



14 AVENIDA TORREON

MAIL: 7 AVENIDA VISTA GRANDE B7 – 192 ♦ SANTA FE, NM 87508

TEL 505.466.7323 ♦ [WWW.VGLIBRARY.ORG](http://WWW.VGLIBRARY.ORG)

**Board of Directors Meeting Minutes**

**Tuesday, March 16, 2021**

Virtual Meeting via Zoom

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

**Board Members**

- Tana Monaco, President
- Val Barraza, Treasurer
- Charles Trainor, Secretary
- Kathy Cashiola, at large
- Nancy Ostiguy, at large
- Abby Smith, at large - absent
- Julia Kelso, Director

**Guests.**

- Gemma Ball
- Jim Zebora
- Alison Chavez

2. **Public Comment.** None

3. **Additions/Modifications to Meeting Agenda.** None.

4. **Approval of February 16, 2021 Board Minutes.** No changes. Moved by Kathy to approve. Seconded by Val and approved on a voice vote.

5. **Library Director Report and Statistics. (Reports on file)** Julia reported that checkouts are running about 50% of normal due to the pandemic with in-house down but E-checkouts up. Browsing is now being allowed with three patrons inside at a time. Computer users are also being allowed in. Volunteers are coming back if they have been vaccinated. VGPL supports the library bill in the Legislature for rural libraries. VGPL could receive another thousand dollars next year in State support. Staff are working on reopening plans.

6. **Treasurer's Report. (Reports on file)** Val explained the budget to the guests. She said the County invoice is almost complete. There has been a loss of around \$6500 in revenue to date. She explained various accounts in the bank and the New Mexico fund. She noted the burn rate of about \$10,000 per month. She noted that without finding more money the Library would have to tap its reserve funds in eight months. She explained that some funds are restricted in

their use to capital expenses. She noted a Payroll Protection Program grant is pending which would help with the shortfall. There will be a preliminary 2021-22 budget review in April. Book sales are online as well as on-site and on Amazon. She spoke about financial comparisons shown between 2019 and 2020. Val noted state funds to improve internet service.

## 7. Promotional Committee Reports

**Executive Committee.** Did not meet.

**Finance Committee.** Did not meet.

**Development Committee.** Did not meet. Promotional pens are in.

**Nominating Committee.** Did not meet.

**Community Relations Committee.** Did not meet.

## 8. Old Business

**Web Update Plan.** Val reported that the Home page has been updated. Next, she will work on the Donors and Partners pages. There are minor changes to the Art pages. She will work with Abby on these. A document for “major” changes has been prepared to guide users.

**Online Bookstore Update.** Julia said there was big response at first, then nothing. Books on Santa Fe and New Mexico are in demand. Need to up the prices on the in-demand books from three dollars. There is an issue with “competition” with Amazon in terms of book pricing. Need to consider special pricing on some books. Overall, there have been sales, and Julia said it has only been active for two weeks. It was noted that there is no information on the book sale sites on the VGPL website, and Val said she would rectify this. Julia thanked Abby for all the work she has done.

**Policy Review Status.** Tana reminded Julia and Val about policies needing update. Tana will send reminders. Val said the Labor policy should be easy, but the Record Retention policy will take more work due to State requirements.

## 9. New Business

**Tax Preparation 2020.** Tana said Gordon has volunteered to do the VGPL tax filing again. Val and Diane will work with Gordon.

**Board Resignation.** Tana said Sue Faerman has resigned from the Board. She nominated Kathy Cashiola as Vice President. Nancy seconded. Kathy was approved as Vice President on a unanimous voice vote.

**Presentation of Board Candidate:** Next was a consideration for a new Board member. Nancy presented Gemma Ball as a candidate. Gemma gave a brief history of her background with experience in retail, politics, marketing, and fund-raising. Kathy nominated Gemma as a new Board member, with a second by Val. Motion was approved unanimously on a voice vote.

**Board Recruitment/Expectations Document Discussion.** Tana addressed the expectations of Board members, including financial contribution to the Library, which is one of the things highlighted by the State Library. There is no specified amount of contribution, however. Val noted the contribution of volunteer time as a consideration. Jim Zebora and Nancy also noted the importance of donated time and materials (in-kind value).

**10. Announcements.** Kathy noted the upcoming 20<sup>th</sup> anniversary of the Library. Val said there is an upgrade to the QuickBooks app dealing with payroll issues.

**11. Next Meeting - Tuesday, April 16, 4:00 pm via Zoom**

**12. Adjourn.** Nancy moved to adjourn with a second by Kathy. 5:20 pm.

Submitted by Charles Trainor, Secretary

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