



# County of Los Alamos

Mesa Public Library  
2400 Central Avenue

## Agenda - Final Library Board

*Jennifer Baker, Chair, Megan Fox, Tim Langworthhy, Rebecca Rodriguez, and Ginny White, Members*

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Monday, March 5, 2018

5:30 PM

White Rock Branch Library

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**1. CALL TO ORDER/ROLL CALL**

**2. PUBLIC COMMENT**

*This section of the agenda is reserved for comments from the public on items that are not otherwise included in this agenda.*

**3. BOARD BUSINESS**

- A. [10538-18](#) Review and approval of the minutes of February 5, 2018

**Attachments:** [Board Draft Minutes 2 05 18](#)

**4. CHAIR AND BOARD MEMBER REPORTS**

- A. Chair's Report
- B. Friends of Los Alamos County Library Liaison Report

**5. BOARD & STAFF COMMUNICATIONS**

- A. Manager's Report
- B. [10540-18](#) LAC B&C Report to Council - Discussion
- C. [10541-18](#) Review of Library Strategic Plan - Discussion

**6. COUNCIL LIAISON - QUESTIONS & ANSWERS**

**7. INFORMATIONAL ITEMS**

**8. 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 County Human Resources Division at 662-8040 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 personnel in the Library Administrative Office at 662-8240 if a summary or other type of accessible format is needed.

**LOS ALAMOS COUNTY**  
**LIBRARY BOARD**  
***Draft Minutes***  
***February 5, 2018***

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**Members present:**

Jennifer Baker (Chair)  
Tim Langworthy (Vice Chair)  
Rebecca Rodriguez  
Ginny White

**Members absent:** Megan Fox

**Council Liaison:** Susan O'Leary (not present)

**Others present:** Eileen Sullivan, Library Manager. Eva Jacobson, Administrative Support

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**1. Call to Order**

Jennifer Baker called the meeting to order at 5:35pm. Mesa Public Library, 2400 Central Ave, NM 87544

**2. Public comment/correspondence (for items not on the agenda):** Patron comments cards were reviewed.

**3. Board Business**

**A. Review and approval of the minutes of January 8th.**

**Motion: Vice Chair Langworthy moved to approve the minutes as written. Chair Baker seconded. The motion was approved with all in favor. (4/0)**

**4. Chair and Board Members' Reports**

**A. Chair's Report:**

- Board member White and Board President Baker went to legislative day in Santa Fe with library manager Sullivan. The group reported on the day. Library manager Sullivan asked the board to think about if there is interest in Advocacy training.
- Chair Baker will send out notes from the January 18<sup>th</sup> B&C lunch.
- March 13<sup>th</sup> is the date for the Library Work Plan presentation to the Council.

**B. Friends of Los Alamos County Library Liaison report:**

Library manager Sullivan reported from the January meeting. The discussion at the meeting primary revolved around solutions for the Bookstore during the upcoming library closure.

There will be limited staff access to the store. The group plans to hold book sales at the farmers market and other outdoor locations.

**5. Board/Staff Communications**

**A. Manager's Report:**

- Fire alarm project report: the new system will be installed by night crews with no effect on daily operations.
- HVAC project report: Initial meetings have been held and the project is on track to go forward. The lighting portion of the project will be put forward as a RFP bid alternate. Lighting could potentially be excluded if the bids come in high. The discussed IT upgrade in the zone will not be done while the library is closed.
- Board book are now circulating. The collection was promoted at the Community play date on Saturday, March 3rd.
- The Reference team did Wikipedia training and learned how to edit Wikipedia content and supply references.
- Annual data projections overall seem to be slightly down. This should be taken with a grain of salt. The projections do not take into account that the month of June is a very busy month.

**6. LAC B&C Work Plan Discussion:**

Library policies and the HVAC project are two main topics for the next year. The idea of an open house community appreciation day, a "Love your Library" Day, was added to the work plan and the event has Board support. It was suggested that the event could take place at WR branch during the closure or in conjunction with the reopening event. Potential partners for this event are FOL and the Chamber of Commerce.

**Motion: Board member Rodriguez moved to approve the 2019 work plan as drafted. Vice Chair Langworthy seconded. The motion was approved with all in favor. (4/0)**

**7. Q & A with Council Liaison**

No report

**8. Informational items (time and date of next meeting)**

The next meeting is scheduled for March 5. at 5:30pm.

WR Branch Library, 10 Sherwood Blvd, White Rock, NM 87547

**9. Adjournment**

The meeting adjourned at 6:05 pm.



# County of Los Alamos

## Staff Report

March 05, 2018

Los Alamos, NM 87544  
www.losalamosnm.us

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**Agenda No.:** A.

**Index (Council Goals):**

**Presenters:**

**Legislative File:** 10538-18

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### **Title**

Review and approval of the minutes of February 5, 2018

### **Recommended Action**

I move that the Board approve the minutes of the February 5, 2018 Library Board meeting

### **Attachments**

A Board\_Draft\_Minutes\_2\_05\_18



# County of Los Alamos

## Staff Report

March 05, 2018

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**Agenda No.:** B.

**Index (Council Goals):**

**Presenters:**

**Legislative File:** 10540-18

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### **Title**

LAC B&C Report to Council - Discussion



# County of Los Alamos

## Staff Report

March 05, 2018

Los Alamos, NM 87544  
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**Agenda No.:** C.

**Index (Council Goals):**

**Presenters:**

**Legislative File:** 10541-18

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### **Title**

Review of Library Strategic Plan - Discussion