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Board of Directors Meeting Minutes

Tuesday, September 15, 2020

Virtual Meeting via Zoom

1. Call to Order by President Monaco at 4:09 pm. In attendance were:

Board Members

- Tana Monaco, President
- Felicia Probert, Vice President
- Val Barraza, Treasurer
- Charles Trainor, Secretary
- Ron Levy, at large
- Sue Faerman, at large
- Julia Kelso, Library Director (ex officio)

Guests

- Abigail Smith
- Nancy Ostiguy

Tana introduced the guests as prospective board members and they gave some background information.

2. Public Comment. None

3. Additions/Modifications to Meeting Agenda. None. Val moved to approve the agenda. Seconded by Felicia. Motion approved on a voice vote.

4. Approval of August 18, 2020 Board Minutes. Sue moved to approve the minutes. Seconded by Val. Motion approved on a voice vote.

5. Library Director Report and Statistics. (Reports on File). Julia spoke about how the library is functioning under COVID-19 constraints. There has been a drop in checkouts at approximately 50% of normal. Given the hours have been cut in half, this is good performance. Many of the checkouts are e-books. Tracy has reintroduced “craft” bags that were popular in summer. We also are offering “grab bags” for patrons who fill out a physical or online form regarding interests, etc. and then receive a grab bag of related books/DVDs.

Patrons have also been using the Library computers. There has been a generally positive reaction to the services under pandemic conditions. Volunteers have been doing a terrific job.

One concern is that the landscaping needs work since the County is not doing enough outdoor maintenance. Discussion followed regarding possible alternative solutions.

6. **Treasurer's Report. (Reports on file)** Val reported a \$7500 loss with a year to date loss of \$15,000. She received the MOU from the County for \$50,000 which was \$12,000 under what was originally budgeted. It was also noted that we expended the PPP (Paycheck Protection Program) funds in the last fiscal year. Val is preparing a spreadsheet to help look at potential expense reductions for the remainder of the current fiscal year. This will be discussed in the Finance Committee and then with the Board in October. Val noted the New Mexico Foundation fund is earning well. Tana complimented Val on her work.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. (Report on File)

Development Committee. (Report on File) Sue said the group was exploring the option to hold an on-line book sale. After a lengthy discussion about the pros and cons of holding the usual sale in the library, the consensus was to defer any sale inside the library. Capacity limits under COVID-19 regulations and difficulty in sanitizing books were major issues. It would be limited to the conference room if held inside. There was a discussion about identifying books most likely to generate funds. Ron suggested a small sale event during voting times at the Max Coll Corridor Community Center. Julia said another small outdoor sale could occur in the Spring. Sue noted that one opportunity the Board/Development might pursue would be to hold a meeting of business partners to seek their assistance and guidance.

Nominating Committee. (Report on File) The Committee was in unanimous agreement to nominate Nancy Ostiguy and Abby Smith for appointments to vacant Board positions.

Community Relations Committee. Did not meet.

8. Old Business

Committee Membership.

Committee Membership 2020-21. Tana explained the purpose of the committees and noted that we like to have community members on committees if they have an interest. They need not be Board members.

Board Member Self-Evaluation Discussion

Tana led a discussion on perceived importance of the different areas of Board responsibilities with members sharing their views.

Strategic Plan Redux: Step 1

Tana referred to VGPL's current 5-year plan for 2021-2025 that is posted online.

<https://www.vglibrary.org/corporatedocuments>

The Board is working on prioritizing strategic goals for 2020-21 and identifying specific actions to accomplish these. Board subgroups have been formed to continue this work.

9. New Business

Board Member Nomination. Felicia introduced Nancy Ostiguy and Abigail Smith as prospective board members. Nancy has been here two years and has done other volunteer work. Abigail (Abby) is completing a Master of Library Science, comes from the Bay Area and is familiar with non-profits. Felicia nominated them to the Board and Tana seconded. Motion was approved unanimously on a voice vote.

10. Announcements

Julia discussed the timeline for reopening the library. There are several issues:

- Volunteer availability
- Other libraries, e.g. Santa Fe City, not opening until end of year
- Possible increase in hours of operation October 1
- Need for a comprehensive plan to address COVID-19 issues (e.g. cleaning, safety procedures)

11. Next Meeting - Tuesday, October 20, 4:00 pm via Zoom

12. Adjourn

Submitted by Charles Trainor, Secretary

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