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MINUTES

LIBRARY ADVISORY BOARD MEETING

Thursday, January 27, 2022

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:00 P.M. Secretary Teresa Valenzuela read the *Land Acknowledgement Statement*. Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-President Stephen Jones, Secretary Teresa Valenzuela, Members Patricia Gallegos, Jennifer Kreie, and Jean Berlowitz. Also, in attendance: Margaret Neill, Library Administrator; and Dan Carrillo, Administrative Assistant.
 - a. Acceptance of January 27, 2022, Agenda – President Maryann Hendrickson called for a motion to approve as presented; Vice-President Stephen Jones voiced a motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; motion carried.
2. Review and Approval of December 9, 2021, Minutes – President Maryann Hendrickson called for a motion to approve as amended; Member Jennifer Kreie voiced a motion to approve; Secretary Teresa Valenzuela seconded the motion; All voted in favor; Motion carried.
3. Diversity, Equity, & Inclusion Committee Report – The following was presented:
 - a. At the last and only meeting we had, we came up with a notion to create a board resolution. The focus would be on three areas; workforce development, collection development, and data infrastructure management & development. We reviewed the guiding principles in the National Library Association which covers these areas. We will follow the principles of the National Library Association and align our work with the Strategic Plan once we get more information from the strategic plan’s consultant before presenting a resolution. This will be on the agenda under New Business at next meeting.
4. Library Administrator’s Report – Margaret Neill, Library Administrator, presented the following:
 - a. Update on Library positions:

- 1 i. Librarian (Adult Services): The job posting has closed and Brita Sauer, Library
2 Manager, is reviewing applications for qualified candidates. Interviews will begin
3 soon once this process is complete. NOTE: All the recent job postings have
4 included the criteria and language with Spanish speaking preferred, but not
5 required.
- 6 ii. Librarian (Youth Services): The position has been posted and will close on
7 February 3, 2022.
- 8 iii. Library Assistant (P/T): This position which has multiple vacancies has closed.
9 Colleen Corgel, Library Supervisor, is reviewing applications for qualified
10 candidates. Once complete, the qualified candidates will be contacted to take a
11 test. After determining the pass cut-off line for scores, interviews will be set up.
- 12 iv. Human Resources (HR) has been working diligently for a month and a half
13 performing a salary study for all positions. This study was conducted to align
14 salaries accordingly since the City of Las Cruces raised its minimum wage to
15 \$15.00 an hour for all entry level positions. This gave many employees a raise in
16 their pay, and increased pay grade salaries for many positions as well. For
17 example, the Librarian position had a previous starting salary of around \$37,000 a
18 year, but it is now \$45,000. Also, employees will pay less for healthcare coverage.
19 Previously it was a 40/60 percent split between employees and the city, it is now
20 an 20/80 percent split which makes a difference since employees now pay much
21 less for insurance. This is great news as we may now be able to get more
22 applicants to apply for library jobs and keep them employed with us longer since
23 salaries are much higher than before. I am still requesting a salary study from HR
24 to ensure everyone is being compensated fairly, but this is a great step forward for
25 2022.

- 1 b. There will be several facility improvement projects happening over the next several
2 months. These projects will be partly paid using funds from people who bequeathed
3 money to the library, the other part will be paid using grant funds given by the State of
4 New Mexico. Projects include: the Teen Room getting a complete make-over with fresh
5 paint, new carpet, and all new furniture; the public service desks will be
6 replaced/upgraded; the amphitheater outside will be getting a new shade structure, new
7 landscaping, and leveling of the ground, this will make the area a more usable space; and
8 replacement of the front sliding door because it constantly needs repairs and there are no
9 local vendors to service it.
- 10 c. I will also be getting quotes for repair, patch, and painting the exterior of the building.
11 There will be large concrete planters installed to replace the solar light bollards that in front
12 of the walkway to the library. People keep hitting and dismounting or breaking these lights
13 when driving in the parking lot. Hopefully this will deter this from happening so often.
- 14 d. We plan to switch our Integrated Library System (ILS) to a new vendor. ILS is software
15 the library uses for checking in and out patrons, cataloging, tracking orders, patron
16 accounts, etc. We currently use Innovative Interfaces' Sierra, at an annual cost of
17 approximately \$70,000 with a 5% increase in costs annually. The State Library has
18 created a state-wide pricing agreement with SirsiDynix. We were quoted around \$64,000
19 for set-up and first year of use, and then around \$30,000 annually with an approximate
20 cost of a 2% increase per year going forward. This will reduce what we currently pay by
21 a significant amount. I have used SirsiDynix at the previous library I worked at and it's
22 comparable to Innovative, so we won't be sacrificing services or functionality. We will
23 begin the process of transitioning to the new software over the next few months.
- 24 e. We are adding two new databases to our Digital Library, Hoopla and Press Reader.
25 Hoopla has streaming movies, e-books, e-audiobooks, magazines, and a great collection
26 of digital comics. There is some overlap with Overdrive (Libby) and Kanopy, however,

