

NMLA Board Meeting
June 15, 2007
Rio Rancho Public Library
1 – 3:45 PM

- I. Attendance:** Present were Caroline Beckner, Phyllis Reed, Cassandra Osterloh, Stephanie Wilson, Charlie Kalogeros-Chattan, Eileen O’Connell, Lorie Christian, Joe Becker, Laurie Treat, Valerie Nye, Jennifer Brown, Louise Hoffmann, Joe Sabatini, Joy Poole, and Anne Lefkofsky
- II. Minutes of last meeting** were posted online and were approved with changes that were received electronically.
- III. Budget/Financial Report**
- IV.** Joe Becker reported total net income \$53,201 and estimated expenses will be about \$55,000 NMLA/PLA. He provided a spreadsheets on all information. Operating fund balance and savings balances were given. \$118,646 assets and liabilities \$122,622. A proposed budget was handed out.

Discussion: There was discussion about leaving the CD’s as they are with additions being made yearly, or the possibility of changing some savings procedures. Consider rolling money over in the CD’s and taking some of the checking account funds and moving them to a money market account. It was mentioned that we might need to move money into a reserve account.

A motion was made, seconded and passed to place some of our checking funds into a money market account with the amount being determined by the NMLA Treasurer and NMLA Administrator.

A motion was made, seconded and passed to keep the CD’s in tact and let the money roll over.

Joe Becker presented the 4th quarter budget report for 2006-2007. There was a discussion about the joint conference and how we might in the future avoid some of the financial challenges that presented themselves.

A motion was made, seconded and passed to accept the joint conference budget report and issue any monies to MPLA and NMLA.

Joe Becker presented the 2007-2008 budget. It was noted that a line item should be added for the NMLA Administrator’s travel as was voted previously. Lorie Christian quoted the new bulk mail rate at \$50.40 per 200 pieces. Joe Becker went through the line items with explanations of each. Joe Sabitini presented changes needed for the Legislative Committee line items and President Hoffman suggested changes in the Public Relations line items. A change was suggested that we include a line item of \$500 for New Mexico Reads within the Public Relations line items.

A motion was made, seconded and passed that we accept the 2007-2008 budget with the changes discussed. The budget will be posted on the website.

Committee Reports

A. Legislative Joe Sabatini reported on the meeting May 11 as given in the electronic report. President Hofmann stated that we should keep New Mexico libraries in the forefront.

Electronic Report:

New Mexico Library Association
Legislation Committee

Meeting Minutes, May 11, 2007
Special Collections Library, A/BCLS, Albuquerque

Committee Members Attending:

Joe Sabatini, Special Collections Library, A/BCLS, Co-Chair Cynthia Shetter, Los Lunas Public Library, Co-Chair Omar Durant Albuquerque Public Schools Stephanie Eagle, Belen High School Carol Frick, UNM Gallup David Giltrow, Santa Fe Tamara Sandia, Jemez Pueblo Library Mary Lee Smith Farmington Public Library Ben Wakashige, National American University Louise Hoffmann, San Juan College, NMLA President, ex-officio Joy Poole, Deputy State Librarian, ex-officio

Other Attendees:

Ruben Aragon, New Mexico Highlands University Teresa Naranjo, Santa Clara Pueblo Barbara Van Dongen, Albuquerque Public Schools Leslie Chamberlain, Tireman Library, UNM College of Education Kathleen Knoth, UNM Taos, NMCAL President Karen McPheeters, Farmington Public Library, State Library Commission Member Maile Pickett, Embudo Valley Library Catherine Purley, Estancia Public Schools Carol Ann Bowman, Edgewood Community Library

State Library - Joy Poole and Karen McPheeters reported on the retirement of State Librarian Richard Akeroyd. Troy Fernandez, Deputy Director for the Department of Cultural Affairs, has been appointed as Acting State Librarian. He has a degree in Social Work, and previously served as Deputy Director of the New Mexico Health Policy Commission before coming to the DCA. He served as Interim Director and Deputy Director of the National Hispanic Cultural Center. There is no immediate indication if or when the position will be posted for hiring. The most recent State Librarian vacancies were filled following a national search. It was also noted that a recent study of State Librarian salaries nationally showed New Mexico ranking next to last in salary, at about 75% of the national average.

