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Board of Directors Meeting Minutes
Tuesday, November 17, 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.** Tana spoke of the recent directive by the Governor to close non-essential businesses for two weeks due to a recent jump in COVID infections. This raises a question regarding payment of Library hourly employees during the closure. Julia noted that there is a need for someone to come in periodically at least to check the facility. Tana indicated that the Board will have an executive session discussion of this immediately following today's meeting. It was moved and seconded to add this item to the agenda. Motion was approved on a voice vote.

4. **Approval of October 10, 2020 Board Minutes.** Julia noted she had not received the minutes. Sue asked for a correction to the minutes to show that the FUNdraising Subcommittee should be included as a subgroup of the Development Committee. With that change, Sue moved to approve the minutes. Seconded by Val. Motion approved on a voice vote. Tana asked Charles to add Julia to the distribution of draft minutes.

5. **Library Director Report and Statistics.** Julia said business has been good. Student checkouts are strong. Expenses are down due to reduced collection expenditures. Patrons are buying books from the wish list. ~~Sue noted a \$500 fund to purchase materials that would improve diversity.~~

Sue noted that Julia had submitted a grant proposal that would give us \$500 to purchase materials that would focus on diversity.

- 6. Treasurer's Report. (Reports on file)** Val reviewed the financial situation and concluded that the Library has sufficient funds for now. The New Mexico Foundation has shown a slight loss. Our auditor has submitted an extension for filing the IRS report which has been approved. Val is working on a City/County grant but needs our current 990 tax form to apply. She noted the Wix on-line sale needs some additional tools which will cost \$120. There were no questions about the budget report in the packet. Val confirmed that she has the information needed for the City/County grant applications. Tana thanked Val for her extra efforts with this.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. Did not meet.

Development Committee. (Report on File) Sue complimented her team for doing a fundraiser with Thanksgiving themed gift baskets. ~~The Fall Donor Appeal is underway with 80 letters sent out. She thanked Val, Tana, Abby and Julia. A follow-up with Brian Tagas re outreach to potential business donors is on hold due to COVID environment. The Fall Donor Appeal is underway and an eblast went out to approximately 500 prior donors and hard copy letters went to approximately 80 more donors for whom we don't have an email address. She thanked Val, Tana, Abby and Julia for their help in getting the two mailings out. A follow-up with Bryan Tagas re outreach to potential business donors is on hold due to COVID environment.~~

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

8. Old Business

Tana spoke about the Strategic Plan and shared updates on screen. She said we were ready to move on to step two. She said she would send out the changes to the Board following the meeting. Sue covered the changes to the financial strategic objectives, and Val covered the Technology area. An area of discussion was how to promote the use of technology. Kathy asked about educating people about the technology and opportunities. Sue suggested the possibility of involving the schools. Julia noted that the schools would not be likely to respond or promote the technology given their own needs. Tana suggested a technology subgroup to explore the suggestions further. With the objectives for each of the Strategic Goals identified for this year, subgroups were asked to move to Step 2 and report out on this at the next Board meeting.

9. New Business

Val addressed the need for a phone to support the "2 factor" access required to the Library financial accounts. In addition to the password a temporary numeric code is sent. Val indicated

that a simple TracFone is adequate for our needs. Following a brief discussion Tana moved to approve the purchase based on Val's and Diane's decision on desired approach. This was seconded by Abby and approved unanimously by voice vote.

Tana asked Julia if she would share with the Board the rationale for the library's recent closure. Julia explained that the Governor had called for a two-week shutdown of non-essential businesses and entities due to a surge in COVID cases. She noted the Santa Fe Library would remain open but only for curbside pickup. She said that this is complicated due to the need to have some staff at the library to ensure things are maintained, noting that the book drop had been completely filled during the last shutdown. Julia anticipates that the Library would reopen for walk up service on December 1. There is no guidance yet on how this shutdown would be handled. Tana called for an executive session to discuss the salary issue during this shutdown. (Julia left.) Val said there must be some pay or it triggers unemployment. She noted Tracy would reduce her hours voluntarily. She recommended there be some level of pay. Val moved to continue staff salaries and benefits, allow the director to determine the schedule for the next 2-3 weeks, and if needed the executive committee could meet on or about December 1 to decide what to do moving forward.

10. Announcements. Sue reminded people that Giving Tuesday is December 1.

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

12. Adjourn. 5:53 pm.

Submitted by Charles Trainor, Secretary

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