



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, April 13, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chairman Bobby Caldwell called the library board meeting to order at 6:10 pm.

Pledge of Allegiance

- Secretary Tabet-Chavez led the Pledge of Allegiance.

Roll Call

- PRESENT: Chair Bobby Caldwell, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Rita White, Vice Chair Merita Wilson (arrived at 6:25 pm)
ABSENT: Member Lisa LaManna.
- Present: City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair.

Approval of Agenda

- Motion made by Member Benavidez to approve the agenda. Seconded by Member White. With a 5-0 vote the agenda for the library board meeting was approved as presented.

Approval of Minutes for March 9 & March 23, 2022

- Motion made by Secretary Tabet-Chavez to approve the minutes for March 9th and March 23rd. Seconded by Member White. With a 5-0 vote the minutes for March 9, 2022 & March 23, 2022 were approved as written.

Soft and Grand Opening of Library

- Manager Dr. Moore advised that the Big Hole fire has delayed our soft opening. He thinks we should move the soft opening into May. He explained the options are May 14th or May 21st.
- Manager Dr. Moore said City Council approved a part time librarian position and the job will be announced as soon as next week. He continued by explaining to the board that the Clerks department has been working hard on getting the books checked in in a timely manner as well as some installation installments around city hall has been done by public works.
- Chairman Caldwell asked if it was the cities goal to hire a librarian before the soft opening.
- Manager Dr. Moore said our ambitious goal is to have them hired before the soft opening but realistically the goal is to have someone before the grand opening. He further said the librarian will have a certification time frame process of around 6 months to get certified so we can get library funds, and this started a discussion.
- The library board agreed towards May 21st.
- Chairman Caldwell asked what the preparations and notices for the soft opening will be and the discussion continued.
- Manager Dr. Moore explained they will be handing out flyers as well as posting it in the news bulletins, Facebook, the city website, and the big sign to inform the public about the opening.
- Member White asked what responsibilities the board would have for the soft opening. She then started we need to decide who is staying the whole time and who won't be there.
- Vice Chair Wilson said we need bookmarks with library information including hours and contact info. She also said she would ask the Belen Friends if they could donate refreshments. If not, possibly we as a board could bring refreshments.

- Member Benavidez asked for clarification on when the ribbon cutting would be.
- Municipal Clerk Adair said it would be at the grand opening and the discussion continued.

XIV. Internet Use Policy

- Motion made by Secretary Tabet-Chavez to approve the internet policy as discussed. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the internet use policy was approved

XV. Meeting Room Policy

- Municipal Clerk Adair said there was a change made to the policy concerning the cleaning fee.
- Motion made by Member White to approve the meeting room policy. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the meeting room policy was approved.

Displays and Exhibits Policy

- Member White clarified that the amount of time the display item is at the discretion of the librarian.
- Motion made by Member Benavidez to approve the displays and exhibits policy. Seconded by Vice Chair Wilson. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the displays and exhibits policy was approved.

XVII. Public Notice Bulletin Board Policy

- Motion made by Secretary Tabet-Chavez to approve the public notice bulletin board policy as it stands. Seconded by Vice Chair Wilson. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the public notice bulletin board policy was approved.

XVIII. Disasters Policy

- Municipal Clerk Adair said there were changes made to list "Inclement weather" instead of snowstorm. She then stated this is not a health policy, it's a disaster policy.
- Vice Chair Wilson said there is a typo on page 14, where there needs to be a space.
- Motion made by Member White to approve the disaster policy. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the disasters policy was approved.

Library bill of rights and the freedom to read statement

- Motion made by Vice Chair Wilson to approve the library bill of rights and the freedom to read statement as written. Seconded by Member White. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the library bill of rights and the freedom to read statement were approved.

Public Comment

- No public comment

Board Discussion/Future Agenda Items

- Municipal Clerk Adair said there are two more items at the back of the packet and the forms can be left in the library instead of added to the policy.
- Secretary Tabet-Chavez said the internet use agreement should pop up when people use the internet, this started a discussion.
- Municipal Clerk Adair said maybe we could have people sign it when they get a library card, but she was going to check with the Assistant to the City Manager for clarification.
- Vice Chair Wilson said that she has had to sign this when she needs to use the internet only at a library that she doesn't have a card. She also asked about the parental involvement on how its written which the wording needs to change, this continued the discussion.
- Municipal Clerk Adair said there will be different access codes for adults and children. We don't have the luxury to have separate rooms.
- Please send any information you want to include on these forms to Municipal Clerk Adair before the next meeting.

Adjourn

- Motion made by Secretary Tabet-Chavez to adjourn. Seconded by Vice Chair Wilson. With a 5-0 vote the library board meeting was adjourned at 7:07 pm.

Respectfully submitted,

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

Date: _____

Approved:

Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Deborah Benavidez

Lisa La Manna

Rita White