



**City of Rio Communities Library Board Special Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Tuesday, June 14, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Chair Bobby Caldwell called the special library board meeting to order at 6:12 pm.

**Pledge of Allegiance**

- Rita White led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chair Bobby Caldwell, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Rita White.  
ABSENT: Vice Chair Merita Wilson, Member Lisa LaManna.
  - City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Assistant to the City Manager Amy Lopez.

**Approval of Agenda**

- Motion made by Member White to approve the agenda for June 14th. Seconded by Secretary Tabet-Chavez. With a unanimous vote the agenda was approved as presented.

**Planning on Grand Opening of Library**

- Chair Caldwell explained we had a committee meeting today and said we did come to a decision on some things but still need to figure out who is going to be doing what at the grand opening, this started the discussion.
- Secretary Tabet-Chavez asked Chair Caldwell if he can elaborate on what new decisions they came up with.
- Chair Caldwell started to explain what they decided.
- Municipal Clerk Adair stated that the date for the grand opening will be on July 30th starting at 10:00 am.
- Chair Caldwell continued to explain what was talked and stated media coverage included the newspaper and would need to have some type of flyer by the 28<sup>th</sup> of July. He continued by saying Sunny505 will be doing the rest of the media by contacting the news stations and other papers as well.
- Secretary Tabet-Chavez said she would be able to write a press release and continued the discussion.
- Chair Caldwell continued by saying they discussed signage and stated they would use the new sign board at city hall as well as a banner with a possibility of using a permanent etching on the glass door for the library.
- Secretary Tabet-Chavez said she is sure Municipal Clerk Adair has the format for the press release, but she is happy to help getting the news out to different outlets as well as emailing people.

- Municipal Clerk Adair said that's when Sunny505 comes in and helps on that aspect but will need help with her department to make an invitation since Representative McQueen will be having a big role in the opening.
- Municipal Clerk Adair said there was a discussion about making bookmarks before and that would be a great idea for the grand opening but would need help with supplies and to figure out if where to print them out from.
- Assistant to the City Manager Lopez said she does have wooden bookmarks but would have to order more and by the end of July the laser printer should be up and running.
- Member White said she does have a Cricut as well.
- Municipal Clerk Adair said there are still door prizes as well as snacks but can get into what snacks and drinks to bring at our next meeting. She continued by saying the Fire Department are willing to bring grills as well as bring the fire trucks since there will be kids.
- Member Benavidez asked if they know where they are getting the banners from.
- Municipal Clerk Adair said no this just was mentioned.
- Manager Dr. Moore said the banner needs to be big enough to be noticed and said maybe a 3x8 or a 4x6.
- Member Benavidez said she can look around and get prices.
- Municipal Clerk Adair said they have used Paul and Sons in the past and continued the discussion.
- Manager Dr. Moore said we will have to talk to DOT to get permits for signage on the right-aways but will have to get clearance from DOT to see what we else we can do.
- Chair Caldwell asked if we should contact the Founders to get permission to post at the entrance sign and continued the discussion.
- Manager Dr. Moore asked to add something announcing the opening of the library.
- Chair Caldwell said yes.
- Manager Dr. Moore said he agrees on talking to the Founders and probably have a talk with Harvey Gates and see what they say.
- Municipal Clerk Adair said she can schedule the electric sign to where it has the grand opening on it. She then asked Member Benavidez if she can get different quotes on different sizes.
- Manager Dr. Moore said it should say 'Grand Opening of the Rio Communities Library'.
- Chair Caldwell said we should figure out a time frame as to when we should have the banners up.
- Municipal Clerk Adair said no less than a week out would be best, and to make sure they are visible.
- Secretary Tabet-Chavez said as soon as the invitations go out then that's how soon the banners should be up.
- Municipal Clerk Adair said yes, they need to coincide with each other, and she said think of this as party planning go big.
- Secretary Tabet-Chavez said we should have a jumper or arts and crafts table or hot dogs and hamburgers something that people can bring their kids to.
- Municipal Clerk Adair said the Fire Chief said he would bring some of the units here as well as actually grilling as well as the Public Works Director.
- Chair Caldwell and Member Benavidez both disagreed on the jumper.
- Member Benavidez said what about snow cones.

