

**Library Board Minutes
Artesia Public Library
February 11, 2014**

1. Members present: Laura Mischke Simon, Danny Parker, Sylvia Flores, Rae Aaron, Debbie Guy, Sandi Lanning, Elizabeth Stephens, and Beth Walker
2. The meeting was called to order by Chair Debbie Guy- 5:15 PM
3. Elizabeth Stephens moved, Beth Walker seconded that the minutes of January 14, 2014 be approved as presented. Motion carried.
4. **Library Building Committee report:** Elizabeth Stephens reported that the building committee duties are coming to an end. Planning for the Friday, February 28, 6:00 PM Dinner and the Saturday, March 1, 2014 7:30 AM breakfast and 10:00 AM ribbon cutting ceremonies are being finalized. Invitations to all events have been mailed, the Chamber of Commerce is recording the number of RSVP's.
5. **Friends of the Library:** Sandi Lanning reported that 38 members of the Friends of the Library group have expressed their interest in participating in library equipment training classes and volunteering on Opening Day. Laura announced The first two trainings will be held on February 18: 10:00 & 3:30 PM. Prize sacks for the Scavenger Hunt will also be assembled on the 18th. Sandi will notify Friends of the date and times.
6. **Librarian's report: Laura Mischke Simon**
 - o The library was closed January 13, 2014. Statistics for the two week period of operations were:
 - Patron Count – 508
 - Circulation – 1168
 - Computer Usage - 234
 - o The library move is complete. Movers transferred the books efficiently and were great to work with. They also helped by providing carts to store books on until the furniture for the Special Collection room was delivered. Extra library furnishings were mistakenly ordered but duplicated items have been placed in storage for future use.
 - o Three employee accidents occurred over the past month, Geri Dosalua, Jo Scott, and Debbie Laman all suffered minor injuries resulting in bruising or the need for stitches. Everyone is fine now and all were able to return to work immediately.
 - o Everything is to be removed from the library this week, asbestos abatement will begin on Monday.
 - o The library will hire a desk clerk person on a temporary basis. This will give Laura time to determine what type of new hire will be required later when it is time to replace Pam permanently.
7. **Old Business:** Rebecca Prendergast's letter of interest to serve on the Library Board of Trustees has been presented Mayor Burch and was listed as an item on the last City Council Agenda. Laura will find out this week if Ms. Prendergast's appointment was approved.
8. **New Business:** Laura presented revised Collection Development Policy and Conference/Study Room Policy recommendations for the board's consideration. The Conference/Study Room Policy was approved. The Collection Development Policy will be decided upon at the March meeting.

Next meeting: 5:15 PM – Tuesday, March 11, 2014

10. Meeting adjourned 6:15 PM

Sandi Lanning
Recording Secretary