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Board of Directors Meeting Minutes

Tuesday, October 20, 2020

Virtual Meeting via Zoom

1. **Call to Order** by President Monaco at 4:04 pm. In attendance were:

Board Members

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

Guests. None

2. **Public Comment.** None

3. **Additions/Modifications to Meeting Agenda.** Tana asked to move a Development Budget Revision agenda item up. This modification was approved on a voice vote.

4. **Approval of September 15, 2020 Board Minutes.** Julia noted she had not received the minutes. Sue moved to approve the minutes. Seconded by Kathy. Motion approved on a voice vote. Tana asked Charles to add Julia to the distribution of draft minutes.

5. **Library Director Report and Statistics.** There has been a drop in checkouts below 50% of normal. This is probably due to no school in session as normal. Staff are working on “grab bags” with 8-10 books on a similar topic for checkout. Recent voting has aided book sales. Julia noted that fiber optic was under consideration which would provide higher bandwidth and reliability. The process would take about one year. She also noted the government’s requirement for filters on the Internet use. The County must approve of the fiber optic installation, but Julia indicated that she was not aware of any specific reason why the County might oppose this. A drive-up and socially distanced Halloween event has been planned with candy and book favors.

- 6. Treasurer's Report. (Reports on file)** The first item discussed was a Development budget revision of \$29,400. Felicia reviewed the Development budget approved in June 2020. The effect of the pandemic on funding has been more apparent since then. Consequently, the revenue budget for business partners funding, book sales, etc. has been reduced. She reported that several factors led to the need for revision: reductions in business partner donations, other donors, book sales and lack of art commissions due to library closure. At the same time, there have been some offsetting cost savings in expenditures associated with fundraising events. There also could be some additional revenue from online book sales and on-line donations.

Tana thanked Felicia for the overview. She noted the budget was prepared last May with no idea of how disruptive COVID-19 would be. Kathy moved to approve the adjusted development budget revision and Nancy seconded. Motion was approved on a voice vote with no nays.

Val said there had been about a \$7100 loss for September, which has been about the monthly average this fiscal year. She referenced the spreadsheet distributed to the Board. The New Mexico Foundation fund would be tapped to offset some of the loss. There has been a drop in this fund due to several reasons. She discussed proposed budget changes. One reduction was a \$12,000 cut from the County. She said there was not much "wiggle room" on the expense side. There were some savings in postage, purchasing of materials, voluntary payroll cuts, etc. Total reductions amounted to \$16,290. She said there may be a need to tap the reserve in April or May.

Tana requested a motion to approve these changes. She asked what the total reserve was, and Val said it was approximately \$59,500. Charles moved to approve the changes (as shown in Val's spreadsheet) and this was seconded by Nancy, with the authorization to withdraw up to \$25,000 from the reserve. There was discussion about the timing of withdrawals. Sue suggested the motion allow Val to withdraw funds incrementally as needed. Charles said this was fine. Tana said the timing would be up to Val and her group. Motion was approved on a voice vote. Tana said Val is also working on the Library's 990 tax filing. She is working with a new accountant on the Library's taxes, so there has been some extra work. Val complimented the work of Diane.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. (Report on File) This item had been addressed earlier.

Development Committee. (Report on File) Sue said they have been considering the term "Business Partners" and decided to retitle it as "Business Donors." Future mailings will use this term and focus on why we need donations. They have been trying to reach Bryan Tagas for guidance in contacting *Eldorado Living* advertisers.

Val said Barb Fletcher has been looking into selling books on-line since E-bay takes big cuts. Amazon is a possibility. Selling on the Library website appears to be a good option. Options are still being considered. Another issue is shipping costs versus curbside pickup. Also need to consider software for shipping, credit card purchases, etc. Tana said to give thanks to Barb. Ron asked about security issues in terms of credit card hacking. Val said this would be

addressed by using a third party, e.g. PayPal. Julia noted the need for secure website design, e.g. HTTPS now used by the Library.

FUNdraising Committee. Did not meet.

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

Kathy said she had contacted Jude Ortiz about tree trimming around the Library. He will come out to evaluate the needs. Julia said the County staff may be shorthanded for this kind of work.

8. Old Business

Committee Membership.

Committee Membership 2020-21. Tana said to let her know about any committee changes.

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>. She said all we are doing at this time is clarifying where we are and the next steps. What are the achievable goals this year? There are board members assigned for each goal. They are to identify the top three objectives for this year. New Board members can add their names to the specific goals of their interest.

9. New Business

Julia said we need to do a community assessment this fiscal year and a survey is needed. Tana asked Nancy if she would help with the survey.

10. Announcements

Tana announced that Felicia Probert would be stepping down from the Board due to health issues. She asked if anyone was interested in becoming Vice President. Sue noted her willingness to take the position. There being no other interested persons, Charles moved to nominate Sue and Val seconded. Motion passed on a voice vote.

11. Next Meeting - Tuesday, November 17, 4:00 pm via Zoom

12. Adjourn. 5:40 pm.

Submitted by Charles Trainor, Secretary

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