

## **Minutes of the Library Advisory Board Meeting, Monday, July 29, 2019**

The meeting was called to order at 5:30 p.m. by Chairman Bonnye Warwick. A quorum being present, it was decided that the meeting should proceed.

Present were: Chairman Bonnye Warwick, Board Members Bridget Long and Terie Hafner, and Library Director Pat O'Hanlon.

The agenda for the meeting was approved; motion to approve made by Bridget Long and seconded by Terie Hafner. The minutes of the June 2019 regular meeting were approved as read, motion to approve made by Bridget Long and seconded by Bonnye Warwick. The affirmative votes on both motions were unanimous.

### COMMENTS FROM THE PUBLIC:

- None.

### REPORTS:

- Board members: None.
- Friends of the Library: No report at this time.
- Library Foundation: The current value shown on the June 28, 2019 statement is \$20,517.70.
- Director's report: We still need one Board member. We have one interested party who we believe would be good for the position, and are waiting for her application.

OLD/UNFINISHED BUSINESS: None

### NEW BUSINESS:

- 1. Discussion/Action: Refresher course on Roberts Rules of Order. Board members reviewed information on Roberts Rules which had been compiled as handouts taken from the Internet. One subject was on the benefit of making up a "welcome packet" for new board members, which would include an excerpt from the website "Roberts Rules of Order Cheat Sheet," pages 1-6, (see link) <http://www.umecra.com/BylawsAndRules/Roberts%20Rules%20Handout.pdf>. The motion to include this information in the welcome packet was made by Bridget Long and was seconded by Terie Hafner. The vote in favor the motion was unanimous.
- 2. Discussion/Action: Job description for Library Board Members. Board Members also reviewed information from the New Mexico State Library website regarding a "Job Description for Library Board members." See link: [www.nmstatelibrary.org/docs/development/boards/board\\_job\\_descriptions.doc](http://www.nmstatelibrary.org/docs/development/boards/board_job_descriptions.doc) and, also from the NM State Library website, "Resources for Library Board Members," (link) <http://www.nmstatelibrary.org/component/content/article/86-services-libraries/resources-for-library-directors-and-staff/423-library-board-essentials-a-additional-resources>. The motion was made by Bridget Long and seconded by Terie Hafner that these two documents also be included in the "welcome packet."

Both these items were then tabled until the August meeting to give board members time for further review, and will be placed on the agenda for the August regular meeting for further action if needed.

There being no further business to come before the Board, the motion to adjourn was made by Bridget Long and seconded by Terie Hafner. The motion was unanimously approved. The meeting was adjourned at 5:45 p.m. The next meeting is scheduled for Monday, August 26, 2019.

Respectfully submitted,

Bonnye Warwick, Chairman  
Pat O'Hanlon, Library Director