



14 AVENIDA TORREON

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Board of Directors Meeting Minutes

Tuesday, January 19, 2021

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. None.

4. Approval of December 15, 2020 Board Minutes. No changes. Sue moved to approve as submitted. Seconded by Ron. Approved on a voice vote.

5. Library Director Report and Statistics. (Reports on file) Julia thanked all the volunteers who have been helping support the Library. She has been trying to contact Katherine Miller of Santa Fe County regarding upgrading the Internet speed at the library. Sue said the Business Partners subcommittee had met to also consider ideas for thanking business donors. Among the ideas were Library bags, coffee mugs with logos, or other types of “swag.” They will be checking prices for the various options.

6. Treasurer’s Report. (Reports on file) Val reviewed the financial situation and said things were going okay. She said the Fall appeal is on track. Julia said they recently received a check from the County. With donations and other funds there has been an increase in revenue with \$40,000 in the bank. In addition, Val noted that there is a grant from the State she is expecting for \$10,000. With the other anticipated revenue such as the Fall donation appeal and a Payroll Protection Program grant, the Library is closer to its funding needs. Val said the 2020 expenses

are down relative to 2019. She said the budget is tight with a need to be prudent, but the revenue stream appears to be adequate, with a “burn rate” at around \$10,000 per month. Tana thanked Val for her work.

7. Promotional Committee Reports

Executive Committee. Did not meet.

Finance Committee. Val said most of the committee work was covered in her earlier report. She gave a brief status of the 990-tax filing.

Development Committee. (Report on File).

Sue said donations to date have exceeded the goals. She noted the upcoming Spring donor appeal and said the online bookstore could be active by February 1. The Fundraising Subcommittee is planning a February auction event. Handwritten notes will be sent to 20 businesses that have donated in the past. The notes do not ask for donations—just a “thinking of you” message.

Nominating Committee. Did not meet.

Community Relations Committee. Did not meet.

8. Old Business

Strategic Plan 2020-21. The subcommittees shared their updated work on the Strategic Plan, listing the actions or strategies for achieving the goals they established previously. Val said there had been work on Leveraging Technology and discussed the update to the plan. These included actions related to the training of staff and patrons, research of other sites, assistance for hearing impaired, translation technology, virtual tutorials, and digital resources. Also noted was training for volunteers.

There was extensive discussion about roles and responsibilities. The issues included how to measure progress and who would be involved-especially where there is overlap.

Holiday Closures. Julia said there were no real issues with the proposed closures. No discussion.

Headshots. Val asked for members to send her headshots to replace the outdated group photo currently on the website.

9. New Business

IRS 990 Review. After a brief presentation by Val, Nancy moved to approve the filing of this form. Seconded by Kathy. Approved on a voice vote.

VGPL Brochure. Tana showed a draft of the brochure. There are many changes. The brochure includes the direction of the library, financial information, statistics (needed), and commentary

about fiscal issues. The data needs updated fiscal, programmatic and collection information. Since this is not a high priority at this time, it will be worked on when feasible.

Arts and Crafts Exhibition Policy Review. Sue highlighted the suggested revisions to the policy including composition of the committee: position of the coordinator reflecting practice and therefore not needing to be a Board member, adding the library director to the committee, and specifically noting virtual exhibits online. Minor suggested edits were discussed along with specific recommendations for virtual exhibits. Sue will review those and then bring the policy back for approval at our next meeting.

Child Pornography Policy Review. Julia noted that the current policy had not been reviewed carefully. She recommended that we delete information relating directly to NM State Library as it is covered in our Internet Policy. The Applicable Federal Laws section covers the policy well. Motion to approve by Sue and seconded by Abby. Motion approved on a voice vote.

Unaccompanied Children Policy. Julia discussed the recommended insertion to the policy that refers to unanticipated closures. After a brief discussion, it was moved for approval by Nancy with a second by Val. Motion approved on a voice vote.

10. Announcements. None.

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

12. Adjourn. Nancy moved to adjourn. (Did not note the time.)

Submitted by Charles Trainor, Secretary

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