



County of Los Alamos

Mesa Public Library
2400 Central Avenue

Agenda - Final Library Board

Monday, August 3, 2020

5:30 PM

Due to COVID-19 concerns, meeting will be
conducted remotely.

Public can view the meeting via Zoom at:
<https://zoom.us/j/97984006512>

Reference webinar 979 8400 6512

Members of the public wishing to attend and/or provide public comment can do so via
Zoom (see link below) or by calling the conference call lines listed below:

<https://zoom.us/j/97984006512>

Dial US: +1 253 215 8782 or +1 346 248 7799

1. **CALL TO ORDER**

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. [13220-20](#) Review and approval of the July 13 2020 Library Board minutes

Presenters: Rebecca Rodriguez

Attachments: [Draft minutes 7-13-2020](#)

- B. [13221-20](#) Approval of FY 2021 work plan

Presenters: Eileen Sullivan

Attachments: [Board Work Plan 2021 Final \(2\)](#)

4. **CHAIR AND BOARD MEMBER REPORTS**

- A. **Chair's Report**

- B. **Board, Commission and Committee Luncheon Report**

- C. **Friends of Los Alamos County Library Liaison Report**

5. BOARD & STAFF COMMUNICATIONS**A. Manager's Report****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
July 13, 2020**

Due to COVID-19 concerns the meeting was conducted remotely via Zoom

Members present:

Kelly Dolejsi
Rena Mitchell
Whitney Spivey
John Gustafson

Not present: Rebecca Rodriguez

Others present:

Eva Jacobson, library board admin
Katrina Martin, council liaison
Linda Matteson, Zoom meeting host/interim CSD manager
Eileen Sullivan, library manager

1. Call to Order

Vice Chair Kelly Dolejsi called the meeting to order at 5:31pm

- 2. Public comment/correspondence (for items not on the agenda):** Manager Sullivan shared a public comment requesting more electronic magazine subscriptions. She also shared that she has received many positive comments about the curbside pick-up service and a few complaints about the wait time during the two first days of the service.

3. Board Business

A. Review and approval of the minutes of the March 2nd 2020

Two corrections to the draft minutes were made: the word “plan” was added to 3B and a comma removed from the same section.

Motion: Board member Gustafson moved to approve the minutes of the March 2nd 2020 Library Board meeting as amended. Board member Mitchell seconded the motion. Motion passed with all in favor (4/4).

B. Approval of the Final FY 2021 work plan: the approval of the work plan was tabled until next meeting.

4. Chair and Board member report

A. Chair's Report: No report

B. Board, Commission and Committee Luncheon Report: No report.

C. Friends of Los Alamos County Library Liaison report: the meeting focused on planning of reopening of the book store. The book store will not open until the library has been open to the public for several weeks.

5. Board/Staff Communications

A. Manager's Report: manager Sullivan reported on the curbside service, increased access to digital resources with funding shifted from print materials, temporary library cards, virtual programming, and Summer Reading Program using the software, Beanstack.

Manager Sullivan also went over safety protocols and precautions that have been put into place following the Governor and CDC issued guidelines.

Finally, the terms of several board members are up. All three board members have only served one term, so they can reapply if interested.

6. Q & A with Council Liaison: Council member Martin praised the curbside pick-up service and the expanded digital services. She expressed that the cautious approach to reopening has been prudent and in alignment with Council directions.

7. Informational items (time and date of next meeting)

The next meeting is scheduled for August 3rd 2020 5:30pm.

8. Adjournment

The meeting adjourned at 6:03 pm.

Approved by the Library Board August 3rd, 2020

Rebecca Rodriguez, Board Chair



County of Los Alamos

Staff Report

August 03, 2020

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: A.

Index (Council Goals):

Presenters: Rebecca Rodriguez

Legislative File: 13220-20

Title

Review and approval of the July 13 2020 Library Board minutes

Recommended Action

I move that the Board approve the minutes of the July 13 2020 Library Board meeting

Attachments

A - Draft_minutes_7-13-2020



LOS ALAMOS
where discoveries are made

FY21 Work Plan for Los Alamos County Boards and Commissions

(Fiscal Year 2021: July 1, 2020 – June 30, 2021)

Board and Commission Name: Library Board

Date prepared: February 24, 2020 Date approved by Council: TBD

Prepared by: Library Board

This work plan will be accomplished in the following time frame:
July 1, 2020 to June 30, 2021

Chairperson: Rebecca Rodriguez

Members and terms:

Table is added to provide a quick summary of the

Member	Start/End Dates	Term
Renae Mitchell	9/1/2019 – 8/31/2021	1
Rebecca Rodriguez	9/1/2019 – 8/31/2021	2
John Gustafson	9/1/2018 – 8/31/2020	1
Kelly Dolejsi	9/1/2018 – 8/31/2020	1
Whitney Spivey	9/1/2018 – 8/31/2020	1

