

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

**5:30 p.m.
Monday, April 19, 2021**

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

THE PUBLIC IS INVITED TO ATTEND THE MEETING, HOWEVER THE NUMBER OF MEMBERS OF THE PUBLIC THAT ATTEND IS LIMITED DUE TO THE NEW MEXICO PUBLIC HEALTH ORDERS FOR SOCIAL DISTANCING. THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT).

1. Call to Order
2. Roll Call
3. Approval of Minutes of November 2, 2020
4. Update regarding Summer Reading Program, Margaret Hinchee
5. Librarians Report, Margaret Hinchee
6. For the good of the order
 - Date & Time of next meeting
7. Adjournment

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 321 Connelly at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 321 Connelly if a summary or other type of accessible format is needed.

STATE OF NEW MEXICO)
CITY OF CLOVIS) ss.

The Clovis-Carver Library Board met in regular session at 5:30 p.m., Monday, April 19, 2021 in the North Annex, Clovis-Carver 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:

Mayor Pro Tem Bryant, Chairperson
Michael Lusk
Kathy Ollom
County Commissioner Robert Sandoval
Ann Shuckman
Shelley Winn
Claudia Cordova
Alexandria Mitchell, student member
Piper Whitaker, student member

ABSENT: Dianna Thompson, Vice-Chairperson
Celia Donofrio

ALSO PRESENT: Margaret Hinchee, Library Director
Vicki Reyes, Assistant City Clerk

Mayor Pro Tem Bryant called the meeting to order at 5:31 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of minutes of November 2, 2020

Mr. Lusk made a motion to approve the minutes of November 2, 2020 as presented; Ms. Winn seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Update regarding Summer Reading Program

Ms. Hinchee advised the theme for the Summer Reading Program is “Tales and Tails”. They have live performances scheduled, but may have to change to virtual. If they are virtual, they will have take away crafts and story time live.

Agenda Item No. 5 – Librarians Report

Ms. Hinchee advised the last time they met was November 2020. They talked about the Don Clifton arrowhead collection and it will be housed in the SW room of the library. They have a donation agreement between The Clifton’s and the City of Clovis. They hope to have an open house in July to showcase the displays, which will be lit and secured in the room.

The story times have all been virtual except “Read with Ms. Ashley”, which is by RSVP only. Sara Williford is still doing in-house and virtual programming with the book club and stitching. The Summer Reading program covers June and July.

There are public libraries that are still not open. The Edgewood Library has not been open in 14 months, the Las Cruces Library opened two weeks ago for curbside, lobby only and limited to five persons an hour.

In January, they had 3,3200 people check out 5,100 material items, in March they had 4,300 check out 7,000 items. They have over 50 Friends of the Library members and a couple of corporate members thanks to Sarah Stevens from the Civic Center who is also the new president.

The overdrive e-book collection has an instant digital card for patrons living in Curry County. They get access to the digital collection and the card expires in a year. After that year they cannot get another instant digital card, they have to get a regular library card. It is \$.50 for each instant digital card.

They have brand new book drops that take both books and media and they are located in the front and side of the building.

Terri Gleaton's, administrative assistant, last day is tomorrow and Lori Torres, reference librarian, has resigned. The LED sign in front of the library will be upgraded. It was purchased in 1995. She has one quote from Clovis Sign and it has been turned over to Bryan Jones, Procurement Officer, to get more quotes.

Every year they offer two scholarships and she recently sent the application information to Clovis High School, Christian School, Melrose, Texico and Grady. It is a one-time use for \$2,000 for a New Mexico based four-year school. They are due at the end of the month and will be distributed in June. The applicant has to write an essay explaining of how it will be used, why they want it and then have to report back after a year.

The library had to step up their technology and they formed a Facebook group that will engage the patrons. She is also looking into an Instagram account. They're missing the group from ages 16-35 and they are looking at different ways to get them in the library.

Mayor Pro Tem Bryant asked if there were many patrons coming in now that they're open. Ms. Hinchee advised they have seen 1,000 more people coming in per month. For March they had 4,300 people in the building. Mayor Pro Tem Bryant advised people are ready to get out and socialize more.

Agenda Item No. 6 – For the good of the order

Mayor Pro Tem Bryant thanked Ms. Gleaton for her service to the library and congratulated her on her retirement.

There are two board members, Celia Donofrio and Shelly Winn, whose terms are up. The positions will be advertised.

