review and approval of any library policy updates
- Date & time of the next meeting: Monday, January 25, 2021 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, November 2, 2020, 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
Michael Lusk
Kathy Ollom
Robert Sandoval
Ann Shuckman
Shelley Winn

Absent: Claudia Cordova
Alexandria Mitchell, student member
Piper Whitaker, student member

Also present: Margaret Hinchee, Library Director
Terri Gleaton, Library Administrative Assistant (virtual attendance)
Claire Burroughes, Assistant City Manager

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

Agenda Item No. 1: Approval of minutes of July 27, 2020

The minutes were reviewed by the board and accepted as presented.

Agenda Item No. 2: Report on arrowhead collection

Don Clifton was unable to attend the meeting to present information about the arrowhead collection he will be donating to the library. Margaret Hinchee reported Mr. Clifton does not want the collection split up at any time in the future, so she will have the city attorney draw up a contract with specific details for the donation. Various vendors have been contacted about providing display cases for the collection; however, nothing can be finalized until Mr. Clifton completes framing some of the items. Claire Burroughes recommended the city commission approve the agreement between Mr. Clifton and the City of Clovis, thus providing an official and permanent record of the donation.

Agenda Item No. 3: Open forum

Margaret Hinchee reported on changes to local holiday events in light of Covid-19 social distancing requirements. This year's Christmas parade will be static, with parade floats parked down the middle of Main Street, allowing the public to drive by and view from their vehicles. In addition, the library will not have the traditional Open House before the parade. Christmas decorations will still be put up for the holiday, including new luminaries around the perimeter of the roof.

Shelley Winn said the Friends of the Library are interested in having an open house event to welcome patrons back, sometime after the library reopens and things are better.

Agenda Item No. 4: Unfinished business

None

Agenda Item No. 5: New business

None

Agenda Item No. 6: Community Report

Per Shelley Winn, AARP Tax-Aide will not be using the library as a tax preparation site in 2021. Utilizing nationwide models to follow local and state statutes, many of the sites previously used will not be opened.

In response to a question by Dianna Thompson, Margaret Hinchee stated the library still allows use of the study rooms for groups of five and under.

Robert Sandoval noted that Mary Mendoza, long-time Clovis resident and owner of the Guadalajara restaurant for over fifty years, passed away Sunday, November 1.

Agenda Item No. 7: Librarian's Report

Lori Torres moved from circulation assistant to reference librarian, Celia Donofrio was hired as a circulation assistant. To great benefit to the library, both women recently received their notary public commission. Lori is working to update the library's Spanish collection.

Banned Book Week was recognized the last week of September. The Friends of the Library bought "banned books" themed t-shirts for staff members to wear.

New outdoor book drops are being reviewed to replace the current units. A book drop for the front of the library that will accommodate both print and audio-visual media will cost over \$4000. Due to space limitations, the drive-through may require two returns, one for print and a second, smaller unit for audio-visual. General Obligation (GO) Bond funds will be used for the purchases.

The remaining \$2900 balance of the 2016 GO Bond will be exhausted with the book drop purchases. The 2018 GO Bond allotment is \$90,979.30, which must be spent by March 31, 2022. In addition, tomorrow's election includes Bond Question B, to determine 2020 GO Bond funding for public libraries. If this passes, Clovis-Carver will receive a portion.

After reviewing the types of expenditures GO Bond funds may be used for, the board was asked to submit suggestions for anything they feel would benefit the library. Items currently being considered include a digital scanner for patrons to scan documents to a USB drive, additional shelving for the juvenile and young adult areas, and lobby furniture.

The Carver Estate trustees have still not responded to requests for information or approval for expenses. Margaret will discuss this with the city attorney again.

Agenda Item No 8: Future agenda items

Review and approval of any library policy updates.

Agenda Item No. 9: Date and time of next meeting

The next regular meeting of the Library Board will be at 5:30, Monday, January 25, 2021 at the North Annex.

There being no further business, the meeting adjourned at 5:52 p.m.

Chairperson

Date

(S E A L)

ATTEST:

City Clerk