MINUTES

LIBRARY ADVISORY BOARD MEETING

Thursday, March 24, 2022

1. Call to Order – President Maryann Hendrickson called the meeting to order at 3:12 P.M. Library Advisory Board (LAB) Members Present: President Maryann Hendrickson, Vice-President Stephen Jones, Secretary Teresa Valenzuela, and Member Jennifer Kreie. Members Absent: Member Patricia Gallegos. Also, in attendance: Margaret Neill, Library Administrator; and Dan Carrillo, Administrative Assistant.

   a. Acceptance of March 24, 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.

   b. Secretary Teresa Valenzuela read the Land Acknowledgement Statement. NOTE: This is usually read right after Call to Order of meeting – It was out of order today by mistake.

2. Review and Approval of January 27, 2022, 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. Vice-President Stephen Jones stated that a resolution will be presented at New Business segment of meeting, therefore nothing will be presented at this time.

4. Library Administrator’s Report – Margaret Neill, Library Administrator, presented the following:

   a. Update on Library positions:
i. Librarian (Adult Services): The job has been offered to a candidate and he has accepted the position. He is relocating from Nevada to Las Cruces. He is bilingual so we will now have a Spanish speaking staff person for notary services and library programming. We are awaiting Human Resources (HR) and Office of the City Manager (OCM) approval to complete the hire.

ii. Librarian (Youth Services): The position has closed, and we are starting the process to interview qualified candidates.

iii. Library Assistant (Circulation): We have hired two people and are awaiting HR and OCM approval to complete the hire.

b. The Teen Room is getting a complete make-over with fresh paint, new shelving, new carpet, new furniture, and the public service desks are being replaced and upgraded.

c. The amphitheater project is being pushed back to late summer due to delays in shipping and fabrication, which will not allow us to finish spending out the 2018 General Obligation (GO) Bond in time. We will be using the 2020 GO Bond to pay for part of the project.

d. We were also going to purchase all new public service desks but there was an issue with the Purchase Order (PO) that was never received by the vendor, even though PO was entered. There was a problem with the email the vendor had on file. This project will also be continued in late summer as well.

e. We will be getting a new sliding front entry door. The current door was bought from a vendor in El Paso, and it is very hard to get ahold of them and get any problems fixed. We will be using a local vendor this time.

f. Regular bi-monthly/monthly meeting with Facilities are being set up. These meetings are to discuss any open work orders or problems with our facility, and timelines as to when they will be completed. Meeting with HR are also being held to discuss hiring, hiring issues, etc.
g. We have begun the switchover process for our Integrated Library System (ILS). We will be switching from Innovative to SirsiDynix.

h. As mentioned at January LAB meeting, the library will be offering Hoopla and Pressreader to the public. Contracts have been signed and official launch will be within the next couple of weeks. These are streaming/database services. As with Kanopy, a limit will also be implemented for use with these new streaming services.

i. We have launched on our database page on our website, Branigan Academy. This has tutorials for all our databases and other helpful information like internet safety, Microsoft Word trainings, etc. There is also a training page that is only accessible for our library staff to use for trainings and knowledge on these databases, etc.

j. We are still working on the Adult Basic Education program for the library. The job description for contract workers is with HR for approval. Once it is approved, it will be posted, and we can begin the hiring process.

k. GO Bond meetings have begun. I have sent emails to the LAB and Friends of TBML to remind them of these meetings. I regularly attend these meetings since they are very important for library funding. A library branch/renovation option has been proposed and anyone who would like to advocate for the library can do so by attending meetings or sending emails via the GO Bond website.

l. Library Use Policy was handed out for review and discussion. This is attachment 1. This policy will be voted on for approval at next LAB meeting. There are about thirty polices that the library has. We will be consolidating all those policies into three policies since many are redundant and so forth. Also, some items on the policies are procedures and do not need to be included on the policies.

m. The State of NM mask mandate has been dropped.

n. Limited statistics for January and February were handed out to the LAB. This is attachment 2.
o. Update on Strategic Plan – The Request for Proposal closed, we had three applicants. Reference checks for two of them are complete, with one of them being hard to get a hold of. No reference checks will be included for that applicant. These three have been sent to the bid clerk for review and is in process.