Karen expressed concern about the loss of library continuity in programs like the Rural Library Development Act and the automation projects and coordination of rural service through library services and technology grant (LSTA). The Committee agreed to recommend that the New Mexico Library Association Executive Board write a letter to the Governor asking that a national search be started immediately for a new State Librarian.

Louise Hoffman said that this could be considered by an e-mail discussion and vote in advance of the June 15th board meeting.

Academic Libraries. Ruben Aragon reported for the New Mexico Consortium of Academic Libraries. He appreciated that New Mexico Highlands provided his library with a 6.2% increase for academic monograph acquisitions.

However,

increases like this have not been applied consistently over time. The funding formula used in the past is no longer being used by the Department of Higher Education. Successive bond issues have omitted language authorizing key program elements. Future bond issues need specifically to include equipment costs and access to databases. NMCAL will advocate the restoration of an academic library funding formula which takes these costs into account.

Rural and Tribal Libraries. Maile Pickett described the ongoing difficulties of establishing libraries in areas without municipal governments. Four small libraries in Rio Arriba County have been supported by foundation grants, local donations and state aid development grants.

They were successful in getting a one-time legislative appropriation which allows some funding for staffing. They are seeking a new method for staffing libraries in their situation, as neither state aid nor bond funding allows for personnel costs. She also noted that the recently-passed Rural Library Development Act only provided partial support for staffing costs for a limited period. She asked that the statute be amended to allow for full staffing coverage in areas where there was no municipal government. Karen noted the difficulties in getting the state government to provide staffing support for local government functions. Joe Sabatini mentioned that the New Mexico statutes allow for County governments and other local government entities to contract to provide public library service in a region. Carol Ann Bowman appreciated the efforts of former Governor David Cargo in getting funding for Edgewood and other communities. Edgewood is a developing library in a new municipality with territory in three counties. Teresa Naranjo and Tamara Sandia described the difficulties in getting staff funding in tribal communities. The state money for tribal library development does not support staffing either.

David Giltrow suggested that we may need to revise public library funding the same way we worked on school library funding, starting with a legislative memorial requesting the State Library to report on current programs and recommend changes. Ben Wakashige recalled the benefits derived from the two state conferences in advance of the White House Conferences on Libraries. These brought librarians and citizens together to focus on our issues.

School Libraries. Omar Durant reported that the School Library Materials Fund was funded at \$2,000,000 again. Cathrine Purley expressed appreciation for Omar's efforts to keep school librarians informed on the procedures for getting the funds allocated. The School Libraries Task Force supports another bond issue. There was discussion about the unpredictability and random quality of the Legislature's allocation of capital outlay money. Joe noted that funded projects were sometimes not the priority of the library's parent organization, leading to unsatisfactory budget adjustments.

Bond Issue for 2008. Committee members agreed that we needed to get another statewide general obligation bond issue for libraries on the 2008

ballot. We need to prepare statutory and ballot language to avoid problems about how the money can be used, how it is distributed and how long it is available to be spent. We need to re-establish a political action committee to promote the bond issue. Joe mentioned that the Friends for the Albuquerque Library were considering budgeting funds in support of the bond issue, and hoped that other friends groups would also set funds aside for this purpose. Kathleen Knoth recalled the successful use of the regional coordinator system in 2002. Karen suggested the slogan "Stronger Libraries for a Stronger New Mexico". The Committee will hold its next meeting in mid-July to work on the bond campaign.

Committee Priorities for 2007-2008

1. Promote inclusion of a statewide general obligation bond issue for library materials, equipment and access on the November 2008 general election ballot.
2. Support increased recurring funding for state aid to public libraries, academic library budgets, tribal library programs and the School Library Materials Act.
3. Support an appropriation to begin the endowment fund of the Rural Library Development Act.
4. Re-establish a legislative network.
5. Request funding from the N.M.L.A. Board to hire an NMLA lobbyist.
6. Organize a Library Legislative Day during the 2008 legislative session.
7. Publicize the meetings of the Legislative Finance Committee as they meet around the state. Librarians can make presentations of their needs at these public hearings to raise awareness.

