



14 AVENIDA TORREON

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Board of Directors Meeting Minutes

Tuesday, May 18, 2021

Virtual Meeting via Zoom

1. Call to Order by President Monaco at 4:05 pm. In attendance were:

Board Members

- Tana Monaco, President
- Kathy Cashiola, Vice-President
- Val Barraza, Treasurer
- Charles Trainor, Secretary
- Gemma Ball, at large
- Nancy Ostiguy, at large
- Abby Smith, at large
- Lisa Walling, at large
- Jim Zebora, at large

- Julia Kelso, Director

Guests.

- None

2. Public Comment. None

3. Additions/Modifications to Meeting Agenda. Tana noted that Julia had included two policy items in her report, and these would be new items. Val moved to add these to the agenda. Nancy seconded the motion, which was approved on a voice vote.

4. Approval of April 20, 2021, Board Minutes. No changes. Moved by Nancy to approve. Seconded by Val and approved on a voice vote.

5. Library Director Report and Statistics. (Reports on file) Julia reported things are going well and she is looking forward to opening the Library by July. There has been a drop in eBook activity with “regular” checkouts going up. An article for “Eldorado Living” has been submitted. There was an extensive discussion of the policies related to mask requirements and vaccines. Issues included children not yet vaccinated, proof of vaccination, and when to lift mask requirement. Julia said she would prefer for now to maintain mask requirements. There is a concern for volunteers due to their age according to Nancy. There is no requirement for masks outside including book sales. Jim moved to maintain the mask requirement for now inside the library while gathering information about vaccine effects and

verification. Second by Gemma and approved on a voice vote. No required masks for outside book sales but volunteers working the sale would be asked to wear masks. People coming inside would need masks. The question arose re moving the sale inside due to weather, but this was deemed infeasible.

6. **Treasurer's Report. (Reports on file)** Val said there was not a lot going on. She discussed the preliminary budget for FY 2022 included in the packet. She said the County invoice in the amount of \$6000 had been received and deposited. At this point she has received all expected County funds with a total of \$70,000 in the bank. Val said we are doing okay with another six weeks to go in the fiscal year. There were some payroll and other expenses. The GO bond funds are now gone. Over all things are okay. No questions were asked.

7. **Promotional Committee Reports**

Executive Committee. Did not meet. This committee would meet the next week.

Finance Committee. Finance Committee did meet and completed work on a preliminary 2022 budget which was provided in the packet. Major issue would be payroll. No questions from the Board.

Development Committee. Weather issues were the main concern for the book sale since much of it would be outdoors. Gemma has been looking at the donation dollars to date for the spring appeal. They are at \$4000 with about six weeks to go. We may need to adjust expectations. Much depends on the upcoming book sale results. Tana complimented Tracy for her work on the gift baskets.

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

8. **Old Business.**

Community Survey. Nancy has completed it. Val said the community assessment survey would be distributed at the book sale. Julia is printing copies. Val said the survey would also be on the website via Survey Monkey. It also can be printed and mailed in or dropped off.

Eldorado Living "Newcomers' Guide" Request - update. Julia has completed the article, and Tana reviewed it and said it is "really good." There will also be photos.

Eldorado Living special focus - update. Jim said he met with staff from *Eldorado Living*. There will be a story about the history and development of the Library. He will be sitting down with Margo Spellman of *Eldorado Living* and expects the article to be completed over the summer. It will probably be in the February edition. Tana addressed the photos to go with the article and how far the library has come since the beginning,

9. **New Business.**

Proposed Budget. Val presented the proposed budget for 2021-22 which was included in the Board packet. She noted some limitations and caveats. She cautioned that while many of

the expenses are “fixed” such as salaries, the revenues are more fluid and subject to change—especially revenue from donations. There are many unknowns.

Val noted the “wild” nature of 2021 given the pandemic with many unknowns. She said the County would continue to provide \$50,000. Donations, fundraisers, and sales are less certain.

Val noted one big unknown was the investment in e-rate, the improvement to the Library internet service. This change would boost internet service from 20 mbps to 100 mbps. The increase would help us meet the high demands of staff and patrons and provide more stability. While there is a reimbursement by the State Library, there was not a lot of detail as to how much and when. Gemma asked about the ongoing costs and what the responsible agency is. Julia said the State Library is the main agency pushing e-rate. (Note: a phone conference a week or so later clarified many cost issues.)

Val covered many of the budget expenses: insurance, payroll, possible need for another financial position, various programs, utilities, contracts and licenses, etc. Bottom line was an estimated deficit of \$14-15,000. (pre-e rate clarification)

Policy Review: Volunteers. No issue was seen in the proposed policy. Jim moved to approve. Kathy seconded. Approved on a voice vote.

Policy Review: Unaccompanied Children. No issue was seen in the proposed policy. Nancy moved to approve. Jim seconded. Approved on a voice vote.

Policy Review: Patron Program. No issue was seen in the proposed policy. Nancy moved to approve. Jim seconded. Approved on a voice vote.

Policy Review: Federal and State Labor Laws & Regs. Val explained the need for the policy. No issue was seen in the proposed policy. Nancy moved to approve. Kathy seconded. Approved on a voice vote.

Website Revisions. Val described the changes to the home page. She added a donation popup.

10. Announcements.

None.

11. Next Meeting - Tuesday, June 15, 4:00 pm via Zoom

12. 6:00 pm.

Submitted by Charles Trainor, Secretary
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