5. Old Business – None noted.

6. New Business – Vice-President Stephen Jones from the Diversity, Equity, & Inclusion Committee presented the following:

   a. Review/Approval of Resolution to Address Diversity, Equity, and Inclusion – President Maryann Hendrickson called a motion to approve as amended; Vice-President Stephen Jones voiced a motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; Motion carried. This is attachment 3.

   b. Secretary Teresa Valenzuela requested if she could be on the Diversity, Equity, & Inclusion Committee since a member of the committee resigned from the LAB. Maryann Hendrickson answered yes, and appointed Ms. Valenzuela to committee.

7. Announcements – The following was presented:

   a. Margaret Neill mentioned that a new member was appointed to the LAB. Her name is Erin Wahl, and she will be attending the next LAB meeting pending all paperwork is complete.

   b. Ms. Neill also mentioned that the District 3 vacancy is still being advertised and will be filled as soon as there are applicants that apply and are chosen.

   c. Secretary Teresa Valenzuela shared that her daughter works on campus and Branigan Library was out there promoting the library. Ms. Valenzuela’s daughter signed up for a library card. Ms. Valenzuela also thanked the library for having outreach events like this to reach the public. Elizabeth Puckett, Senior Librarian (Outreach), is the one that is in charge and promotes these events.

8. Public Participation – None present.
9. Adjournment – President Maryann Hendrickson called for a motion to adjourn meeting; Vice-President Stephen Jones made a motion; meeting adjourned at approximately 3:50 P.M. The next meeting is scheduled for Thursday, April 28, 2022, at 3:00 P.M. in the Roadrunner Room on the 2nd floor of TBML.

[Signature]

PRESIDENT or VICE-PRESIDENT
Thomas Branigan Memorial Library’s mission is to provide a variety of services, resources, and materials to the public to encourage a life-long love of literacy and learning. To ensure that the Library is a safe, open community space, guests are expected to follow the library use policies as outlined below. This policy revokes any prior policies made by the Library on these issues.

**Library Non-Discrimination Statement**

Thomas Branigan Memorial Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

This policy contains the following sections:

**2022-01.01: Library Guest Behavior**

- General Guest Behavior
- Service Animals
- Unattended Minors

**2022-01.02: Facility Use**

- Room Use
- Security Cameras
- Filming and Photography

**2022-01.01: Library Guest Behavior**

**General Guest Behavior**

To ensure the security and comfort of library guests and staff, the following behavior is prohibited:

- Harassing other guests or staff
- Defacing library property
- Eating food and/or leaving food waste and trash on tables, in common areas, etc.
- Leaving personal items unattended in the building
- Loud, disruptive talking, screaming, or yelling
- Disruptive or inappropriate behavior (including but not limited to being visibly intoxicated, indecent exposure, sexual harassment, etc.)

Library staff have the right to:

- Issue warnings to disruptive guests
- Require disruptive guests to leave the building
LIBRARY USE POLICY

- Limit use of library facilities or property
- Require an individual to return to the Circulation Desk if the security alarm is triggered and check for materials that have not been checked out.

The Library will not store, hold, or watch guests’ personal belongings. The Library is not liable for loss or theft of personal property.

Covered beverages are allowed in the Library. Uncovered beverages and/or food is not allowed in the Library.

If guests refuse to abide by staff or security officers’ instructions or if any illegal activity is discovered on the premises, Library staff will call the police.

Service Animals
Branigan Library recognizes guests with disabilities may have service animals which are trained to assist or accommodate a person with sensory, mental, or physical disabilities. The Library follows the Americans with Disabilities Act (revised 2010) guidance on service animals.