Ms. Hinchee advised the Library Board conflicts with the Parks, Recreation & Beautification Committee meeting so they will reschedule for July 19 at 5:30 p.m. in the North Annex.

Agenda Item No. 7 – Adjournment

There being no further business to come before the board the meeting adjourned at 5:51 p.m.

Chairman

SEAL
(ATTEST)

City Clerk

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

**5:30 p.m.
Monday, August 16, 2021**

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

THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT).

1. Call to Order
2. Roll Call
3. Election of Chairman and Vice Chairman, Margaret Hinchee
4. Approval of Minutes of April 19, 2021
5. Discussion and action regarding appointing a new member to the nonprofit board, Margaret Hinchee
6. Librarians Report, Margaret Hinchee
7. For the good of the order
- Date & Time of next meeting
8. Adjournment

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1 STATE OF NEW MEXICO)
2 CITY OF CLOVIS) ss.
3

4 The Clovis-Carver Library Board met in regular session at 5:30 p.m., Monday, August 16, 2021
5 in the North Annex, Clovis-Carver Library, 701 N. Main, in full conformity with the laws of the
6 State of New Mexico and the ordinances and resolutions of said city with the following members
7 present:

8 Mayor Pro Tem Chris Bryant, Chairperson
9 Michael Lusk
10 Kathy Ollom
11 County Commissioner Robert Sandoval
12 Ann Shuckman
13 Shelley Winn
14 Leigh Willmon
15

16 ABSENT: Claudia Cordova
17 Laura Wight
18

19 ALSO PRESENT: Vicki Reyes, Assistant City Clerk
20 Margaret Hinchee, Library Director
21 Dianna Thompson, Library Admin Assistant
22 Sarah Stevens
23

24 Mayor Pro Tem Bryant called the meeting to order at 5:30 p.m. and established the presence of a
25 quorum.
26

27 **Agenda Item No. 3 – Election of Chairman and Vice Chairman**
28

29 Ms. Hinchee advised Mayor Pro Tem Bryant is the chairperson of the Library Board, so they
30 need to elect a vice chair. Ms. Shuckman made a motion to nominate Ms. Winn as vice chair.
31 Ms. Winn declined. Mayor Pro Tem Bryant made a motion to nominate Commissioner Sandoval
32 as vice chairman; Ms. Ollom seconded the motion, which passed by acclamation.
33

34 **Agenda Item No. 4 – Approval of minutes of April 19, 2021**
35

36 Mr. Lusk made a motion to approve the minutes of April 19, 2021; Ms. Winn seconded the
37 motion, which passed by acclamation.
38

39 **Agenda Item No. 5 – Discussion and action regarding appointing a chairman to the**
40 **nonprofit board**
41

42 Ms. Hinchee advised the Vice Chair of the Library Board is also the chairman of the nonprofit
43 board. Commissioner Sandoval advised he would be happy to serve as the chairman on the
44 nonprofit board.
45

46 **Agenda Item No. 6 – Librarians Report**

1
2 Ms. Hinchee advised they have been approved for a new LED sign outside of the library which
3 will be done by Clovis Sign. The current sign was originally purchased with money from the
4 Sisler Foundation. They will use GO Bond money for the new sign and they have about \$61,000
5 in that bond. The funds have to be spent by March 2022 so she is looking into new
6 scanners/printers, new children's computers and new lobby furniture to purchase with the
7 remaining money.

8
9 The library is switching to Atrium Book Systems. The current program is more expensive and
10 doesn't offer everything the new system does. All of their inventory has been moved to the new
11 system and staff will have training on this next week.

12
13 The two memorial scholarships were given to Michaela Snider and Danielle Griego. They have
14 \$3,000 remaining in the memorial fund so they will be able to give one more round of
15 scholarships next summer. That will then deplete the scholarship monies.

16
17 Ms. Hinchee advised the arrowhead collection will be at the library tomorrow in the southwest
18 room. They were all gathered by Mr. Don Clifton and his mother. They will have an open
19 house/dedication before the first commission meeting in October. Mayor Pro Tem Bryant
20 advised this was a beautiful collection that Mr. Clifton has worked on over the years.

21
22 **Agenda Item No. 7 – For the good of the order**

23
24 Ms. Hinchee advised her staff has been asking what they will do if another shutdown happens.
25 The patrons are also asking if they should wear mask, if they are sanitizing books and if they will
26 offer curbside if they close. Mayor Pro Tem Bryant advised all they can do is wait and hope for
27 the best.