B. Intellectual Freedom

Electronic Report: INTELLECTUAL FREEDOM COMMITTEE/ 1ST QUARTERLY REPORT/06/15/07

Activities for the quarter for this new committee included:

- Soliciting members. Appointed are:
Carol Frick (UNM Gallup)
Randy Gaylor (Artesia High School Library)
Geri Hutchins (New Mexico State Library)
Kathy Matter (Abq Public Schools)
Barb Myers (Independent Consultant)
Bridgette O'Leary (CNM College, Abq)
Margaret Weaver (NM Junior College)
Adrian McCulloch (Alamogordo PL)
Stephanie Wilson (New Mexico Supreme Court Law Library)
Charlie Kalogeros-Chattan (Los Alamos County Public Library System)
- Submitting new procedures pages for the NMLA Procedural Handbook
- Projecting activities and developing a budget to support those activities
- Scheduling the first committee meeting, to be held on July 11 at Socorro, NM

This year, the committee expects to concentrate on program proposals and presentations for the mini and annual conferences, and on developing and distributing (probably electronically) an Intellectual Freedom Tool Kit for NMLA members. Respectfully submitted, Charlie Kalogeros-Chattan, Co-Chair, Stephanie Wilson, Co-Chair

C. Nominations and Elections

In preparation for upcoming election, the Committee submitted a budget request of \$490.00 to fund various mailings associated with this process.

NMLA Board positions up for election in Winter 2008 are:

- Vice-President / President-Elect
- Secretary
- Member-at-Large (2 positions)

Nancy Dennis will continue serving on the committee this year. Her valuable experience with the nominations and elections process will contribute to continuity and best practices. We are in the process of locating a new committee member to replace Cynthia Shetter, who is co-chairing the Legislative Committee.

We are reviewing nominations and elections guidelines in the Procedural Handbook to ensure protocols are understood and followed.

The core work of the Committee will ramp up over the summer. Suggestions on potential candidates from the Board and membership are welcome and encouraged!

D. Education

E. Site

In early April, members of the Conference Site Selection Committee visited three possible conference venues in the Albuquerque area. They were the Hyatt Tamaya Resort, the Sandia Resort & Casino and the Embassy Suites. Each property subsequently submitted proposals to the committee.

After reviewing the proposals, and with the committee's approval, I now recommend that we contract with the Sandia Resort & Casino for our 2009 annual conference. Their proposed contract is attached. Sandia is currently holding the dates of Tuesday, April 14 through Friday, April 17, 2007 for us. They are offering us a special room rate of \$154 per night and conference room rentals and meal charges would run approximately \$33,200.

There have been requests to look at locations other than Albuquerque and Las Cruces for our annual conferences. Therefore, some time in the coming months, Site Selection Committee members will be visiting Taos, Angel Fire, Santa Fe and Ruidoso to scout out possible venues for the 2010 and 2011 conferences.

[A motion was made, seconded and passed to contract with the Sandia Resort & Casino for our 2009 annual conference April 14 through April 17.](#)

F. Membership

Currently there are 661 members. There were 161 new members added last year. A suggestion was made that we up the organizational membership fee from \$60 to \$100. Commercial membership is now \$55 and it was suggested it also be raised. President Hoffmann will talk to the chair of the By-Laws committee about the procedure. It was also discussed that a higher rate is needed for late registration at the conference to encourage people to register early. This will be communicated to the membership committee.

G. Public Relations

H. Awards

The Awards Committee has no report this quarter.

I. Bylaws

Electronic Report: Bylaws Committee June 5, 2007

The Bylaws Committee has been working with the Intellectual Freedom Committee and the Legislation Committee to develop the Procedural Handbook pages for each committee. They are attached to this report for the Board to review and approve at the Board Meeting.

I am not able to attend this meeting so I ask that if there are any changes to the proposed pages that I be notified as soon as possible so I can get the changes made and the pages posted on the web site in a timely manner.

Work continues on updating the directory.

