



# County of Los Alamos

## Minutes

### Library Board

Mesa Public Library  
2400 Central Avenue

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Monday, February 4, 2019

5:30 PM

Mesa Public Library Meeting room 3

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#### 1. CALL TO ORDER

**Members present:**

Jennifer Baker  
John Gustafson  
Kelly Dolejsi  
Rebecca Rodriguez  
Whitney Spivey

**Members absent:**

**Others present:**

Eileen Sullivan, Library Manager. Eva Jacobson, Board admin. David Izraelevitz, Council Liaison

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

#### 2. PUBLIC COMMENT

Only one comment card was submitted during the month of January. The patron suggests to move the public access computers at the White Rock branch library. The patron feels that the proximity to the play area has created a noise/traffic problem. Board member, Dolejsi shared two patron comments. One patron suggests that the library should circulate board games. Another patron would like to see a dedicated study area for teen patrons. The space should accommodate a group of students and have a reference collection including a thesaurus available.

#### 3. BOARD BUSINESS

[11652-19](#)

Review and approval of the minutes of January 7, 2019

**Attachments:** [Board Draft Minutes 01 07 19](#)

Board member Gustafson offered two amendments to agenda item 2 (*were* instead of *was*, *one* instead of *once*)

**Motion:** Board member Dolejsi moved to approve the minutes from January 7th 2019 as amended. Board member Gustafson seconded the motion. Motion passed with all in favor (5/5).

#### **4. CHAIR AND BOARD MEMBER REPORTS**

##### **A. Chair's Report**

No report

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

Chair Baker reported that several boards have vacancies.

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

Eileen Sullivan reported that the FOL Bookstore suffered a loss in sales during the period of the Library closure. However, the loss was partially recovered by strong online sales.

#### **5. BOARD & STAFF COMMUNICATIONS**

##### **A. Manager's Report**

Eileen Sullivan distributed a handout with events and updates. She highlighted the launch of the NYT online for patrons, gave an update on the projected completion of the HVAC project, and gave a brief overview of the process for the upcoming Library Board presentation at the June 18th County Council Work Session

##### **B. Review and Discussion of Library Policies**

Eileen Sullivan gave a presentation about the upcoming review of Library Policies. The presentation included the following structure and time line for the process:

###### **Structure of our policies:**

- ☐ Section 1: Introduction
- ☐ Section 2: Establishment, Funding and Authority
- ☐ Section 3: Operational Principles
- ☐ Section 4: Public Services

###### **Timeline:**

- ☐ March 4 - Review and discuss Section 1 and 2: Record recommendations for changes
- ☐ April 1 - Review and discuss Section 3: Record recommendations for changes

- ☐ May 6 - Review and discuss Section 4.0 - 4.5: Record recommendations for changes
- ☐ June 3 - Review and discuss Section 4.6 - 4.11: Record recommendations for changes
- ☐ July 1 - Vote on recommendations
- ☐ August - Send recommended changes to County Attorney's Office for review
- ☐ September - Prepare and vote on final recommendations
- ☐ October - Submit to County Council for adoption of revisions

Board member Rodriguez asked Eileen Sullivan to email all relevant documents setting up the legal and professional principles that will inform the work ahead (including the Library Bill of Rights).

**C. Review of and possible action on letter for Library Legislative day**

Eileen Sullivan distributed a letter for the Library legislative Day on February 8th. She asked the Library Board to craft a similar letter to the legislators representing Los Alamos County. The Library board tasked Board member Rodriguez with writing of the letter. The letter will be emailed to all Board members for approval

**Motion:** Board member Gustafson moved to authorize Board member Rodriguez to draft a letter to be presented to NM legislators on behalf of the Library Board. Board member Spivey seconded. Motion passed with all in favor (5/5).

[11653-19](#)

Review and possible action on letter for Library Legislative Day

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

Council member Izraelevitz introduced himself to the Board and explained that he perceives his role as Liaison to the Library Board as a conduit for communication between the Board and the Council.

**7. INFORMATIONAL ITEMS: next meeting March 4, 2019 at White Rock Branch Library**

**8. ADJOURNMENT**

The meeting adjourned at 6:45 pm.

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