



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, January 23, 2025

1. Call to Order – President Stephen Jones called the meeting to order at 3:01 P.M. Library Advisory Board (LAB) Members present: President Stephen Jones, Vice-President Maryann Hendrickson, Secretary Jennifer Kreie, Members Jessica Streeter, and Denali Wilson. Members Absent: Member Erin Wahl. Also, in attendance: Sarah Booth, Library Deputy Director; and Dan Carrillo, Administrative Assistant.

a. Secretary Jennifer Kreie read the *Land Acknowledgement Statement*.

b. Acceptance of January 23, 2025, Agenda – President Stephen Jones called for a motion to approve as presented; Secretary Jennifer Kreie voiced a motion to approve; Vice-President Maryann Hendrickson seconded the motion; all voted in favor; motion carried.

2. Review and Approval of December 12, 2024, Minutes – President Stephen Jones called for a motion to approve as presented; Vice-President Maryann Hendrickson voiced a motion to approve; Member Jennifer Kreie seconded the motion; all voted in favor; Motion carried.

3. OMA/Rules of Procedure Training – Christine Rivera, City Clerk, presented the following:

a. PowerPoint presentation was shown to the LAB. This is attachment 1.

4. Library Deputy Directors Report – Sarah Booth, Library Deputy Director, presented the following:

a. Library Statistics:

i. The FY2025 stats were handed out to the LAB. This is attachment 2.

ii. We currently have 127,637 items in the library. As we purchase new items, we continue to weed older items from the collection. The average age of

1 an item in the library is 45 years old. One of my FY2026 budget requests
2 is to add a Collection Development Librarian. This position would be
3 dedicated to selecting items, ordering, weeding, and ensuring our
4 collection is up to date.

5 iii. We currently have 51,529 library cardholders, which is just under half the
6 population of Las Cruces.

7 iv. Staff conducted 635 programs in December 2024, with 13,696 people in
8 attendance. Staff at all the branches are conducting more programs that
9 bring even more people to the Library. This number also includes all
10 Outreach events and attendance.

11 v. We hired a Co-Op from New Mexico State University, Denisse Delgado.
12 Ms. Delgado has been a big help to the Outreach section of the Library.

13 vi. Although our overall gate count is low due to the holidays, our overall
14 checkout has increased. 24,491 items were checked out in December
15 2024.

16 b. Personnel Updates:

17 i. Library Assistant I P/T: Three new staff have been hired and are working
18 now. They are Meghan Romero, Sarah Moreno, and Fabian Armendariz
19 They have been wonderful additions to our Library team.

20 ii. Librarian I (Youth Services): A tentative offer has been made and accepted
21 for this position. Jenny Chatwin, (current) Library Supervisor, will be the
22 new Librarian I. This will leave a vacancy for the Library Supervisor
23 position.

24 iii. Library Assistant II (Circulation and Media): A tentative offer has been
25 made for this position. We are waiting for the approval process to go
26 through from City Administration and Human Resources.

27 c. Library Program and Events Update:

- 1 i. The Library has been a warming station (when deemed necessary) during
2 the cold winter season. Anyone can come inside and stay as long as they
3 want during library operating hours. They do have to follow the Library
4 Code of Conduct when inside. Seating in the library is limited, so hopefully
5 with the Library Strategic Plan renovation, additional seating will be added.
- 6 ii. In early December, we were able to distribute items from our Mitten Tree
7 to people coming to the Library for shelter. Any remaining items were taken
8 to local organizations for distribution.
- 9 iii. With the 2022 Go Bond grant funding and in cooperation with IT, we
10 purchased three touch screen monitors for our circulation staff. This will
11 make it easier to navigate around the screen when helping patrons. The
12 circulation staff are on the front lines and represent our standard of
13 customer service, and this will allow them to better serve our customers.
- 14 iv. Our three new self-checks have arrived. This is an upgrade from our
15 current self-checks that we lease. The Library will own these new
16 machines. The remaining self-check in the Children’s area will be removed
17 after October, when the lease expires. We are waiting for delivery of the
18 kiosks for these new machines so they can be installed. We hope to have
19 the machines installed in February 2025. This purchase was made using
20 2022 Go Bond grant funds.
- 21 v. Our biggest event right now is the VITA Tax Assistance Program. Thanks
22 to a partnership with GECU, this program will kick off in February 2025.
23 GECU will be overseeing the site coordination and marketing. We will
24 provide the room and computers for the taxes to be completed.
- 25 vi. A few staff, Friends of TBML, and LAB members will attend Library
26 Legislative Day next week. If anyone wants to attend this day, please send
27 Ms. Booth name(s) of person(s) who would like to attend so she can inform