Betty Long, Chair, Mark Adams, Alison Almquist

INTELLECTUAL FREEDOM COMMITTEE

General Duties:

1. The Intellectual Freedom Committee shall raise awareness of and provide access to resources on Intellectual Freedom for the New Mexico Library community. (Bylaws, Article XVI, Section 6).
2. It is recognized that the President at his/her discretion may appoint a chair or co-chairs to lead this committee. For the purpose of this document the term chair will be used.
3. The Committee chair shall be responsible for ensuring that the duties of the Committee are carried out.
4. The Committee shall be composed of a cross-section of the membership of NMLA. However, there is no formal requirement for representation by library type or geographical location, as it is important to have interested Committee members who participate in the Committee's activities.
5. The Committee shall maintain liaison with other groups concerned with Intellectual Freedom issues, including the ALA Office of Intellectual Freedom and the NMLA Legislation Committee.
6. The Committee should maintain a current work plan and revise it as necessary during the year.
7. The Committee chair should become familiar with the By-laws and with the procedural handbook pages on Standing Committees (PH 300). The chair should maintain a copy of the Procedural Handbook in good order, consulting the Chair of the Bylaws and Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties.

April-June:

The Committee shall offer at least one program at the Annual Conference.
The Committee shall meet to develop the budget and work plan for the year.

July-September

The Committee shall develop and submit a program proposal for the Mini-Conference.
The major task for the Committee in 2007-08 is to develop and review content for the tool kit. Once the tool kit is developed, the committee shall review the tool kit annually and revise as necessary

October-December

The Committee shall offer at least one program at the Mini-Conference.

January-March

The Committee shall develop and submit a program proposal for the Annual Conference.

LEGISLATION COMMITTEE

General Duties

1. The Legislation Committee shall keep the membership informed about state and national library legislation and encourage the enactment of beneficial library legislation. The Committee shall prepare a legislative agenda for approval by the Executive Board and shall coordinate N.M.L.A.'s activities during Library Legislative Day. (Bylaws, Article XVII, Section 7)
2. One member of the Committee shall be the Federal Relations Coordinator, designated by the President. The Federal Relations Coordinator may be a member of the committee other than one of the co-chairs. The Federal Relations Coordinator shall be a member of the American Library Association, and will be the state contact person for the A.L.A. Washington Office. (Bylaws, Article XVII, Section 7 B)
3. The Committee shall be composed of a cross-section of the membership of N.M.L.A. However, there is no formal requirement for structural representation, as it is important to have interested Committee members who can attend meetings and actively participate in the Committee's activities. When legislative programs reflect specific

interests of library constituencies, representation from the interested group may be requested on an ad hoc basis. Although geographical areas are not important per se, as practical matter it is important to have Committee members in the Santa Fe area who can participate in political activities and can attend appropriate legislative meetings. In coordination with the Intellectual Freedom Committee, the Legislation Committee should identify possible legislative advocates (lobbyists) to assist with Association priorities.

4. The Committee should maintain a current work plan and revise it as necessary during the year.

5. The Committee chair should become familiar with the Bylaws and with the *Procedural Handbook* pages on standing committees (PH 300). The chair should maintain a copy of the *Procedural Handbook* in good order, consulting the chair of the Bylaws & Procedures Committee about anything in it that may seem to be insufficient, inconsistent or incorrect. The Handbook should be correct and up-to-date when it is passed on to the succeeding chair.

Calendar of Specific Duties

April-June

The Committee should meet at the N.M.L.A. Annual Conference to organize the committee, review and update the work plan, and to determine its budget request for submission to the Treasurer.

July-September

This is the time when individual libraries, friends and trustees in the districts of key legislators should be contacted and assisted with the development of plans for inviting the legislator to speak at a function at the library. Contact people should be encouraged to make appointments to talk in general about library needs and specifically about the needs of the libraries within a legislator's district. The Committee should review legislative initiatives and prepare recommendations for the September Executive Board meeting. The Committee in coordination with the State Librarian should set the date of Library Legislation Day for the following year, and it should be announced in the September *Newsletter*.

October-January

When library-related bills are to be presented to the legislature, the Committee assists in drafting legislation. Before the session key legislators should be contacted both with regard to the introduction of bills and for the discussion of money bills. Local librarians and others should be encouraged to contact their legislator about upcoming issues. The Committee plans and prepares for Library Legislation Day. These activities should be reported at the January Executive Board meeting and in the *Newsletter*.

January-March

This period is primarily devoted to the legislative session. The chair maintains daily contact with the N.M.L.A. lobbyist and together with the President they decide on strategy and tactics on significant issues that arise. Committee members should attend hearings on library related bills, coordinate expert testimony where required, and generally track pertinent legislation. Library Legislation Day is held.

