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Board of Directors Meeting Minutes
Tuesday, December 15, 2020
Virtual Meeting via Zoom

1. Call to Order by President Monaco at 4:02 pm. In attendance were:

Board Members

- Tana Monaco, President
- Sue Faerman, Vice President
- Val Barraza, Treasurer
- Charles Trainor, Secretary
- Kathy Cashiola, 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. None.

4. Approval of November 17, 2020 Board Minutes. Julia and Sue said they had proposed corrections to the minutes which were not included in the draft presented to the Board. Tana directed that this item be tabled to include the corrections and that the minutes be approved online.

5. Library Director Report and Statistics. Julia said things are going well. People are happy the Library is open. E-book checkouts are up. Book sales are down due to the weather. The ceiling leak damage is still an issue. Julia said that a grant proposal for \$500 to purchase materials that would focus on diversity has been approved and that materials have already been ordered.

6. Treasurer's Report. (Reports on file) Val reviewed the financial situation and noted that the Budget to Actual shows a "loss" of \$4600. We just recently received a second check from the County so there are sufficient funds in the bank without having to draw from reserve funds. The New Mexico Foundation reflects a gain of \$8200. The Payroll Protection Program will be submitted the day after this meeting. Also to be submitted will be a state grant for \$5,000.

More information is still needed to complete the 990 federal tax form. She said she would like to provide the Board with more education about the budgeting process. Requests for budget information is sometimes difficult to provide accurately due to timing issues. There were no questions about the budget report in the packet. Sue said she needs some of this financial information for her reports submitted for the Board. Tana noted there is some duplication in the reports and that Sue and Val are empowered to make these reports work together. Val has added some graphs and charts in her report to the Board to help with understanding our financial position.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. Did not meet.

Development Committee. (Report on File).

Sue said donations to date are almost \$10,000. She has been in contact with Sandra Young, and there was some question as to whether to continue with the online exhibitions. Sue said this would continue. The online bookstore is close to going live with a few hundred books and some protocols worked out. Tana noted the art shows at the Library were more of a community relations event than a fundraiser per se, but every bit helps.

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

8. Old Business

Strategic Plan 2020-21. The subcommittees shared their updated work on the Strategic Plan, listing the actions or strategies for achieving the goals they established previously. Val said there were no updates to Leveraging Technology due to other priorities, and Tana indicated this could be presented at the next meeting. The remaining work for the subcommittees is to note milestones throughout the remainder of the fiscal year as goals are achieved.

Phone Purchase. Val said a phone to support the “2 factor” access required for the Library financial accounts has been purchased. It is in the Board office next to the landline phone. She asked everyone to please limit time on the phone and turn it off when not in use.

9. New Business

Policy Review. Tana said there only a few policies needing updates. One is the Arts and Craft Exhibition Policy, and Sue indicated that this would be done on schedule. The upcoming policies needing review were shown. Members with expertise are asked to help review these policies. Tana noted that policies are reviewed cyclically every three years. She will send out the schedule to all.

Library Closures. Julia showed a list of scheduled closures. She noted the dates shown were old and need to be updated for 2021 and indicated that a revised list for 2021 will be sent.

10. Announcements. Pictures of the current Board members are requested to replace the group picture now posted on the Board page. Val will collect these and post them.

11. Next Meeting - Tuesday, January 19, 4:00 pm via Zoom

12. Adjourn. 5:03 pm.

Submitted by Charles Trainor, Secretary

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