

**BLOOMFIELD PUBLIC LIBRARY
BOARD MEETING MINUTES
JANUARY 3, 2012**

I. CALL TO ORDER AND ROLL CALL

The regular meeting of the Bloomfield Public Library Board was called to order at 5:05 p.m. by Chairwoman Patty Bowers.

Members present were Chairwoman Patty Bowers, Vice-Chair Flossie Jordan, Secretary Tim Conyers, and Laura Howe. Librarian Jeannette Lassell, Lollie Casaus, and Chris Martinez were also present.

II. APPROVAL OF AGENDA

Laura Howe made a motion to approve the agenda. Flossie Jordan seconded the motion. All board members voted in favor. Motion passed.

III. INTRODUCTION OF GUESTS

Lollie Casaus was introduced as a potential board member. Lollie is a long-time Bloomfield resident and educator. She gave a brief summary of her experience and interest in serving on the board.

IV. REVIEW OF CITY ORDINANCE AND BYLAWS

Board members reviewed the proposed changes to the *Bloomfield Library Advisory Board By-Laws* and Chapter 9.5, Article II (Public Library Board) of the *Bloomfield City Ordinance*.

By consensus, the following additional changes were proposed to the By-Laws:

- A. Define the library's primary service area as "that portion of San Juan County served by the Bloomfield Municipal School District." (Section I. A.)
- B. Change Section I. C. to read as follows: "All board members are expected to attend all meetings. Following three (3) consecutive absences without contacting a member of the library board, a member who is absent will be contacted by the Chairperson, regarding their interest in continuing to serve as a board member."
- C. Change the month of appointment to June. (Section I. D.)
- D. Change the month that members take office to August. (Section I. D.)
- E. Change the month for electing officers to June. (Section II and Section III. B.)

Some of these changes were proposed to make the by-laws consistent with the library's fiscal year, which is the same as the city's fiscal year.

Jeannette will add the additional changes to the by-laws for review by the board. A final version will be approved at the next board meeting, prior to submission to the City Council.

V. LIBRARIAN'S REQUEST TO CLOSE LIBRARY

There was further discussion about closing the library to allow staff to clean, catch up on paperwork, and perform other tasks. Board members felt that as a public facility, the library must be open to the public as much as possible. Closure should only occur once or twice a year for these purposes, and be limited to projects that can not be completed during a normal work day.

VI. CALENDAR OF EVENTS

Jeannette reviewed the *Calendar of Events* for January and February. In addition, the Bloomfield Reads program will present "True Grit" at 6:00 p.m. on February 23.

VII. APPROVAL OF NEW BOARD MEMBER

Flossie Jordan made a motion to recommend the appointment of Lollie Casaus to fill the open position on the board. Tim Conyers seconded the motion. All board members voted in favor. Motion passed.

VIII. CURRENT BOARD MEMBERS AND TERMS

Board member terms have become disorganized and are not currently following any pattern. Tim Conyers presented a table with three terms on one cycle and two terms on another cycle. Board members felt there should be three cycles of two, two, and one. Tim will work on the table for the next meeting, prior to submission to the City Council for approval.

IX. FRIENDS OF THE LIBRARY

Tim Conyers and other board members asked about the status of the Friends of the Library. Jeannette reported that the organization has less than ten dues paying members. The organization has officers, but has not held a meeting in more than a year. Jeannette will get more information and present it at the next board meeting.

X. BLOOMFIELD DAYS

Bloomfield Days is scheduled for May 11-13, 2012. Board members felt the library should have some type of activity to promote library programs and membership in Friends of the Library. A storyteller at Salmon Park, entertainment, and raffle were suggested as possible activities. Board members would be available to assist.

XI. MEMORANDUM OF UNDERSTANDING

Board members reviewed the proposed *Memorandum of Understanding* with the Aztec Public Library, which would allow the Bloomfield and Aztec libraries to share and coordinate programs and resources. The libraries have been in an informal agreement for one year and would like to formalize the relationship, pending approval from the library boards, city attorneys, and city councils of both cities.

Tim Conyers made a motion to accept and support the *Memorandum of Understanding* with the Aztec Public Library. Flossie Jordan seconded the motion. All board members voted in favor. Motion passed.

XII. LIBRARIAN'S REPORT

Board members reviewed the printed librarian's report. Jeannette elaborated on the Wellness, Bloomfield Reads, and story time programs.

Board members expressed concern that lighting is not adequate in various parts of the library and that efforts should be made to replace light bulbs and add additional lighting, if possible.

XIII. ADJOURNMENT

There being no further new business, Chairwoman Patty Bowers adjourned the meeting at approximately 6:50 p.m.

The next meeting of the Bloomfield Public Library Board will be February 7, 2012 at 5:00 p.m. at the Bloomfield Cultural Center.

Respectfully submitted,

Timothy J. Conyers, Secretary
Bloomfield Public Library Board