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Board of Directors Meeting Minutes

Tuesday, August 18, 2020

Virtual Meeting via Zoom

1. **Call to Order** by President Monaco at 4:09 pm. In attendance were:
 - Tana Monaco, President
 - Felicia Probert, Vice President
 - Val Barraza, Treasurer
 - Charles Trainor, Secretary
 - Kathy Cashiola, at large
 - Ron Levy, at large
 - Sue Faerman, at large
 - Julia Kelso, Library Director (ex officio)
 - Nancy Ostigui, guest

2. **Public Comment.** None

3. **Agenda.** Kathy Cashiola moved to approve the minutes, seconded by Ron Levy. Approved on a voice vote with no nays.

4. **Annual membership meeting minutes.** The July 2020 Board meeting minutes had been approved earlier via email to allow bank signatures by new officers. Sue Faerman moved to approve the annual membership meeting minutes, seconded by Kathy Cashiola. Motion was approved on a voice vote with no nays.

5. **Library Director Report and Statistics**—Julia Kelso (reports on file). Julia indicated that library operations were going “pretty well” with checkouts nearing 50% of pre-Covid conditions. One issue is that patrons may check out books with no ability to review them first, so there are many books being returned. Staff are working on ways to reduce this. Overdue notices have also increased. Julie said she had recently noted a gap in the Library security system, which needs to be remedied with another motion detector. The cost would be approximately \$450. Valerie Barraza moved to approve the expenditure, seconded by Kathy Cashiola. Motion was approved on a voice vote with no nays.

6. **Treasurer’s Report.** Val Barraza (reports on file). Val discussed the report posted as of August 18, 2020 and noted that this was slightly modified from the earlier report. She is working to revamp the reports. Val highlighted that the report could be misleading in that an apparent shortfall of \$7,533 is now more than offset by donations during the recent spring appeal. The Library also expects Santa Fe County funds to become available soon. Other grants are also being sought, and Val noted the need to track grant submittals better. She said the Paycheck Protection Program (PPP) loan is almost spent, but there is no guidance yet as to loan

forgiveness. Val said one more issue is to track how funds are used, since some sources are restricted to certain expenses or have different timelines. She also noted that there is a real need to track expenses in terms of budget to actual. Tana thanked Val and Diane for their special efforts with these needed changes.

7. Promotional Committee Reports

Executive Committee: President Monaco: (report on file) Did not meet.

Finance Committee: Val Barraza: Did not meet.

Development Committee: Felicia Probert (report on file) Sue reported that the Book Sale Committee met, identified some issues and approaches, and ultimately decided they were not ready to schedule a Fall Book Sale. She indicated that the ice cream drive-up event would be held on Saturday, August 22 to thank the community and distribute the 300+ ice cream cups generously donated by Blue Bell. Development Committee members are working on a strategic approach to a business partners' program.

Nominating Committee: Felicia Probert: Did not meet. ☐

Community Relations Committee: Kathy Cashiola (report on file): Did not meet.

8. Old Business

Strategic Plan: Tana turned this over to Sue, who demonstrated through her PowerPoint presentation the importance of making plans more concrete and measurable. At the end of her presentation, the following groups were set up to discuss and focus on key Strategic Plan 2020-21 goals for next steps.

Programs: Julia (Lead), Sue, Tana,

Technology: Val (Lead), Julia, Charles

Partnerships: Sue (Lead), Felicia, Kathy, Ron

Financial: Tana (Lead), Val, Felicia, Sue

Groups are to select their top 3 priority objectives within strategic goals as the next step (Step 1) and report these at the next Board Meeting. After this, groups will identify strategies or actions to be taken to achieve those (Step 2) and then determine metrics used for measuring and achieving the milestones (Step 3).

9. New Business

a. Committee Membership. Chairs are asked to update their committee membership list by the next meeting.

b. Initiating Board Self-Assessment Process. Tana shared a draft questionnaire on "perceived importance of board responsibilities for 202-21" that she will send to the board after the meeting. Members are asked to complete this individually prior to next month's meeting at which time it will be discussed together.

c. Ice cream Drive-up Thank You. Have sent special invitations to special partners at previous Ice Cream Social events: Eldorado Fire Department, Search & Rescue and 285 Recycles.

10. Announcements

Commissioner Ed Moreno will be retiring at the end of August; a special letter has been sent to him on behalf of the Board thanking him for his support of VGPL and wishing him well in the future.

11. **Next Meeting**: will be held Tuesday, September 15th, at 4 pm via online conference.

Meeting adjourned: 5:32 pm

Respectfully submitted, Charles Trainor, VGPL Board Secretary

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