The ADA defines a “service animal” as a **dog** that is individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act. ¹

**A service animal must be under the control of its handler.** Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual’s disability prevents these devices, or these devices interfere with the service animal’s safe, effective performance of tasks.

**When it is not obvious what service an animal provides, only limited inquiries are allowed. Library staff may ask two questions:**
(1) Is the dog a service animal required because of a disability, and (2) what work or task the dog has been trained to perform. Staff will not ask about an individual’s disability, require medical documentation, require a special identification card or training documentation, and staff will not ask for the dog to demonstrate its ability to perform a task.

A person with a disability will not be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or, (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to receive services without the animal’s presence.

¹ ADA 2010 Revised Requirements: Service Animals (https://www.ada.gov/service_animals_2010.htm)
Library staff are not required to provide care for or supervise a service animal.

**Miniature Horses**

ADA regulations have a separate provision for miniature horses that have been trained to do work or perform tasks for people with disabilities. Miniature horses, as defined by the ADA, generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds. Entities covered by the ADA must modify their policies to permit miniature horses where reasonable.

**Unattended Minors**

Responsibility for the welfare and behavior of children in the Library rests with the parent/legal guardian or assigned caregiver. Library staff does not provide care for or supervision of children in the facility.

Children eight (8) years of age or younger must be accompanied by a parent/legal guardian or assigned caregiver at all times. This means that a caregiver must maintain a line of sight with the child during the entire visit to the Library.

Children ages nine (9) or older may be left unattended provided they are mature enough to stay alone and follow Library behavior policies and staff directions. Disruptive children will be required to leave the Library.

Unattended children in violation of this policy will be considered endangered and staff will refer them to the Las Cruces Police Department for intervention or other appropriate action.

**Medical Emergencies**

Unattended children who experience a medical emergency are not the responsibility of Library staff. When staff recognize or are notified of a medical emergency, they will immediately request emergency assistance. Staff will not assume any responsibility for the treatment or transport of a child in medical distress. Staff will attempt to notify the parent/legal guardian or assigned caregiver of the emergency. If staff are unable to reach a responsible party, the matter will be referred to the Las Cruces Police Department for intervention or other appropriate action.

**Library Closing**

If the Library is closing and the parent/legal guardian or caretaker of an unattended child cannot be reached, Library staff will contact the Las Cruces Police Department. Staff will remain with the child until police assume custody.
2022-01.02: Facility Use

Room Use
Branigan Library provides access to meeting rooms and study rooms to the public at no cost. Meeting rooms are prioritized for Library events first, City of Las Cruces and other governmental agencies second, and then all other groups. Depending on availability, non-profit groups, community, civic and cultural organizations may reserve a meeting room at no charge for any event that is free and open to the public.

Branigan Library does not permit for-profit organizations to reserve rooms for sales or private events.

Branigan Library does not endorse or condone any of the viewpoints and opinions expressed during non-Library events. The Library does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, housing status or military status, in any of its activities or operations.

The Library reserves the right to deny a meeting room request or revoke a reservation at any time.

Study Rooms
Study Room 1 and Study Room 2 can be reserved by contacting Reference staff in person, over the phone or via email. Reservations are on a first come, first-serve basis. Rooms will be held for 15 minutes. If a guest does not arrive within that time, the room will be released to the next person.

Study rooms are only available during the normal business hours of the library. The rooms can hold between 1 and 3 people at a time.

Meeting Rooms
The Library has several rooms available for reservation and use. The Board Room and the Roadrunner Room are all located on the second floor. Each room has different capacity levels and presentation technology such as projectors, microphones, screens, etc. The public may reserve a room by contacting the Administrative Assistant or using the Library’s reservation calendar on the website: library.las-cruces.org. The Computer Classroom is for the Library or other City Department use. Any exceptions must be approved by the Library Administrator.