28
29 Mayor Pro Tem Bryant advised the next meeting would be at 5:30 p.m., Monday, October 25.

30
31 **Agenda Item No. 8 – Adjournment**

32
33 There being no further business to come before the board the meeting adjourned at 5:44 p.m.

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

**5:30 p.m.
Monday, October 25, 2021**

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

THE PUBLIC IS INVITED TO VIEW THE MEETING ON SUDDENLINK CHANNEL 10, WWW.CITYOFCLOVIS.ORG AND FACEBOOK AT CITY OF CLOVIS, NM (CITY GOVERNMENT).

1. Call to Order
2. Roll Call
3. Approval of Minutes of August 16, 2021
4. Librarians Report, Margaret Hinchee
5. For the good of the order
6. Adjournment

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1 STATE OF NEW MEXICO)
2 CITY OF CLOVIS) ss.

3
4 The Clovis-Carver Library Board met in regular session at 5:30 p.m., Monday, October 25, 2021
5 in the North Annex, Clovis-Carver Library, 701 N. Main, in full conformity with the laws of the
6 State of New Mexico and the ordinances and resolutions of said city with the following members
7 present:

8 Mayor Pro Tem Chris Bryant, Chairperson
9 Kathy Ollom
10 County Commissioner Robert Sandoval
11 Ann Shuckman
12 Shelley Winn
13 Leigh Willmon
14 Alex White
15 Laura Wight

16
17 ABSENT: Claudia Cordova
18 Michael Lusk
19 Ella Howalt

20
21 ALSO PRESENT: Margaret Hinchee, Library Director
22 Dianna Thompson, Library Admin Assistant

23
24 Mayor Pro Tem Bryant called the meeting to order at 5:30 p.m. and established the presence of a
25 quorum.

26
27 **Agenda Item No. 3 – Approval of minutes of August 16, 2021**

28
29 Commissioner Sandoval made amotion to approve the minutes of August 16, 2021; Ms.
30 Schuckman seconded the motion, which passed by acclamation.

31
32 Mayor Pro Tem Bryant welcomed Alex White and Laura Wight to the board.

33
34 **Agenda Item No. 4 – Librarians Report**

35
36 Ms. Hinchee advised they received a new software program at the beginning of September.
37 Atrium has been a drastic improvement. Since July they have started to open the Ingram Room
38 for rentals and it has been rented every weekend.

39
40 Friends of the Library had a book sale on the first weekend in October and raised \$748. They
41 also had a booth at the Pet Expo where they made \$47. They are now under the management of
42 Sarah Stevens and Misty Bertrand and are doing phenomenal.

43
44 A year ago, she asked to look at Don Clifton’s arrowhead collection because he wanted to donate
45 them to the city. He was a former City Manager. Over the course of the year, they bought

1 display cabinets for the arrowheads and it was dedicated last Thursday with a ribbon cutting. It
2 is in the southwest room.

3
4 One week in September they celebrated “Banned Books Week”, where they take a number of
5 books that have been banned and highlight them. Within this time frame, there was a board book
6 that was checked out to a patron’s child which was then taken, by the parent, to one of the
7 Commissioners who asked for it to be banned. The book is called “Antiracist baby”. She had a
8 long discussion with the City Manager regarding the book. She advised it probably should not
9 have been purchased, but it was ordered by the new children’s librarian. Ms. Hinchee advised
10 the mother did not discover this book until the day they were due. She agreed to take the book
11 out of the collection. She advised around 75% books on a public library shelf have been banned
12 for one reason or another. She explained to Mr. Howalt that if a book like this had come to her
13 desk by the patron she would have brought the book to the Library Board, they would have set
14 up a committee of 3-5 people who would have read the book and then determined if it could be
15 kept in the library. That was bypassed because the commissioner took it straight to Mr. Howalt,
16 who then took it to her.

17
18 Part of being a public library is meeting the needs of everyone. Ms. Hinchee explained to the
19 commissioner that he could look at the overall collection and decide if other books should be
20 banned. The policy to challenge a banned book is in the library’s policy manual. In January,
21 they will review the policy. This is the first time a book has been banned in her collection. She
22 thought a balanced collection meant everyone had a chance to read whatever they wanted, but
23 out of respect for the commission and his constituent, the book was taken out.

24
25 Ms. Winn asked how many times the book had been checked out. Ms. Hinchee advised she
26 didn’t because there is no previous data with the new software. Mayor Pro Tem Bryant asked
27 when a book is on the banned list does the library know that the particular book that is being
28 checked out is on that list. Ms. Hinchee advised they might not. Mayor Pro Tem Bryant advised
29 if the librarian knew the book was the banned list they could let the patron know.

