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Board of Directors Meeting Minutes
Monday, November 15, 2021
VGPL Meeting Room

1. **Call to Order** by President Zebora at 5:30 pm. In attendance were:

Board Members

- Gemma Ball, Vice President
- Val Barraza, Treasurer
- Jim Caruso, at large
- Patrick Delaney, at large
- Nancy Ostiguy, at large
- Abby Smith, at large
- Charles Trainor, Secretary
- Jim Zebora, President

Staff

- Julia Kelso, VGPL Director

Public

- Joe Durlak

2. **Public Comment.** None

3. **Additions/Modifications to Meeting Agenda.** None.

4. **Approval of October 18, 2021, Board Minutes.** Moved and seconded for approval. (Did not get the names of mover and seconder.) Motion approved on a voice vote.

5. **Library Director Report and Statistics.** (Reports on file) Julia spoke about efforts to improve accessibility in the library, including provision of Braille signs. She said things are going well and checkouts are up. There are new volunteers including some doing grounds-keeping. The County will pick up trash collected by the volunteers. She noted an incident resulting in a broken leg or hip. Turnout for movie nights depends on the right movies. She will be in Albuquerque for some meetings and stay overnight if in the budget.

6. **Treasurer's Report.** (Reports on file) Val said the Finance Committee had met. She covered the Budget to Actual report. She is still working on the New Mexico grant funds—no funding yet. She spoke about the Fall book sale and funding from the Oktoberfest, which netted \$1558. She addressed expenses, most of which were payroll. She covered costs for Director and Officers insurance and TechNiche invoices for fixing software glitches. There was extensive conversation about these glitches. Expenses are up. She attended a training course. Tap House expenses and revenue are in.

7. Promotional Committee Reports

Executive Committee. Jim said the committee met to approve a recommendation on staff raises.

Finance Committee. Val said the committee had met and the report was in the packet.

Development Committee. Jim said Patrick Delaney had resigned from the Board as well as from the Committee. Gemma said the Thanksgiving baskets were completed with bid sheets. Jim spoke about the Eldorado Living reception planned for 2022 which will be part of the magazine's focus on the library. There will be a meet and greet session with school staff with snacks. Jim said he is still working on an "author night" and hopes to connect with Anne Hillerman. The Strategic Partner page should be up soon. Still working on connecting with Los Alamos staff regarding materials for the library. There was a discussion about real estate brokers noting the value of the library in marketing homes.

Nominating Committee. There were two candidates being considered. Joe Durlak was present at the meeting. He was unanimously recommended by the committee. Joe gave a brief synopsis of his background and interest. He thought that most people were not aware of the library's financial issues. Jim Zebora moved to accept Joe. Nancy seconded. Motion was unanimously approved on a voice vote. Nancy said there were two additional candidates being considered.

Community Relations Committee. Did not meet.

8. Old Business.

No report.

9. New Business.

Jim Zebora said it is not the time to switch to Giftworks. Nancy said it is too clunky, and Val said she would continue with Quickbooks. Val described issues with Giftworks and said it may be better to use other software such as Excel or databases. Jim recommended taking this issue up at the January meeting.

Val showed a markup version of a document retention policy. Some of the current policy is not consistent with federal guidelines. Nancy moved to accept the changes. Jim Delaney seconded. Motion was approved on a voice vote.

Val recounted recommended changes in salary and benefits. She had a form to be signed effective January 1. Nancy moved to approve the form with a second by Jim Caruso. Motion was approved on a voice vote. Jim Zebora signed the form.

10. Announcements.

None.

11. Next Meeting - Monday, December 20 at 5:00 pm.

12. Adjourn

Abby Smith moved to adjourn, and Jim Caruso seconded at 6:31pm.

Submitted by Charles Trainor, Secretary

<https://d.docs.live.net/bd3ab08477e2c1f0/Documents/VGPL/Dec 2021/4-Board Minutes 2021-11-15 draft.docx>