



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, December 08, 2021 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

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

**Pledge of Allegiance**

- Vice Chair Merita Wilson led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chair Bobby Caldwell, Vice Chair Merita Wilson, Secretary Lisa Tabet-Chavez.  
ABSENT: Member Deborah Benavidez, Member Lisa LaManna, Member Rita White.  
Present: City Manager Dr. Martin Moore, Municipal Clerk Elizabeth "Lisa" Adair.
- Secretary Lisa Tabet- Chavez stated there was no quorum the library meeting continued in discussion only.

**Canceling the 12/22/2021 meeting**

- Clerk Adair said she will have a notice of meeting cancelation for the 22<sup>nd</sup> posted on the website, the posting areas and Facebook.

**Budget for Library Board**

- Chair Caldwell would like to know the cost of the things on our wish list including costs of memberships for different library associations.
- Vice Chair Wilson spoke with a librarian friend in Hatch and said the children's program alone costs over \$1000 a year.
- Chair Caldwell thinks the price might change depending on the size of the library.
- Chair Caldwell said at this time we don't have enough information about our needs to submit a number to the council.
- Dr. Moore recommends that the Finance Director can look at the budget adjustments in January and have information for the next library meeting. Also suggests talking about the Junior Appropriation Fund which could be helpful for the library.
- Chair Caldwell would like more information about this fund. Dr. Moore said the City Council will vote on it probably on January 10.
- Clerk Adair said the budget adjustments will be voted on January 10th. She suggested on January 26, the board should review these changes.
- Dr. Moore said that a group of 3 could meet with the City and discuss the budget before January 26. All present agreed that the budget and Junior Bill can be gone over during the January 26 meeting.

**III - Patron Responsibilities and Conduct**

- Chair Caldwell said we need to ask Legal what the age of unsupervised children should be. Vice Chair Wilson said we should have the parents sign a waiver for their children to receive a library card.
- Clerk Adair said in section 9 there is already language that demonstrates this rule.

#### **IV - Services of the Library**

- Secretary Tabet-Chavez asked if we could add "To the extent practicable" in the first paragraph of the Services of Library section.
- Clerk Adair said she will amend the documents and bring them back for a vote.

#### **VI Volunteers and Friends**

- Dr. Moore said he will check the legality for any donation laws. Clerk Adair said a 501c3 must be formed by the Friends organization.
- Chair Caldwell said the Friends will need to establish their by-laws, officers etc. and communicate with the board. They will establish their mission, and structure and membership fee.
- Clerk Adair said that board members of the library cannot be on the board of the friend's library. If they do get invited to a banquet or such we must post if other members are attending and continued the discussion.
- Secretary Tabet-Chavez asked if this section can be amended when we have a Friends organization. Clerk Adair said policies are working documents and so yes it can be changed and approved.
- Chair Caldwell said hopefully the Friends can bring volunteers, be advocates for the library and talk to civics leaders. He said communication between the Friends group and Library Board will be important. This can be good for funding in the long run. The discussion continued
- Chair Caldwell suggests that the board look at what other Friends groups do so we can discuss at next meeting.
- Vice Chair Wilson explained more how the Friends organization turned from just a simple sidewalk shop into what they have today.

#### **VIII Material Selection/Collection Development Policy**

- Chair Caldwell said he thinks this section is a strictly a Librarian job and the board should be educated on and be a support to the librarian on this matter. He suggested that we put this on the back burner until we have more ideas and next meeting we will bring it back up.
- Dr. Moore agreed.
- The board is advised to do more research on this matter and get familiarized with the documentation. The discussion continued
- Secretary Chavez said this document should be a place holder for policy until we have a librarian who may want to amend. The discussion continued.
- Clerk Adair said she will have this document ready next meeting in the proper format.

#### **Public Comment**

- Clerk Adair explained there was a comment on Facebook, it was not related to the Library, and she read it to the board.

#### **General Board Discussion/Future Agenda Items**

- Chair Caldwell he explained they will go over circulation policy #9, and #10 reference service policy.

## Adjourn

- The Library board meeting was adjourned at 7:30 pm.

Respectfully submitted,

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Lisa Tabet-Chavez, Library Board Secretary  
(Transcribed 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

\_\_\_\_\_  
Rita White