



## **Monthly Board Meeting Monday, April 15th, 2024**

### **Present:**

**Jim Zebora, Jody Price, Charles Abernethy, Kris Sefton, Gemma Ball, Julia Kelso, Dusty Caruso, David Weaver, Joe Durlak, (Monica Emerich for initial board introduction), Kathleen Shiverdecker**

### **1. Call to Order: 5:31 PM - Jim Zebora**

### **2. Modifications to Agenda**

- Kris added the introduction of proposed board member, Monica Emerich
- Jody added an update from the website committee

### **3. Changes to March Board Meeting Minutes**

- No longer get kickbacks on drinks as opposed to tickets

### **4. Approval of March Board Meeting Minutes**

- Dusty moved to approve
- Jody seconded the motion

### **5. Treasurer's Report: David Weaver**

- Current Finance Committee--David, Julia, Gemma, Jim, Diane, Keith
- Cash equivalents better than they were last year at this time; liabilities are about the same
- 28K in unrestricted contributions in the March report
- Unrestricted contributions 113K YTD as opposed to last year at 55K YTD
- Cost of Spring Appeal mailing will appear in April's budget report
- Payroll is in line with what was budgeted
- As of March, net income YTD \$13,578.67
- Jim recognized the development committee and other fundraising efforts
- Julia mentioned that program attendance is up due to outreach and fundraising events
- Gemma urged a member of the board to take over development committee leadership; work should be done in the subcommittees

- Keith will lead book sales efforts
- The Finance Committee will ensure that current budget is posted online as required
- David is in the review process of next year's preliminary budget; the plan is to present the budget in May, have it approved in June
- David will provide the draft budget for review prior to presenting for approval

## **6. Library Director's Report: Julia Kelso**

- Spanner in the works: state library usually funds the summer reading program, but this year is not providing funding--\$514 if they sign up for a multi-year contract (3 years); cost is over \$1,000 per year if doing a 1-year contract
- \$350 for summer reading program, Julia and Tracy will pay for prizes out of own pockets
- Julia believes Beanstack worth the investment--students can participate in the summer reading contest without having to be physically present at the library--drop-in programs work well
- Analytics forthcoming regarding levels of program participation
- Julia will send contract to Dusty for legal review
- David suggested making the adjustments; Jim asked Julia to apply cost to this year's budget
- Gemma said we will need a sponsor for \$750 to cover the cost
- Have spent 22K of 100K; 3k disc cleaning machine for incoming donations
- More opportunities to buy e-books and audiobooks
- March was second highest level of e-content use since VGPL started tracking
- Have spent \$4,999 on cd books
- Should have purchased a new shed by the end of the week at the cost of \$1,600
- Desktop Xerox in the office--will save money though will still be on service contract 4K
- Have spent 1K for book covers plus Baker and Taylor \$19,500 for the collection--print materials
- Computers--still working on getting these purchases approved
- Not approved yet is extra shelving to extend children's section
- Learning station for kids--county can't accept that software is not separate from hardware
- Storage unit for the office will allow for more organization inside the library

### **March Update**

- April 6th was windy and snowy and 50 people showed up for rock event with 75 for plant time
- The Color Purple--15-20 for grown-up movie night
- Projector will be replaced soon and projector paint on the wall instead of a screen
- No movie nights in May
- Geobonds--next one is 30K--replace carpet in meeting room, Target Safe security system
- Might be getting additional funding (Matt secured some more but not sure how much)
- Circulation is strong, including e-circulation
- 3 new volunteers
- Most of boxes of books out of processing room
- Donations by appointment only at this point in advance of book sale
- Programs are functioning effectively--gearing up for summer reading

## **7. Development Committee Report: Gemma Ball**

- Development Committee set to meet on April 16th, 2024

## **8. Nominating Committee Report: Kris Sefton**

- Kris nominated Monica Emerich, who has been leading the charge with marketing and supporting the art efforts, along with other participation in development events for past year
- Jim appointed Monica to the board with an official vote in July
- Kris will continue recruit potential board members
- Jody made a connection with a potential board member and will connect them to Kris

## **9. Community Relations Report: Dusty Caruso**

- Trivia Night--8 teams participated
- Suggested something different than the Lucite box for gathering money
- \$67 profit in addition to the \$320 in teams funds
- Gemma asked why this money doesn't get reported accurately
- Would be easier to either have a worksheet or another way of delineating Trivia Night funds
- April 22nd is the next Trivia Night (4th Monday of each month)
- Following one is May 27th (which is Memorial Day); Jody is going to facilitate
- Kris volunteered to help with the money on April 22nd
- People in the back couldn't hear in the back even with the loudspeaker; suggestion was to move the emcee to the middle of the room
- Jody suggested checking with bar manager first to make sure the change is OK
- Jim will ask if we can start getting the \$1 back on the drinks
- Dusty will participate in the Earth Day event on Sunday, April 21st at ECIA

## **10. New Business**

### **Spring Appeal: Gemma Ball**

- Spring Appeal--everyone should have received the communication in the mail by now
- Every communication has gone out (8K letters went out) Canyoncito, Cerrillos, Lamy, Madrid, Galisteo, etc.
- 326 pounds of mail
- Fall Appeal--2,500 letters were sent
- Gemma is "living at the library" doing thank-you notes
- Jody mentioned the repetition matters (if it doesn't catch hold the first time)

### **Book Sale Planning: Kris Sefton**

- Kris detailed volunteer support for the book sale (May 9th-11th)
- Kris will email everyone to remind them of their assignments

### **IT Committee: Jody Price**

- IT Committee is having issues with locating the events to put on the VGPL website; dissemination of information seems inconsistent and disorganized
- Gemma shared a calendar that shows everything the library does
- We need to make sure that Jody and Julia know about all events
- ADA compliance—currently relatively far out of compliance for the website
- 8 years ago it was compliant--many new requirements exist today
- Questions arose regarding how far we need to go with ADA compliance (text to describe photos, text to voice, etc.) and how many libraries within a 200-mile radius are truly compliant.
- Jody suggested rebuilding the VGPL site as opposed to updating the current version; the rebuild will likely be completed through volunteer hours (Jody, Val, etc.)
- Will likely stick with WIX as the platform with current site as conceptual foundation
- Jody will get a schedule out about next steps for the creation of the new site and will generate a minimum baseline for ADA
- Monica and partner will join the committee based on their experience with website ADA compliance reviews
- IT Committee meets every other Friday

### **General New Business**

- Julia will get 990 on the site, as well as the VGPL Board President's annual report
- Jim shared that Nina is stepping back from the board for now but will hopefully rejoin soon

**11. Next VGPL Board meeting: Monday, May 20th, 2024 at 5:30**

**12. Meeting adjourned at 6:41 pm by Jim Zebora**