

Silver City Public Library Community Advisory Group September 13, 2023 Minutes

Present:

Advisory Group: Catalina Claussen, Ted Lynn, Nancy Stephens, J.J. Wilson, Nick Prince (Town Council).
Library Staff: Ken Dayer and Lillian Galloway

Absent:

None

CC:

President of the Friends of the Library

Call to Order:

The meeting was called to order at 4:02 pm.

Approval of Agenda:

J.J. Wilson moved to approve the agenda, Nancy Stephens seconded. The agenda was approved.

Approval of the Minutes:

J.J. Wilson moved to approve the November 9, 2022 minutes, and Catalina Claussen seconded. The minutes were approved.

Public Input:

None

Reports:

Memorial Report

We are missing investment income numbers. We hope to have updated numbers at the end of this quarter.

March 1, 2022: \$96,961.42

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|-----------------------------|-------------|
| Uncommitted: | \$86,258.18 |
| Committed: | \$10,703.24 |
| Supplies: | \$500 |
| Reserved donations (books): | \$3696.24 |
| Technology | \$1,229.56 |
| Children materials: | \$273.57 |
| Furnishings: | \$3942.87 |
| Books: | \$1061.00 |

Expenditures YTD:

\$487.00 for library cards

\$2,654.05 for furniture (sofa, chairs, end table)

\$1061.00

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Friends of the Library (FOL) Report

There was a sale on September 9. The next Friends board meeting happens next Tuesday, the 19th. FOL last meeting was in May.

Foundation Report

Ted Lynn reported that the Foundation's account is strong. The Foundation approved funds (\$1620) to pay for a sewer line replacement, and approved funds (approximately \$360) for a staff internet hotspot to be used for outreach events.

Librarian's Report

Thanks to Nancy for leading Babytime every week. The attendance at Babytime is great!

Library statistics were higher this July and August of 2023 compared to July and August of 2022.

Concerts boost our program attendance numbers and sometimes bring a lot of people into the building. Unfortunately, we had two September concerts cancelled at the last minute.

We are adding a one AWE educational computer and nine Playaway educational tablets. These are for in-library use. The AWE computers are popular with the younger kids. They have built-in games, without need for internet. The Playaway tablets have pre-loaded games as well, and having them will help particularly when the AWE computers are full.

Our new clerk, Vicente Partido, started on July 24. We have a NM Workforce WIOA Youth Program participant, and an Aldo Leopold Charter School intern.

Old Business:

None

New Business:

Designate a new vice-chair for the Library Advisory Group

This person runs the meetings when the chair is absent. Catalina Claussen agreed to be vice-chair.

Accounts and Circulation Policy, updated for e-cards

Ken explained that e-cards will help the library, largely because some people only want to use digital services and do not need a physical library card. This will save money by reducing the need for physical cards. This is a service that many in the public want. This service is common among other libraries. There were no comments or concerns about the proposed policy update.

Loan policies for technology devices

The group discussed a proposed Technology Lending Policy. We have been letting people use laptops inside the library building without a policy in place, and we will be letting people borrow Playaway tablets in the building. This proposed policy will cover these services, and future technology lending.

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First, the group discussed the fines and fees section of the Accounts and Circulation Policy which pertains to technology devices. Ken stated that previous Library Advisory Group members reviewed the fines and fees section and agreed that the library should charge the replacement cost for any technology devices that are lost or damaged. The Town manager also approved this. The wording for this section of the fines and fees was confusing, however, so Ken proposes changing it to “replacement cost” for technology devices. He has also added a line, “Technology devices (youth) – Discretion of staff.” The library staff would determine whether to charge for damage or loss depending on the specifics of the situation. We may not want to put a large charge on a child’s library account. Catalina asked, wouldn’t we be charging the parent, not the child? Ken stated that if the parent is present, we will have the opportunity to tell them to help their child to be careful with the device. However, there are possible situations where a child could damage a Playaway without the knowledge of their parent. In such cases, we would like to be able to use discretion in charging them.

Ken asked the group if they are ok with charging full replacement cost for laptops. They agreed.

J.J. Wilson verified that these devices are for in-building use only. Ken confirmed, although in the future we could consider lending Playaways for home use in the future. J.J. suggested that the “in-building use” aspect be emphasized in the policy formatting and wording. J.J. also asked where someone would find the Computer and Internet Policies. Ken answered that these will be in another section of the same large policy document as the Technology Lending Policy. The Computer and Internet Policies are also viewable when you log in to one of the library’s public computers and when you log in to the library’s wireless internet. There were no further questions about the proposed Technology Lending Policy.

The next step is for the Town manager to review the policies and possibly the Town attorney.

The next meeting will be October 11, 2023 at 4:00 pm in the library.

Adjournment:

The meeting adjourned 4:45 pm.