



CITY OF LAS CRUCES

MINUTES

LIBRARY ADVISORY BOARD

Thursday, December 12, 2024

1. Call to Order – President Stephen Jones called the meeting to order at 3:04 P.M. Library Advisory Board (LAB) Members present: President Stephen Jones, Vice-President Maryann Hendrickson, Members Jessica Streeter, Denali Wilson, and Erin Wahl. Members Absent: Secretary Jennifer Kreie, and Member Patricia Gallegos. Also, in attendance: Sarah Booth, Library Deputy Director; and Dan Carrillo, Administrative Assistant.

a. Member Erin Wahl read the *Land Acknowledgement Statement*.

b. Acceptance of December 12, 2024, Agenda – President Stephen Jones called for a motion to approve as presented; Member Jessica Streeter voiced a motion to approve; Vice-President Maryann Hendrickson seconded the motion; all voted in favor; motion carried. (NOTE: Member Denali Wilson was not present for this vote).

2. Review and Approval of October 24, 2024, Minutes – President Stephen Jones called for a motion to approve as presented; Vice-President Maryann Hendrickson voiced a motion to approve; Member Jessica Streeter seconded the motion; all voted in favor; Motion carried.

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

a. The 2024 (Calendar) Year in Review:

i. The highlight of this year was getting Cubicles for Support Services (Technical Services) and the Adult Reference staff. This was a huge project that created more workspace and room for staff. It also gives each person their own personal private space to work in.

- 1 ii. We purchased a brand-new sorter in March. This new sorter is updated
2 and makes item collection much more efficient. We are still getting positive
3 comments from patrons about how it is much easier to operate and works
4 great. The only problem is the receipt printer doesn't work.
- 5 iii. Our programs have been increasing and are being tailored to what the
6 community wants. Some popular programs included: May The Fourth event
7 – Star Wars themed (this popular event encouraged us to create more
8 themed events); Lord of the Rings week; and Taylor Swift's Birthday week,
9 which had 39 participants last night. Kudos to the staff that have come up
10 with these ideas and themed events.
- 11 iv. We have purchased three new self-check machines, which have been
12 received. We are waiting on installation of these new kiosks, hopefully by
13 years end. The current ones we have are leased at \$17,000 a year and we
14 have spent approximately \$85,000 in the five years we have used them.
15 We decided to use Go Bond funds to buy them outright, and not continue
16 to pay the leasing fees every year. The price for all of them was around
17 \$40,000. They will save a significant amount of money after a couple years
18 since we own them. We have a maintenance plan if any of them need to
19 be serviced or break down.
- 20 v. This year we had seven new staff members join our library team. They are
21 Taryne Heredia, Librarian I; The following Library Assistant I's: Chris Miller,
22 Emilio Bustillos, Sara Moreno, Meghan Romero, and Fabian Armendariz;
23 Houston Houcott, Library Page; and Denisse Delgado, Co-Op student, who
24 helps with Outreach & Marketing section.
- 25 vi. The Library Master Plan, written by Godfrey's Associates, was
26 overwhelmingly approved by City Council in October.
- 27 vii. During our annual August closure, we painted parts of the library. There is

1 new paint on the main floor that really brightens the space, and other areas
2 were painted as well.

3 viii. We moved six public computers out of the computer lab and onto the main
4 floor. This move was prompted from one of the suggestions in the Library
5 Master Plan. Future plans include moving all the computers into the main
6 area of the library.

7 ix. As a result of reconfiguring the public computer lab, space has opened for
8 the Friends of the Library to re-establish their book sale area. The area has
9 been painted and shelving installed to accommodate books/items for sale.
10 The space, now known as Bearto's Book Den, will hopefully open in
11 January 2025.

12 x. We started a 'Library of Things' program, where patrons can check out
13 items like baking pans, craft items, etc. to use at their home for a period of
14 time.

15 xi. We started our Makerspace programs. Right now, we are doing
16 programming in the Makerspace area, but eventually patrons will be able
17 to reserve a time and use the 3D printer or Glowforge on their own time.