1 Carol Brey, Quality of Life Director.

2 d. President Stephen Jones called for a motion to accept the Library Director's
3 Report; Vice-President Maryann Hendrickson voiced a motion to accept; Secretary
4 Jennifer Kreie seconded the motion; all voted in favor; Motion carried.

5 5. Old Business – None noted.

6 6. New Business – None noted.

7 7. Announcements – The following was announced:

8 a. Lynda St. Clair, Friends of TBML President, mentioned that there is a new Friends
9 Bookstore located in the Public Computer Lab 1st floor. Days and hours of
10 operation are Tuesday, Wednesday, and Thursday, from 10 A.M. to 4 P.M.

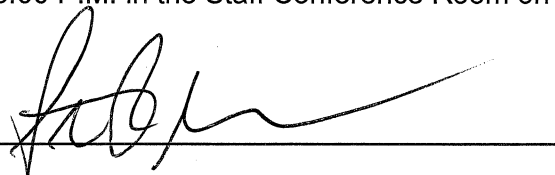
11 b. Author Talk is coming up on February 18, 2025. The author is Lori King, the title
12 is: *"Reclaiming Peace: Boundaries, Wellbeing, and Embracing Change in 2025."*

13 c. The Friends do accept book/item donations with some exceptions. Contact the
14 library or Bonnie Poloner, Friends of TBML member, for more information.

15 d. Vice-President Maryann Hendrickson mentioned that she has many board games
16 to donate to the library. Shaunna Foster, Library Assistant II, is the contact person
17 and Ms. Booth will let Shaunna know.

18 8. Public Participation: None.

19 9. Adjournment – President Stephen Jones entertained a motion to adjourn meeting, Vice-
20 President Maryann Hendrickson made a motion to adjourn; meeting adjourned at
21 approximately 3:54 P.M. The next meeting is scheduled for Thursday, February 27, 2025,
22 at 3:00 P.M. in the Staff Conference Room on the 2nd floor of TBML.

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24 

25 **PRESIDENT or VICE-PRESIDENT**

BOARD/COMMITTEE/COMMISSION TRAINING

January 2025

MUNICIPAL CODE

- Board types (membership)
- Advise and make recommendations
- Meet quarterly
- 75% attendance
- Robert's Rules of Order
- Open Meetings Act

CODE OF ETHICS

- Chapter 2
- Conduct of members:
 - Respectful
 - Never mislead or obstruct
 - Integrity and competence
 - Abstain from offensive comment
 - Refrain from addressing council for or against board decisions

OPEN MEETINGS ACT

- Sunshine Law
- Public business be conducted in full public view, that actions of public bodies be taken openly, and that deliberations of public bodies be open to the public.
- Record meetings
- Public participation not required

OMA REQUIREMENTS

- Agenda items and posting
- Minutes (minimum requirements)
- Rolling quorums



RULES OF PROCEDURE

- Resolution 22-077
- Robert's Rules of Procedure
- Main motions:
 - Motion/second
 - Amendments
 - Tabling v. postponing
 - Point of order