Criteria for Use:

- All meetings and programs must be free and open to the public. The rooms cannot be used to sell products. The Friends of the Library are exempt from the sales rule, per an agreement with the Library.
• Meeting room users must ensure that all programs, services, and activities are accessible to, and useable by, persons with disabilities in accordance with the Americans with Disabilities Act, including but not limited to equal opportunity to participate and benefit, effective communication for persons with speech, hearing or other impairments, the provision of reasonable modifications and/or accommodations and shall adhere to the City Manager Policy 4.3-ADA Public Communications Policy.
• Groups are advised to provide at least 48 hours’ notice to reserve a room. In the event of a meeting cancellation, the group organizer must notify the Library as soon as possible. Failure to notify of a cancellation may result in meeting room privileges being revoked.
• The maximum capacity for all rooms is set by City Fire Code and must be strictly enforced.
• Food and beverages are allowed on a case-by-case basis. Groups bringing in food and drinks must ensure that all leftover food and trash is picked up and thrown away in designated trash receptacles. Alcoholic beverages are not allowed.
• Due to high demand, groups may reserve a room no more than twice a month and no more than three months in advance.
• Groups must request any additional equipment (projector, podium, screen, etc.) when making the reservation. Items not requested during the reservation process may not be available at the scheduled meeting time.
• Room set-up is not provided by Library staff.
• The Library does not provide office supplies, telephone service, copy service or computers to outside groups using the meeting rooms. Groups can use the projectors or sound systems but are not allowed to change settings.
• The Library will not provide personnel or resources to advertise, greet, direct meeting attendees, or assist in handling exhibits or other materials needed by groups using the meeting rooms.
• The Library is not responsible for items lost, stolen or damaged.
• Groups must clean up after their event and leave the room as it was found.
• Rooms can only be used during operating hours. Library staff will not stay after closing or open early to accommodate meetings. All meetings must end 30 minutes before closing time and be vacated.
• The ability to rent a room will be revoked if the above rules are not followed.

Security Cameras
Branigan Library has security cameras throughout the facility to maintain a safe environment for guests and staff.
LIBRARY USE POLICY

- Cameras are not installed in areas where guests have a reasonable expectation of privacy such as restrooms and private offices.
- Cameras are not positioned to identify a person’s reading, viewing, or listening activities in the Library.
- Cameras are installed in public areas and outside of the facility. Staff do not monitor the footage regularly and guests should still take reasonable precautions to protect their personal property and safety. Neither the Library nor the City of Las Cruces is responsible for loss of property or personal injury.
- Access to camera feeds and footage is restricted to specific staff members.
- Public requests for video footage must be made through the Office of the City Clerk via a public records request. Library staff cannot provide access to video footage to the public.
- Video footage and photos obtained through the video monitoring system will be released as necessary or in response to search warrants, court orders, law enforcement requests or to forestall the imminent escape of a suspect or destruction of evidence.
- Technical glitches are beyond the Library’s control and may result in recordings not being available.
- Recordings are retained by the City and Library for 30 days. As new images are recorded, the oldest images will be automatically deleted.

Filming and Photography

Branigan Library permits filming and photography in the facility under the following conditions below.

Amateur Use

- Casual, amateur photography or filming is permitted in public and program areas of the Library.
- The photography or filming cannot interfere in any way with Library operations or capture any identifiable likenesses of individuals without their permission.
- Photographers are responsible for obtaining all necessary releases and permissions from persons who are filmed or photographed.
- Non-City employees may not take a photo or film minors without the consent of their parents or legal guardians.
- Images are not to be used for any commercial purposes.

Media

- Members of the media should coordinate with the City’s Public Information Office for filming or photography.
- Members of the media should inform staff when they arrive that they will be filming or taking photographs. Photographers and videographers are responsible for obtaining all necessary releases and permissions from any persons filmed or photographed.
LIBRARY USE POLICY

- The photography or filming cannot interfere in any way with Library operations or guest usage of the facility.