- Secretary Tabet-Chavez asked could we have some type of food truck or coffee truck that go around Belen. She continued by saying if people see a lot of commotion, then they will be drawn to coming out and supporting.
- Member Benavidez said maybe having a table where the kids make bookmarks.
- Secretary Tabet-Chavez said she does have a youth band that would love to play for the grand opening.
- Chairman Caldwell did a recap which included: grilling, possible band, snow cones.
- Municipal Clerk Adair said we do have a vender permit where anyone can get a permit and park outside and participate for the day. She then stated the board would have to help contact different vendors.
- Assistant to the City Manager Lopez said to stop by Anna Becker Park when they are having the farmers market and see who would like to participate in the grand opening.
- Municipal Clerk Adair asked how long is the grand opening going to be and continued the discussion.
- Chairman Caldwell said if we are going to have people participating there time then 2 hours isn't enough time.
- Secretary Tabet-Chavez said what time is it going to start.
- Chairman Caldwell said it will start at 10am.
- Municipal Clerk Adair said we picked 10am due to Representative McQueen, as well as speeches, ribbon cutting, and feeding it will take about 15 to 20 minutes.
- Manager Dr. Moore said Representative McQueen is a soft-spoken individual and is pretty sure he will go straight to the point. He continued by saying Senator Stefanik is straight forward as well and doesn't see them making it very long at all. He finished by saying they do have to take in consideration that they will be taking time in looking at the library as well as the makerspace so time will be a factor.
- Assistant to the City Manager Lopez asked if he was the one who got the funds for the makerspace.
- Municipal Clerk Adair said yes and that's why they are combining the grand openings. She then asked if 3 hours will be enough time.
- Manager Dr. Moore said that is more than enough time, this continued the discussion.
- Member Benavidez said we should have when it starts and when it ends on the invitations.
- Municipal Clerk Adair said to have maybe just 2 vendors so it's not a lot going on but just enough to keep everyone interested.
- Assistant to the City Manager asked if there will be some sort of story hour in the future.
- Member Benavidez said we would have to have volunteers to do story time.
- Assistant to the City Manager said she does have puppets that go with books for story time.
- Chairman Caldwell said maybe the little kids who don't want to be out in the sun can participate in a story time.
- Assistant to the City Manager Lopez suggested we have a flyer go out stating something on the lines of 'here are the upcoming story time hours'.
- Chairman Caldwell said the grand opening will be from 10am to 1pm and limit vendors as well as hot dogs and snow cones.
- Member White asked if the Fire Department will be providing the hot dogs.
- Municipal Clerk Adair said that is what the Fire Chief had mentioned.

- Chairman Caldwell suggested in talking to the moose lodge and seeing if they may have a snow cone machine.
- Manager Dr. Moore said the more we ask people to be involved with the grand opening the more people will be involved with the library and continued the discussion.
- Municipal Clerk Adair said in planning the invitations we need to have them sent about a month out and not say 2 days before.

**Adjourn**

- Motion made by Member Benavidez to adjourn. Seconded by Member White. With a unanimous vote the library board special meeting was adjourned at 7:09 pm.

Respectfully submitted,

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 Lisa Tabet-Chavez, Library Board Secretary  
 (Taken by Lisa Adair Municipal Clerk, Transcribed by  
 Cheyenne Sullivan, Assistant Clerk)

Date: \_\_\_\_\_

Approved:

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 Bobby Caldwell, Chairman

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 Merita Wilson, Vice Chairman

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 Deborah Benavidez

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 Lisa La Manna

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 Rita White