



**Monthly Meeting
Monday November 20, 2023**

Present: Gemma Ball (Zoom), Lisa Carlson, Dusty Caruso, Joe Durlak, Nina Harrison, Nancy Ostiguy, Jody Price, Kris Sefton, Kathleen Shiverdecker, David Weaver, Jim Zebora, Julia Kelso
Absent: Charles Abernethy

Member of the public: Diane Gulseth (bookkeeper)

1. Call to Order: 5:31 PM

2. Public Comment: No comments

3. Additions/ Modifications to Meeting Agenda – Items were added (New Business: 1) Facilities Use Policy and 2) Web site revision)

4. Approval of Minutes: October minutes tabled to December.

5. Treasurer's Report:

Year to date: We are doing well; much better than last year.
Monies from the State are being a bit slow. Julia has asked Matthew McQueen to help.

Financial Orientation – Diane Gulseth

Diane provided an overview of how the library's finances work.

- **The Board has fiduciary responsibility. The elected Treasurer and Finance Committee have primary responsibility.**
- **Payroll is done via QuickBooks.**
- **We bank at First National.**
- **We have a debit card, not a credit card for expenses. No cash**

can be withdrawn.

- The library accepts credit cards.
- PayPal may be used by donors.
- The library has two accounts with the New Mexico Foundation – Sustaining Fund and Operating Reserve Fund. Questions were asked about how the money is invested. It was discussed that we should see the reports in the future.
- The funding sources for the library: direct (book sale, individuals and business donations, Santa Fe County, New Mexico State Library Grants in Aid) and indirect (general obligation bonds, Capital Outlay funds)
- There are three parts to the library's relationship with the County:
 - 1) Building, maintenance, utilities (not phone), cleaning, trash removal. In return we have to generate value to the county – currently \$68,916.07, an amount that increases by 3% each year. This obligation is 'paid' by volunteer hours;
 - 2) Annual Budget Allocation from the County – this year it is \$60,000; and
 - 3) The county acts as our Fiscal Agent.
- Our legal service area has 6,005 people; our legal service area was assigned when the library was created. This population number determines how much we need to spend on the collection - \$1.50 per person.
- The library has 4 types of insurance: 1) Commercial property, 2) Directors and Officers, 3) Group Accident, and 4) Worker's Compensation. The first two policies cost the most.
- The library's reporting and Tax Payment Requirements are monthly, quarterly or annually depending on the report.
- The library files a yearly tax return – a 990. We have a CPA or Enrolled Agent complete the paperwork.

6. Library Director's Report

We are up year-to-date on circulation, etc. The library is busy.

There is a plan to expand the children's area.

Johnny Boggs – December 1 – talk about his new book.

7. Promotional Committee Reports:

Executive Committee – met to discuss compensation.

Finance Committee - Nina Harrison and David Weaver met with Teresa (Enrolled Agent) to get the 990 completed. Good suggestions were made by Teresa about fiscal items for non-profits.

Development Committee:

- **Met November 2 primarily discussed the book sale.**
- **Holiday Silent Auction and Reception on December 2 from 1-3 pm**
- **Holiday Baked Delights Sale on Dec 9 from 10 am – 2 pm**
- **Dusty made 23/24 phone calls/texts about the event on December 2**
- **Art Coordinator: Monica Emrich is interested plus there are others who are interested in being on the Art Committee**

Nominating Committee – no meeting

Community Relations – Lunch meeting on Tuesday November 14

- **Wine and cheese reception for the author Olivia Messinger Carrill (The Bees in Your Backyard) in March (?).**
- **Trivia Night will start in March.**

8. Old Business

A) Oktoberfest Report:

income - \$3,071.75

expenses \$617.40.

net is \$2,454.35.

In the future we should get participant names/emails.

B) Book Sale: \$10,100 was raised. Great sale. Volunteer hours – 336 hours, plus 47 hours on cashiers. Over 80 bags were sold with no complaints about the \$10 book bag sale.

C) New Business

- A) Holiday cookie sale: Julia sent out a notice to volunteers but only 2 people responded. 6 board members volunteered. An email will be sent to book sale volunteers too. Need about 20 people to make cookies.
- B) Facilities Use Policy (Jullia): Suggestions were made. The revised policy will be discussed in December.
- C) Web site revisions (Jody):
 - After the first of the year there will be changes to the website – deleting duplications, etc.
 - Web site needs to be redesigned.

Executive Session (motion – Jody, second - Nancy seconded to go into Executive Session) A motion from the Executive Committee to the full board to increase pay and to provided end of year bonuses. Motion: David, second: Dusty Ayes: 11; No: 0; Abstain: 0. Motion approved.

9. Next meeting will be December 18, 2023 at 5:30.

10. Adjourn

Kris motioned to adjourn. Dusty seconded, Ayes: 11; No: 0; Abstain: 0. Motion approved.

Meeting adjourned at 7:45 PM