

Minutes

Meeting of the Farmington Public Library Advisory Board
Farmington Public Library 24 Person Conference Room
Tuesday, February 21, 2023, 4:00 pm

Members present: Becky Miller, Scott Brannen, Philana Thompson, La La Foster,
Carmen Martinez, Barbara Fisher
Staff present: Ruth Gallegos, Karen McPheeters

- I. Call to order – 4:06
 - a. Introduction of new members
 - i. There are no new members

- II. Action Items
 - a. Amendments to and/or approval of the minutes of the previous meeting
 - i. Motion to approve by Philana
 - ii. Seconded by La La
 - iii. Unanimously approved by board members present
 - b. Policy Review
 - i. Proctoring Policy
 1. Scott asked if anyone had questions about the proctoring policy
 2. Scott wondered why it is written in the policy that the patrons being proctored can't get up once they sit down and several members expressed that students know that they are aware this is the policy in all testing situations
 3. Scott wondered if people take advantage the proctoring and Karen said yes, people do use the services
 - a. Motion to approve the proctoring policy as amended made by Philana
 - b. Seconded by Becky
 - c. Unanimously approved by board members present
 - ii. Program Space Policy
 1. Becky mentioned a section that needed a strike through
 - a. Ruth will make the correction
 2. Becky had a question about the capped drink section, wondered why we do not limit to only water
 - a. Karen said that we did that for a long time but patrons are generally responsible with the facilities
 - b. Scott asked if we should say "lids"
 - i. Karen said she thought that it is working well the way it is
 - c. Scott asked if the rooms cost anything

- i. Karen explained that generally no one wants to pay for the rooms and so there will not be a cost associated with it
 - d. Philana mentioned that we took out the specifics about each room and what the capacity is for technology or food
 - i. Karen will look at that section with staff
 - ii. Will table the policy until the April meeting so that Karen can look in to why that section was taken out
 - e. Scott wanted to clarify that there are no charges for rooms anymore? No there are not
 - i. Motion to table the policy until next time made by Philana
 - ii. Seconded by Carmen
 - iii. Unanimously approved by board members present
 - iii. eBulletin Brochure Distribution
 - 1. Scott mentioned that the policy is restrictive in terms of the format for something to go up on the monitors
 - 2. Question was asked about how long they go up
 - a. Karen said we like to have a start and end date when putting up “flyers” for others
 - 3. Philana asked if there is a limit of the number of “flyers” we can have up
 - a. No there can be an unlimited number of them rotating through
 - b. There is a 90-day time limit in the policy
 - i. Motion to approve as amended made by Philana
 - ii. Seconded by La La
 - iii. Unanimously approved by board members present

III. Information Items

- a. Discussion of upcoming policies for review
 - i. Interlibrary Loan Policy
 - 1. Karen mentioned that this is a separate fund. We charge for mailing. It is useful to get something for a patron if we don't want to buy it for the collection.
 - ii. Revisit Program Policy
- b. Library Director's Report
 - i. Youth Services Librarian position is posted
 - ii. We had a 600-person day in January

- iii. Karen presented the amount we are submitting for the budget; it is an increase. She gave details on certain areas of the budget. Karen will give the board a copy when it is finalized
- iv. Took 6 staff members to the ALA conference in New Orleans
- v. We are applying for the FINRA grant/goal is to form partnerships with organizations in the community
- vi. Reconstitute our programs and put energy into relationships with schools using outreach

IV. New Business

- a. There was no new business

V. Adjourn – 5:20 pm

- a. Next meeting is Tuesday, April 18, 2023

Approved by board on April 18, 2023

Michelle Foster Vice president 4/18/23

R. Scott Brown President 4/18/23

Name Title Date