30
31 Ms. Shuckman asked if removing a book from the shelf was the same as banning a book. Ms.
32 Hinchee advised just because it was banned does not constitute removing a book from the shelf.
33 Ms. Wight advised the American Library Association would count that as a successful challenge
34 because it was challenged and then removed from the shelf. She asked why the policy was
35 bypassed. Ms. Hinchee advised because the city manager brought the book directly to her. Ms.
36 Wight advised they have that board book at ENMU and they put it in the adult collection. It’s
37 more of a parenting book. Ms. Hinchee advised she asked if it would be okay for her to put the
38 book in the adult non fiction section and she was told to take it out.

39
40 Ms. Wight asked what she could do to make a formal request to reverse that decision and bring
41 the book back to the board for consideration. Ms. Hinchee advised they could discuss it again at
42 the January meeting. Ms. Wight didn’t feel it was fair for the City Manager to go directly to
43 Ms. Hinchee to make a demand like that. She made a motion to have the board revisit this issue.
44 Commissioner Sandoval advised he has a problem with the fact that is two different stories for
45 children and adults. Ms. Hinchee advised it was probably her fault for letting the book be put in
46 with board books. They can revisit this in January.

1
2 Ms. Hinchee advised she didn't think anyone would scrutinize the library's collection to see
3 every book they felt was not on their standards. This was just one that shouldn't have been a
4 board book, but on the other hand the mother should have known what her child was checking
5 out. Ms. Wight advised part of the responsibility of a library is to provide access to a variety of
6 materials to the community. It is important for them to note that this is a strike against Clovis
7 nationwide. The American Library Association discourages banning books and discourages
8 forced removal from the collection.

9
10 Ms. Hinchee advised she could bring the book back to the board in January and form a
11 committee to decide if it should be banned. Mayor Pro Tem Bry asked Ms. Hinchee to set up a
12 meeting with Mr. Howalt regarding the concerns of the board and then take it from there.

13
14 Ms. Hinchee advised she had been approved to install a new LED sign on 7th and Main. Clovis
15 Sign will install it and will cost \$33,000 which will be paid for out of GO Bond money. She
16 advised they have \$53,000 remaining. Mayor Pro Tem Bryant asked what the remaining money
17 would be used for. Ms. Hinchee advised she hoped to use that money for lobby furniture. She is
18 also interested in new children's computers, new receipt printers and new programs to update
19 their website. The money has to be used for something that is directly related to patrons. That
20 money has to be spent by April 2022. They should receive their 2020 Go Bond, which is around
21 \$63,000, in February.

22
23 Ms. Hinchee advised she has been looking for someone to landscape the south lawn with no
24 success. She has scaled back her design and will trim the trees, remove the bushes on the 7th
25 Street side, remove the trees in the islands in the front and do some plumbing work. Mayor Pro
26 Tem Bryant asked if she considered part of it being a lawn and part xeriscape. Ms. Hinchee
27 advised she has considered that as well.

28
29 Ms. Hinchee advised she was the United Way campaign chair for the City of Clovis, which runs
30 from October 12th to November 12th. The contribution from this part of the state was down
31 \$80,000 last year.

32
33 Ms. Hinchee advised the Christmas Open House coincides with the Christmas Light Parade.
34 They will have story time with Santa, crafts and then will hand out cookies and cocoa before the
35 parade. The city is also hosting Cookies with Santa on December 14th for city employees and
36 their children. Mayor Pro Tem Bryant asked when the light parade was. Ms. Hinchee advised it
37 was December 4th.

38
39 Mr. White asked if they should have some kind of procedure in place in case something like this
40 happens again with a book being brought forward. Ms. Hinchee advised there was a policy in
41 the manual, it was just easier to remove it from the collection. Ms. Wight advised the policy
42 clearly states what should have been followed.

43
44 Ms. Hinchee read some reference questions that were recently asked.

45
46 **Agenda Item No. 5 – For the good of the order**

1
2 Ms. Shuckman advised she was at the Pet Expo and it was a great idea to have books there for
3 sale. Ms. Winn advised Friends of the Library will have the same setup for the Holiday Bazaar,
4 November 13th and 14th.

5
6 **Agenda Item No. 8 – Adjournment**

7
8 There being no further business to come before the board the meeting adjourned at 6:05 p.m.

DRAFT