1 Hoopla has more mainstream movies, original series, and exclusive access to audiobooks
2 not available in Libby (Hoopla is owned by Recorded Books). This gives patrons a broader
3 range of services to choose from. Think of it like having both Netflix and Hulu. Press
4 Reader is a newspaper database that will give patrons access to over 7,000 newspapers
5 and magazines from the U.S. and select global markets. The General Obligation Bond
6 pays for these services.

- 7 f. We have suspended in-person programming due to the rise in positive COVID cases. We
8 plan to resume in-person programs once the positive case rate drops below 10% for two
9 consecutive weeks. The current positive case rate is 27%. We are ramping our virtual
10 programming and take and make kits back up to compensate as much as possible.
- 11 g. The Adult Basic Education program is coming together. Human Resources is reviewing
12 the job description for contract educators. We have received extra ARPA funds that will
13 be put towards salary for instructors and for materials.
- 14 h. Staff are working on a community resource space. The plan is to have up to date
15 information on services such as mental health, WIC, SNAP, general health, etc. Staff are
16 also planning to create hygiene kits and diaper kits for people who need them. Elizabeth
17 Puckett, Outreach Librarian, is taking on this task.
- 18 i. The RFP for the Library Master Plan has been posted. Ms. Neill acknowledged Jean
19 Berlowitz and thanked her for volunteering to help work on the proposal and get it ready
20 for posting. It will close on February 24, 2022, at which point the bids will be sent to the
21 Selection Advisory Committee to evaluate and award the contract.
- 22 j. Branigan Library received another bequest, this one from the estate of Mary Ellen Knapp.
23 The first distribution was \$100,000, and a second distribution will be given pending the
24 final liquidation of the estate. Any money bequeathed to the library is deposited into the
25 city account, but only the library can use that money. A question was asked if the library

- 1 has a foundation, Ms. Neill responded that years ago the library did have a foundation,
2 but it was given to Museums.
- 3 k. I reached out to Becki Graham, the new City Councillor for District 3, and let her know
4 about the vacancy on the LAB in her district. Ms. Graham was very excited to know that
5 she is able to appoint someone and will do this soon. She is a very big library supporter
6 as well.
- 7 l. In alignment with New Mexico Department of Health, we are continuing to require masks
8 in the facility until the public health order expires.
- 9 m. As of right now, there is no directive to close or reduce hours. Staff have returned to the
10 COVID cleaning protocols from last year; and we are also being very strict about masking
11 and social distancing. Front-line circulation staff have been provided N95 masks and
12 KN95 masks have also been made available to all staff. We have had a few positive cases
13 in the building, however, most of the close contact cases were due to family or friends of
14 staff testing positive.
- 15 n. Limited statistics for November and December were handed out to the LAB. This is
16 attachment 1.
- 17 5. Old Business – None noted.
- 18 6. New Business – None noted.
- 19 a. Review/Approval of Closing/Early Closing Dates for 2022 – President Maryann
20 Hendrickson called a motion to approve as presented; Member Jennifer Kreie voiced a
21 motion to approve; Vice-President Stephen Jones seconded the motion; all voted in favor;
22 Motion carried. This is attachment 2.
- 23 7. Announcements – President Maryann Hendrickson mentioned the situation happening between
24 Ukraine and Russia, and how Russia is capable of shutting off utilities to the United States
25 population. Also, how the U.S. would react to this as we are a very dominant country and capable

1 of swift retaliation. Ms. Hendrickson just was curious as to know how we would feel about this,
2 and to be safe and prepared if it did get to that point.

3 8. Public Participation – None present.

4 9. Adjournment – President Maryann Hendrickson called for a motion to adjourn meeting; Member
5 Jean Berlowitz made a motion; meeting adjourned at approximately 3:54 P.M. The next meeting
6 is scheduled for Thursday, January 27, 2022, at 3:00 P.M. in the Roadrunner Room on the 2nd
7 floor of TBML.

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10 **PRESIDENT or VICE-PRESIDENT**