IPRA

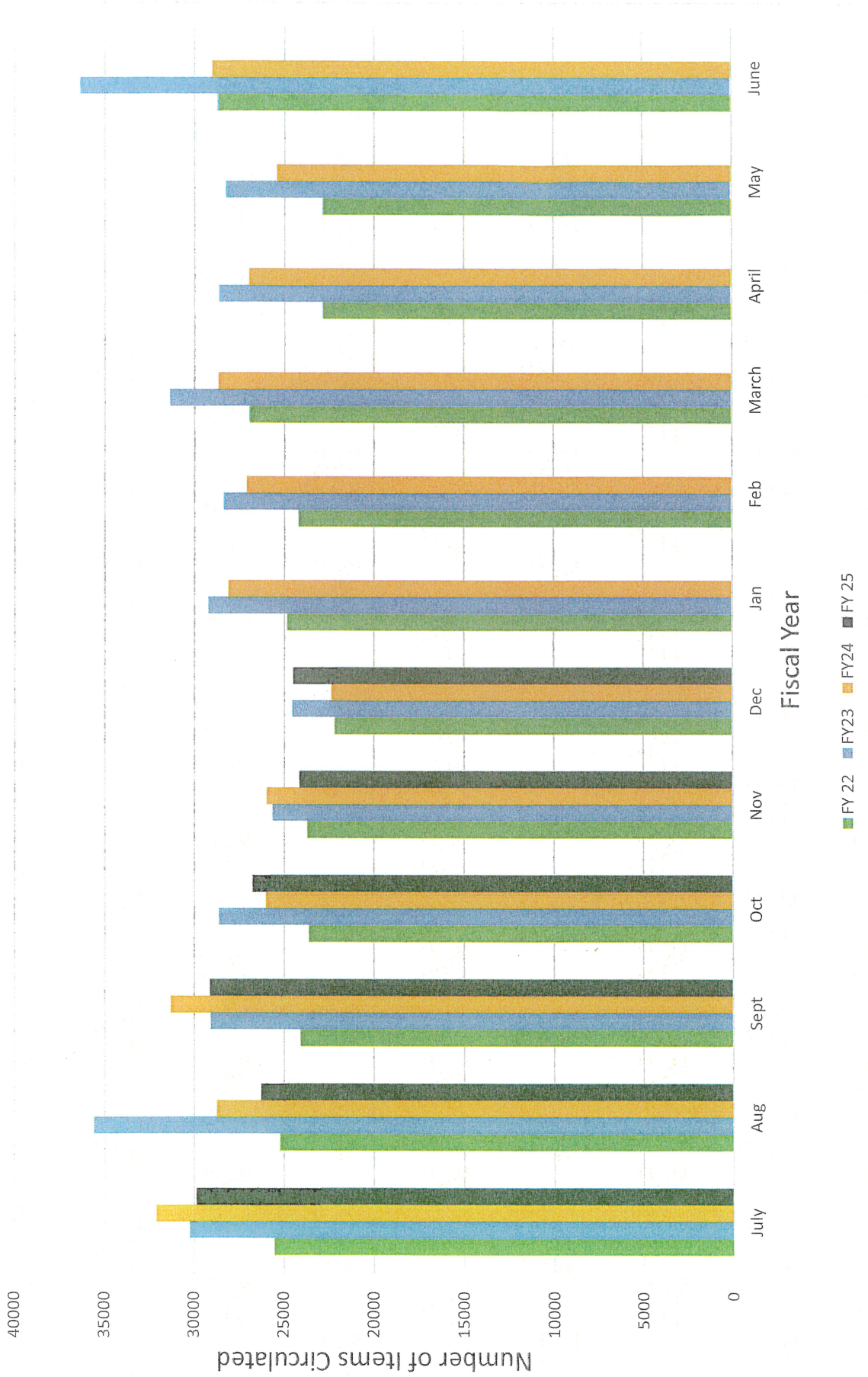
- Every person has a right to inspect public records.
- Public record includes documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained
- Exemptions

QUESTIONS?