Department Director: Linda Matteson, Acting Community Services Department

Work plan developed in collaboration with Department Director?(Y/N?) Y

Staff Liaison: Eileen Sullivan

Administrative Support provided by: JohNeva Martinez

Council Liaison: Katrina Martin Reviewed by Council Liaison? ___

Approved by the Library Board 3/

1.0 Provide a brief Summary of your Board or Commission’s activities over the past twelve months. Please describe your Board or Commission’s accomplishments and identify constraints. List any “lessons learned” and identify the greatest challenges faced by the Board or Commission.

Accomplishments:

- **Library Policy Review**
The library policies had not been revised since 2010. Working with the Library Manager, the library board revised the Library Policies. The policy revisions were adopted by County Council on November 26, 2019.
- **Promotion of Library Services**
Board members continued to promote library services through attendance at community events including Chamberfest and the Farmer’s Market. Board member Kelly Dolejsi hosted an Author’s Speak event for the Library.
- **Review of Public Comments and Suggestions**
The board reviewed public comments and suggestions submitted to the library and recommended action as appropriate.
- **Liaison to Friends of the Los Alamos County Library**
Board members served as liaisons to the Friends of the Los Alamos County Libraries.
- **Board Appointments**
Two board members were appointed in September of 2019. Rebecca Rodriguez was appointed for a second term and Renae Mitchell was newly appointed.
- **Communication with Boards and Commissions**
The Chair of the library board prepared periodic reports and presented these reports at the boards and commissions luncheons.

Challenges:

The board had difficulty recruiting enough candidates for the vacant board positions to provide a sufficient pool to comply with the political party affiliation restriction.

2.0 Describe the future work plans for this Board or Commission using the following items and showing the relationship to those items: *(Please remember that Council approval of this work plan does not constitute official Council approval of proposed projects, assignments, or anticipated recommendations included in this work plan that have budget implications.)*

2.1 List any special projects or assignments given to this Board or Commission by Council or the Department director:

- Help County Council with protecting and maintaining cultural amenities. Los Alamos County Library System is greatly valued by the community and provides opportunities for recreational and economic growth; appropriately allocating resources to ensure its health and sustainability is important to our citizens.
- Help County Council with investing in infrastructure. Appropriately balancing maintenance of existing infrastructure with new investments in county facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.
- Help County Council enhance support and opportunities for the local business environment. The Los Alamos County Library System provides a wide range of database and electronic resources relevant to existing businesses, growing new businesses, and supporting technology start-ups and spin-offs. The library system provides free Wi-Fi access, quiet work spaces, and technology help all of which support business opportunities.
- Help County Council with improving behavioral, mental and physical health and social services are important quality of life components. The Los Alamos County Library System is a safety net for many underserved populations providing information on community resources, health and behavioral topics, and Internet access to allow individuals to access needed government services. The library also provides activities for teens and tweens that provide healthy alternatives to risk taking behavior.
- Review priority rankings created by staff for programming expansion.
- Follow up with user groups on policy and guideline changes.

<p>2.2 List the guiding documents/plans (with approval or revision dates listed) used by this Board or Commission.</p>

Los Alamos County Code, Chapter 8, Sections 8-81 to 8-83, Library Board
 Los Alamos County Code, Chapter 30, Article 1, Code of Conduct
 Los Alamos County Library System Strategic Plan: 2017-2020

<p>2.3 Other projects/assignments proposed by the Board or Commission: (<i>Any projects or activities proposed in this section should be discussed with the Council Liaison prior to listing it in this work plan.</i>) To assist with Council review of the work plans, please list the B&C's proposed projects or assignments in priority order.</p>

- Continue to promote library services through attendance at community events and hosting library events. Assist youth services staff at youth services events as appropriate.

- Work with staff liaison to evaluate additional options for library promotion. As appropriate, directly communicate with the public about key library events.
- Periodically review strategic plan to identify areas for potential Library Board involvement related to gathering public input or interfacing with County Council.
- Review priority rankings created by staff for programming expansion and gather public input as appropriate to provide guidance on priorities. Potential priority areas for input and outreach may be connecting with newcomers through LANL, support for local businesses, and support for social well-being.

3.0 Identify any interfaces for the goals/tasks in this work plan with County Departments and other Boards and Commissions. Specify the coordination required.

4.0 List any special public information or involvement meetings or efforts to be conducted by this Board or Commission:

The Library Board may solicit public feedback as needed to provide guidance on library policy and select guideline revisions, for program expansion priorities.

5.0 List the current subcommittees for this Board or Commission.

Not applicable.

