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Board of Directors Meeting Minutes
Tuesday, February 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
- Sue Faerman, Vice President
- Val Barraza, Treasurer
- Charles Trainor, Secretary
- Kathy Cashiola, at large
- Nancy Ostiguy, at large
- Abby Smith, at large
- Julia Kelso - absent

Guests. None

2. **Public Comment.** None

3. **Additions/Modifications to Meeting Agenda.** Tana proposed to add Online Bookstore and Nancy asked that Community Survey also be added to the agenda. Modified agenda was approved.

4. **Approval of January 19, 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)** There were no comments on the reports from Julia in her absence. Tana noted the continued efforts to begin reopening the library. One aspect is requiring volunteers to be vaccinated. Sue asked about VGPL's status as a rural library. Tana said this is a continuing issue. Val noted the work on the contract and ongoing discussions about the e-rate.

6. **Treasurer's Report. (Reports on file)** Val discussed the report included in the packet. She said with recent developments there is no real effect on the budget, essentially a "net zero." The New Mexico grant increased by \$2,100 from its original \$9,500. The Library bank account has gained \$10,000. We are "looking healthy." While the investment fund has not increased, there is approximately \$15,000 in play from the second round of the Paycheck Protection Program (PPP). Val noted there could be a misreading of how the acquisitions are expensed

and recorded. It could appear that there are no expenses, but Val said it really is an issue of how these are booked and when. She said the IRS 990 form was submitted in January. Nancy thanked Val for all her work. Tana also expressed her appreciation.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. Did not meet.

Development Committee. (Report on File). Sue spoke about the donor appeal and said all donors had been sent a thank you. Also, a new round of appeal letters has been sent to businesses in the area (e.g., property management and contractors). Tana said the gift baskets were successful, but the baskets for children were not as popular as hoped. The net for the basket sales was \$559. Val suggested for future consideration: baskets for men, outdoor-themed baskets, or baskets for pets as ideas. Sue thanked all those involved with the baskets. Tana said an online raffle could be beneficial, particularly with a high-interest raffle item. Following up on a suggestion from a donor, in the future we will provide links from our home page or raffle pages to our donation page for people who would prefer to simply donate money rather than participate in an auction or raffle.

We currently send thank you letters by mail, but asked Board members for their views regarding sending via email instead. Most appeal letters were sent by email for the fall appeal with only about 80 people not having an email listing. We would continue to send printed appeals to the latter. This led to a discussion about IRS requirements for donation records. Val was concerned about agency record retention for the IRS. Use of PDF as a record was discussed. It was concluded that sending an email would be sufficient for IRS requirements and that we can still maintain the letter that would be sent by email in our file.

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

8. Old Business

Strategic Plan 2020-21. Tana said the work on the Strategic Plan would be postponed to the next fiscal year due to more pressing work this year.

Board photos. Val said a couple of the photos need to be redone. She added that some web pages need work due to obsolete information or needed cleanup. Val wants to update information on the donor page, but the first issue is to update the site's "look and feel" via new colors and formatting. Sue requested some work be done on the donor page to help with fundraising.

Val showed some options. Members agreed upon two colors along with formats.

Arts and Crafts Exhibition Policy. Sue had distributed this document at the last meeting. The policy was tabled at the previous meeting because Abby suggested that we include language regarding the maximum size of pictures for online exhibitions. Val developed language to address this concern and Sue had added to the revised version of the policy. Nancy moved and Kathy seconded to approve the policy. Motion approved on a voice vote.

Online Bookstore. Sue noted plans for a VGPL online bookstore began last fall when there had been some increase in book sales from the book carts in front of the library and we were not able to hold the planned pop-up book sale because of new state health rules. She said an online sales site could increase income and decrease inventory. She indicated that 200 books have been put online and cataloged by book title. There was discussion about pickup procedures, process and roles, backup, and system testing. Tana recommended a trial and Val will test the system before going “live.”

9. New Business

Board resignation. Tana said Ron Levy had resigned for personal reasons and indicated that a “thank you” letter has been sent to him for his two years of Board service.

Community Survey. Nancy has looked at previous survey and will be compiling items for a new survey to capture community experiences and observations. There is no specified date for survey completion at this time.

10. Announcements. None.

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

12. Adjourn. Moved to adjourn. 5:58 pm

Submitted by Charles Trainor, Secretary

<https://d.docs.live.net/bd3ab08477e2c1f0/Documents/VGPL/Mar 2021/minutes final.docx>