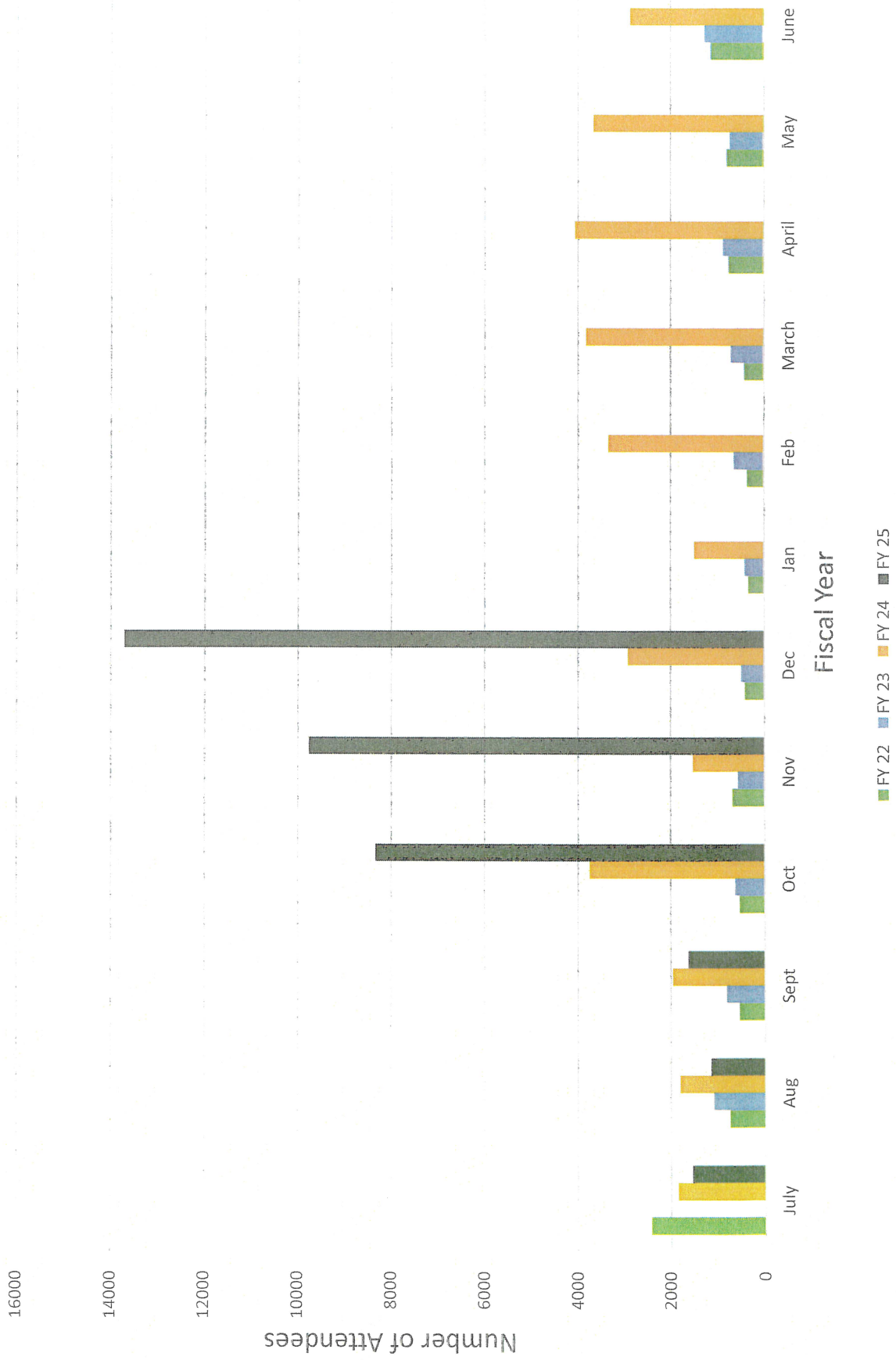
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Las Cruces Public Libraries Circulation Year To Date



Las Cruces Public Libraries Program Attendance Year To Date



Las Cruces Public Libraries New Cardholders By Month