18 xii. In May, we installed our new patron management system for public access
19 computers.

20 b. Upcoming Plans and Projects for 2025:

21 i. We will be starting the design process for the Library's renovation and
22 expansion project in January.

23 ii. We plan to have more trainings for staff on dealing with difficult situations.
24 Staff feel more comfortable when they have been trained on how to handle
25 situations and/or issues when they arise.

26 iii. We will resume our all-staff monthly meetings.

27 iv. We will continue to build on the fantastic programs and committees that we

1 currently have.

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

5 4. Old Business – The Following Was Presented:

6 a. Library Advisory Board Attendance Discussion.

7 i. The LAB discussed the many meetings that Member Patricia Gallegos has
8 missed during the 2025 calendar year. Ms. Gallegos attended February
9 and May meetings. She has not attended meetings in January, March,
10 April, August, October, and December (today's meeting). There were not
11 enough members for a quorum in June and September, so meetings were
12 cancelled. There are no meetings in July and November.

13 ii. President Stephen Jones mentioned that it states in the LAB Bylaws that
14 three consecutive missed meetings is cause for dismissal from the LAB.

15 iii. Ms. Gallegos has been previously contacted by phone, with no answer.
16 She has always been included in every email the LAB receives, with no
17 response.

18 iv. President Stephen Jones called for a motion to vote to have LAB District 2
19 seat vacated; Members votes: President Stephen Jones – Yes, Vice-
20 President Maryann Hendrickson – Yes, Member Erin Wahl – Yes, Member
21 Denali Wilson – Yes, Member Jennifer Streeter – No; (4) votes Yes, (1)
22 vote, No; motion carried.

23 v. Proper protocol will follow to contact Ms. Gallegos about the board's
24 decision.

25 vi. Member Denali Wilson brought up a suggestion to have a commitment
26 letter given to LAB members annually. Examples of information on letter
27 would be; availability of member, communication amongst members,

1 expectations on the board, an invitation to be honest about changing
2 capacity, etc.

3 5. New Business – The Following Was Presented:

4 a. Discussion About New Mexico Library Legislative Day.

5 i. Sarah Booth mentioned that on December 2, 2024, City Council approved
6 their legislative priorities for the new year and the library's expansion and
7 renovation project was on the list. There are three sets of design plans. We
8 have enough funds right now to start the design process with the architects
9 in January 2025 for the first two sets of plans for both floors of the library.
10 The proposed money from the legislator will fund the third set of plans and
11 the start of the construction funding.

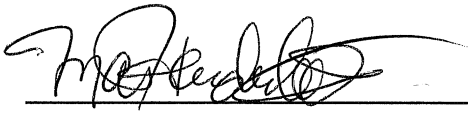
12 ii. NM Library Legislative Day will be on Friday, January 31, 2025. We will
13 have people from the Library, Senior Programs, Museums, and Quality of
14 Life (QOL) Administration going up to support this request, and other
15 requests from the other sections of QOL. A few Friends of the Library
16 members are also going. Ms. Booth asked if anyone on the LAB would be
17 available to go up as well. Members Denali Wilson, Erin Wahl, and Jessica
18 Streeter made a pending commitment to attend.

19 6. New Business – None noted.

20 7. Announcements – The following was announced:

21 a. Member Erin Wahl mentioned staff from Branigan Library attended the NMLA
22 Conference. She said the programs they presented were well attended and
23 received.

24 8. Adjournment – President Stephen Jones entertained a motion to adjourn meeting, Vice-
25 President Maryann Hendrickson made a motion to adjourn; meeting adjourned at
26 approximately 3:58 P.M. The next meeting is scheduled for Thursday, January 23, 2025,
27 at 3:00 P.M. in the Staff Conference Room on the 2nd floor of TBML.

A handwritten signature in black ink, appearing to read "M. Hendricks", is written over a solid horizontal line.

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PRESIDENT or VICE-PRESIDENT