March-April

The chair should prepare for A.L.A. Legislative Day in Washington, D.C, and attend or identify an NMLA representative to attend. The annual report should be prepared including both pertinent state and federal legislation as well as N.M.L.A.'s activities during the session. If possible, the report should be distributed to the Executive Board members prior to their annual conference meeting. This report also appears in the post-conference issue of the *Newsletter*. Legislators receiving awards should be contacted for appearance at the annual conference, if possible it helps to discuss the audience with them and sometimes to suggest a particular topic. Presentations of the legislators at the annual conference should be written up for the *Newsletter*.

J. Archivist

Electronic Report:

During this quarter Archives received the following items:

- Several back issues of the NMLA Newsletter 2001-2005
- Membership and Executive Board Directory 2002-03
- Annual Conference Bulletins 2003 and 2007
- 2005 Annual Conference packet in 3-ring binder
- 2005 Mini-Conference information
- 2005 Annual Conference exhibitor information
- 2006 Annual Conference information

K. AASL

L. NM Library Foundation

Will be participating in the GO Bond effort. They hope to sponsor the reception in October at the convention. Will continue grants.....increasing number of trustees....Saturday July 14 at Alan Houser Museum will be the annual donors reception

M. MPLA

Electronic Report:

MPLA Representative Report

The MPLA Board met via conference call on May 9, 2007

The MPLA Leadership Institute secured funding for another year from EBSCO. We are grateful for EBSCO's support of this important institute.

MPLA did not make as much as planned from the NMLA/MPLA joint conference. The association will have to rely partially on reserve funds for the following year.

Plans are underway for the 2008 conference with the Utah Library Association in Salt Lake City, April 29-May 2.

The MPLA Board will meet in person in Denver on July 21st.

As of May, 2007 MPLA had 35 personal memberships and 5 institutional memberships in New Mexico. Eileen O'Connell has graciously agreed to assist with some of the MPLA Representative responsibilities. Eileen will be chairing the committee to select New Mexico Librarians for the MPLA Leadership Institute, she will be submitting news stories about New Mexico to the MPLA newsletter, and she will be writing stories for the NMLA newsletter about MPLA.

V. Mini-conference

Planned registration fee will be the same as last year. Blog to come. Hoping to have meeting with the Las Vegas group on July 27, and a meeting for the committee on August 14.

[Motion was made, seconded and passed for the registration cost for the mini-conference to be \\$40 for members and \\$50 for non-members.](#)

VI. Members-at-large (SIG reports)

[A motion was made, seconded and passed to renew all SIGs who have submitted paperwork.](#)

ASL SIG: Electronic Report:

All of the school librarians in New Mexico received a letter from me in May with information about the conference, the School Library Awards, GOB funds, SLMF funds and our objectives for 2007-2008. See attachment.

The ASL-SIG will have a booth at the New Mexico Coalition of School Administrators 2007 Summer Conference on July 19th and 20th.

We will be discussing the importance of library programs and certified librarians with the administrators who stop at our booth.

VII. State Librarian (Deputy)

VIII. Vice-president

Cassandra Osterloh presented information on the upcoming 2008 conference with a logo of seek-learn-inspire.

[A motion was made, seconded and passed to accept the logo seek-learn-inspire for the 2008 NMLA Conference.](#)

Electronic Report:

Conference planning is in its beginning stages. I have been busy finding willing and able members to help out on the Program and Local Arrangement Committees. I met with Susan Pinkerton and Jose Aranda, Local Arrangement Committee Co-Chairs, in Las Cruces on June 6. They are excited to get started and have already recruited numerous people to help out.

The proposed conference theme and logo will be brought to the meeting for consideration and vote.

IX. New items to consider:

A. Institutional membership fees was previously discussed.

B. Registration fees (day of) was previously decided.

C. Logo contest

[A motion was made, \(amended to move forward by setting up the guidelines for the logo contest\), seconded and passed to go ahead with the logo contest including moving the budget line items necessary.](#)

D. Awareness campaign

President Hoffman would like to work on an awareness campaign this year.

D. Other

There was discussion of adding to the vendor contracts regarding actions expected. Contracts getting out by September was discussed and they will be emailed to the board for decisions.

A motion was made, seconded and passed to approve Lorie Christian's contract as NMLA Administrator.

X. Old items

XI. Next meeting date: Las Vegas, NM October 11, 2007

XII. Adjournment

The meeting was adjourned at 4:15