

**LOS ALAMOS COUNTY**  
**LIBRARY BOARD**  
***Draft Minutes***  
***April 2, 2017***

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**Members present:**

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

**Members absent:**

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

**Others present:** Eileen Sullivan, Library Manager. Eva Jacobson, Administrative Support. Wayne Kohlrust, County Project Manager.

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**1. Call to Order**

Chair Baker called the meeting to order at 5:30pm. Mesa Public Library, 2400 Central Ave, NM 87544

- 2. Public comment/correspondence (for items not on the agenda):** Patron comments cards were reviewed. A patron requested better signage in WR particularly with regards to food and beverage policies.

**3. Board Business**

**A. Review and approval of the minutes of March 5.**

**Motion: Vice Chair Langworthy moved to approve the minutes as written. Board member Rodriguez seconded. The motion was approved with all in favor. (5/0)**

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

**A. Chair's Report:**

Vice Chair Langworthy reported from the March B&C lunch. Los Alamos will be featured in Sunset Magazine. A draft of the article was distributed.

The APP Board is in the process of acquiring art inventory software. Vice Chair Langworthy suggested that the Library Board reach out to make sure that library art is included in the online catalog.

Chair Baker reminded the Board that the HVAC project is up for approval at the May 1. Council meeting. She encouraged all Library Board members to attend.

**B. Friends of Los Alamos County Library Liaison report: No report**

**5. Board/Staff Communications**

**A. Manager's Report:**

- The intergenerational "Make it" program was not a great success in terms of attendance, but it is a good model for more cross-generational programming.
- The Overdrive book mobile visited in March to provide instruction and promote the product to staff and patrons.
- The show in the Art gallery in April is a photography show.
- The position as Library Assistance Manager has been advertised. The position was previously held by Bernadine Goldman who retired in 2017. Interviews will be conducted during the first week of May.
- Budget update: the County budget directive is still that division budgets must remain flat, but because of anticipated savings during the three months of library closure in 2018 the collection development budget will not be reduced as previously anticipated. A budget option for additional electronic resources was submitted along with the flat budget.

**B. HVAC Project presentation by Wayne Kohlrust and Eileen Sullivan:**

- Wayne Kohlrust gave a detailed HVAC installation project report. The presentation was accompanied by a handout. The presentation included information about previous postponed project attempts and a technical explanation of why the current evaporative system is inadequate. Project Manager Kohlrust then went on to detail the proposed work for the upcoming installation of a refrigerated air system including electrical upgrades, boiler system replacement, required duct work, and installation of a new chilling yard. The presentation also addressed alternative award options for the Council to consider.  
Vice Chair Langworthy complemented Project Manager Kohlrust on a very thorough presentation.
- Eileen Sullivan gave a condensed operations plan presentation. The Board was presented with a handout. The overview touched on a number of practical and logistical issues including access to the collections, access to other library services including technology, meeting spaces, programming, and Inter Library Loan. Finally, Library Manager Sullivan talked about ideas for partnerships and outreach, staffing issues, parking/signage, and a communication plan.

**C. Concurrence motion:**

**Motion: Vice Chair Langworthy moved to certify the concurrence of the Library Board to move forward with the proposed HVAC installation and according to the operations plan as presented. Board member White seconded. The motion was approved with all in favor. (5/0)**

**D. Farmer's market booth:** The Library Board picked several possible dates for a Library Board both at the Farmer's market.

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

No report

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

The next meeting is scheduled for May 7. at 5:30pm.  
Mesa Public Library, 2400 Central Ave, NM 87544

**8. Adjournment**

The meeting adjourned at 6:32 pm.

**Approved by the Library Board June 4th, 2018**

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**Jennifer Baker, Board Chair**