Library Use

- Branigan Library will use staff-produced images or videos of library programs, events and activities to advance the mission of the Library.
- By attending programs, events, or activities, guests are consenting to being photographed or recorded without compensation.
- The reproduction or use of photographs and videos taken by Library staff during programs, events or activities is allowed.
- Participants may request, in writing, that their image or the image of their minor children not be used by the Library for any purpose.

UPDATES

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<th>ISSUE</th>
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PEER REVIEW

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<tr>
<th>Title: Library Administrator</th>
<th>Name: Margaret M. Neill</th>
<th>Title: Library Manager</th>
<th>Name: Brita Sauer</th>
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<td>Title: Library Manager</td>
<td>Name: Steven Haydu</td>
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<td>Name: Colleen Corgel</td>
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<td>Name: Amy Spangler</td>
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<td>Name: Ginger Barela</td>
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<tr>
<td>Title: Director, Quality of Life</td>
<td>Name: K. Lynn Gallagher</td>
<td>Title: Deputy Director, Quality of Life</td>
<td>Name: Rebecca Slaughter</td>
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POL-LIB-2022-01     Issue No: 1.0     February 11, 2022
Prepared By: Margaret M. Neill
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Approved By:
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<thead>
<tr>
<th>Title: Library Advisory Board President</th>
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<td>Name: Mary Ann Hendrickson</td>
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<tr>
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<tr>
<td>Name: Erin Wahl</td>
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<td>District: Member at Large</td>
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# Statistics

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<th>Circulation</th>
<th>January 2022</th>
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<tr>
<td>Physical Items</td>
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<td>Digital Items</td>
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Library Advisory Board Resolution to Address Diversity, Equity, and Inclusion

Whereas, it is the position of the Library Advisory Board to affirm that equity, diversity, and inclusion are central to the promotion and practice of intellectual freedom. Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual's inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do.

“Equity” takes difference into account to ensure a fair process and, ultimately, a fair outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

“Diversity” can be defined as the sum of the ways that people are both alike and different. When we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

“Inclusion” means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization’s success.

Whereas, it is the position of the Library Advisory Board to support and advocate for the recruitment, hiring, and retention efforts that increases diversity and ensures continued diversity in its staff. This includes supporting the promotion and preservation of linguistic diversity and to work to foster a climate of inclusion aimed at eliminating discrimination and oppression based on linguistic or other diversities.

Whereas, it is the position of the Library Advisory Board to affirm that the library collection and programming should reflect the philosophy inherent in Article I of the American Library Association Library Bill of Rights: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.”

Whereas, it is the position of the Library Advisory Committee to affirm the importance of accessible library services and information resources, and library technologies by all people, especially those who may experience language or literacy-related barriers; economic distress; cultural or social isolation; physical or attitudinal barriers; racism; discrimination on the basis of race, sex, ethnicity, immigrant status, religious background, sexual orientation, gender identity; or barriers to equal education, employment, and housing.

Hence, the Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for workforce development to ensure that every individual will feel truly welcomed and included, library staff and administrators should reflect the origins, age, background, and views of their community. Also, linguistic appropriate service should be made available to the communities we serve.

The Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for library collection development to ensure a diverse collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

The Library Advisory Board’s Equity, Diversity and Inclusion Committee recognizes the critical need for data to evaluate the performance of library in serving the diverse communities of Las Cruces; also, to identify needs, service gaps and barriers in accessing the library and information resources.

Resolution:

The Library Advisory Board’s Diversity, Equity and Inclusion Committee will focus their recommendations on collection development, workforce development and data collection and management with the goal of advancing diversity, equity, and inclusion.

The foregoing resolution offered by Advisory Board Member: Stephen Jones.
Second offered by Advisory Board Member: Jennifer Kreie

Upon roll call vote, the following vote “aye”
Stephen Jones
Jennifer Kreie
Teresa Valenzuela
Mary Ann Hendrickson

Motion Passed: 4-0
The Advisory Board Chair declared the resolution adopted.

Adopted March 24, 2022

[Signature]
President MaryAnn Hendrickson