**5.1 For subcommittees with members that are not members of the parent board or commission:
List the subcommittee members and their terms.
Explain how sub- committee members are selected or appointed.
Provide a description of each subcommittee's charter or purpose.
Describe the expected duration for the subcommittee and their work plan(s) demonstrating how they support the Board or Commission:**

Attachment A: Provide a copy of your Board or Commission's "Purpose" and "Duties and Responsibilities" from Chapter 8 of the County Code:

Attachment B: Using the chart, place an X in the column on the right if the Council Goal is related to the work of the Board or Commission:

(From 2019 Strategic Leadership Plan)

Attachment A

ARTICLE V. LIBRARY BOARD

Sec. 8-81. Purpose.

The library board's primary purpose is to receive input from the public and, based on that input, make recommendations to council that support the fulfillment of the library's mission in the community.

In addition, state grants-in-aid to public libraries, 4.5.2 NMAC (7/1/2000) stipulates that the library shall have a library board that is an entity separate from the political subdivision of state government or other type of entity that established it. Therefore, the existence of the library board is part of insuring that the library will be eligible to receive such funding. (Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-82. Membership, terms and qualifications.

The library board will consist of five members. The library manager shall be an ex officio member of the library board. Members will serve for two-year staggered terms beginning on September 1 and ending on August 31.

(Ord. No. 02-078, § 2, 10-3-2006)

Sec. 8-83. Duties and responsibilities.

The library board shall serve in an advisory capacity to the county council and shall have the following functions, responsibilities and duties:

(1) Review and recommend to council written public policies to support the purpose, goals and objectives of the library including the collection development policy, which authorizes the library manager and qualified staff to select all books and materials.

(2) Ensure that library policy states and supports the intellectual freedom of all residents and provides a well-defined public challenge policy and procedure to protect the library from censorship threat.

(3) Gather and provide public input on:

- a. Ways and means for improving library services and programs;
- b. The development of library service objectives and the library's long-range plan; and
- c. Recommendations for methods and schedules for reviewing library programs and services.

For these purposes, the board shall gather public input in ways appropriate to the circumstances, which may include public hearings dedicated to specific topics.

(4) Review all library and library-related matters submitted to the board by council.

(Ord. No. 02-078, § 2, 10-3-2006) Drafted by Library Board February 6, 2012 Approved by County Council March 27, 2012

Attachment B: Using the chart below, place an X in the column on the right if the Council Goal is related to the work of the Board or Commission:

Mark all that apply on the chart on the following page.

Ongoing improvement in communication and transparency, environmental sustainability, planning for appropriate levels of County services and coordination with Los Alamos National Laboratory and regional partners are overarching goals that will be components of all our efforts.

Increasing the Amount and Types of Housing Options

This includes a variety of housing options for all segments of the community, from affordable to new options for those interested in downsizing or moving closer to central areas of the community. The 2019 Housing Market Needs Analysis identified that needs are distributed among all income ranges but that it is particularly acute for middle- and lower-income households.

Enhancing Support and Opportunities for the Local Business Environment

This includes appropriate support for existing businesses, growing new businesses, and supporting technology start-ups and spin-offs.

X

Improve reduction, utilization and aesthetics of vacant spaces

Land availability in Los Alamos County, and in particular the downtown areas, is limited and there is a desire to work towards better utilization, opportunities for new businesses, and improved aesthetics.

Protecting and Maintaining Our Open Spaces, Recreational, and Cultural Amenities

Los Alamos County open spaces and cultural attractions are greatly valued by the community and provide opportunities for recreational and economic growth; appropriately allocating resources to ensure their health and sustainability is important to our citizens.

X

Supporting Social Services Improvement

Behavioral, mental and physical health and social services are important quality of life components; there are key areas where appropriate types and levels of county support could help address current needs.

X

Expand Transportation and Mobility Options and Address Parking Challenges

Work with regional partners and the Laboratory to consider holistic solutions for the needs and challenges facing Los Alamos and White Rock in the context of expanded housing and employment in the County and the desire to create a walk-, ride-, and environmentally-friendly community.

Investing in Infrastructure

Appropriately balancing maintenance of existing infrastructure with new investment in county utilities, roads, facilities and amenities will help improve environmental stewardship, sustainability, and quality of life.

X

Council Goals and Priority Areas

Attachment B



County of Los Alamos

Staff Report

August 03, 2020

Los Alamos, NM 87544
www.losalamosnm.us

Agenda No.: B.

Index (Council Goals):

Presenters: Eileen Sullivan

Legislative File: 13221-20

Title

Approval of FY 2021 work plan

Recommended Action

I move that the Board approve the FY 2021 work plan

Attachments

B - Board Work Plan_2021_Final (2)