



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

*Please silence all electronic devices.*

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**Call to Order**

- Chair Bobby Caldwell called the Library Board meeting to order at 6:06 pm.

**Pledge of Allegiance**

- Member Lisa La Manna led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chair Bobby Caldwell, Vice Chair (virtual) Merita Wilson, Secretary Lisa Tabet-Chavez, Member (virtual) Deborah Benavidez, Member Lisa LaManna, Member Rita White.
  - Present Municipal Clerk Elizabeth Adair

**Approval of Agenda**

- Motion made by Member Benavidez to approve the agenda for today. Seconded by Member LaManna. With a unanimous vote the agenda for the library board meeting was approved as presented.

**Approval of Minutes for 6/22/2022**

- Motion made by Member LaManna to approve the minutes for June 22<sup>nd</sup>, 2022. Seconded by Secretary Tabet-Chavez. With a unanimous vote the minutes for June 22, 2022 was approved as written.

**Planning on Grand Opening of Library**

- Chairman Caldwell said we have some things that we had stated that we want to get done for the grand opening and stated the discussion.
- Municipal Clerk Adair started to describe the grand opening invitations and explained who she had invited to the event and where else she has made it know for citizens to come and participate.
- Chairman Caldwell explained his concerns with the shelving as well as the book order.
- Municipal Clerk Adair said she will bring this up to the Assistant to the City Manager Amy Lopez.
- Vice Chair Wilson said we are a brand-new library and limited resources so if we have an empty bookshelf just say looking for funds or more books coming soon and continued with the discussion.
- Municipal Clerk Adair agreed with Vice Chair Wilson and explained they are trying to get artwork donated from Tome Art Gallery as well.
- Chairman Caldwell asked about the possible popcorn machine.
- Member Benavidez said she will ask a member from the optimist club to borrow a popcorn machine and continued with the discussion.

- Secretary Tabet-Chavez said there might be a place where we can rent a machine.
- Vice Chair Wilson said she will contact the Belen library about the popcorn machine.
- Municipal Clerk Adair said there was left over stuff from the soft opening and will talk to staff on getting some things donated.
- Member White asked if the fire department will be providing hot dogs.
- Municipal Clerk Adair said as far as she was told they are providing manpower and equipment but will have to see about getting other staff to participate.
- Member Benavidez asked as far as the bookmarks, and such is everything ready.
- Member White stated she is making the blank bookmarks and not sure if Amy was able to make the wooden bookmarks.
- Vice Chair Wilson said she will do some reading out loud with the kids and continued with the discussion.
- Chairman Caldwell said he has concerns about the banners and this can be an issue.
- Municipal Clerk Adair said it's short notice and unfortunately we might not be able to get them due to only having one contact and it would have been different if we had more bids.
- Chairman Caldwell asked if she has heard anything from the department of transportation,
- Municipal Clerk Adair said she has not but looking at the design work it doesn't look like it's on DOT property.
- Chairman Caldwell asked when is the deadline for everything to be finalized.
- Secretary Tabet-Chavez said everything should be done by our final meeting.
- Municipal Clerk Adair went over what has been done and what is left to be finalized.
- Municipal Clerk Adair asked who was supposed to get in touch with the radio station.
- Chairman Caldwell stated from the minutes Member Benavidez said she would get a hold of both news station and radio.
- Member Benavidez said she recalls mentioning them but has not been in contact.
- Municipal Clerk Adair asked if she would be willing to contact them.
- Member Benavidez said she will try and continued the discussion.
- Chairman Caldwell asked what the Makerspace will do and what are they besides a venue for kids to be a part of.
- Municipal Clerk Adair explained it's not just for kids.
- Member White asked if there will be a cost associated for the programs.
- Municipal Clerk Adair said she is pretty sure there will be a cost but not sure of how much right now.
- Chairman Caldwell asked how they are funded.
- Municipal Clerk Adair explained they are not funded right now it was a grant they were able to receive.
- Chairman Caldwell asked if there will be a permanent person or a volunteer who will be running the makerspace.
- Municipal Clerk Adair said Assistant to the City Manager Amy Lopez will be managing the Makerspace and said eventually it might be part of the library in the future.
- Member White asked so an individual could come and use the sewing machine and continued the discussion.

- Municipal Clerk Adair said not at this time, it would have to be under a group as of right now.
- Member Benavidez said only a group can rent the Makerspace.
- Municipal Clerk Adair said yes, she believes so and explained it is the same as the optimist renting the room in the city.
- Chairman Caldwell asked if we decided to get rid of the jumper idea.
- Member Benavidez said yes, they decided against the jumper.
- Chairman Caldwell did a recap on the discussion.
- Vice Chair Wilson stated that with the time of the opening people do not have to stay the whole time if they do not wish to.
- Municipal Clerk Adair said from the request of Representative McQueen he asked for the opening to be at 10am.
- Chairman Caldwell said he would contact the moose to see if they would like to contribute and continued the discussion.
- Vice Chair Wilson said the moose is really good they just donated \$500 to the bookstore.
- Chairman Caldwell ask Secretary Tabet-Chavez if her son was still going to play.
- Secretary Tabet-Chavez said yes, he is and he just got his second COVID shot but he will be good before then.

#### **Library Board Duties**

- Chairman Caldwell said he was confused on the way the board was set up which normally the library director is hired and then she/he hires everyone for the library, and he thought the board would be part of the decision as to who is hired for the position but that is the duty of city council and began a discussion.
- Municipal Clerk Adair said it is up to the City Manager because it is under our personal policy, they would be a paid employee of the city.

#### **Public Comment**

- No public comments.

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

- On the 27<sup>th</sup> agenda will be finalizing details of the grand opening.
- August 3<sup>rd</sup> meeting agenda items after event of the grand opening will start the once-a-month meetings changing the times to 5:30pm instead of 6pm.
- Vice Chair Wilson said there needs to have a table with a signup sheet to have a friends of the library for Rio Communities.
- Municipal Clerk Adair said also having a signup sheet for volunteers for the library as well.

#### **Adjourn**

- Motion made by Member LaManna to adjourn the meeting. Seconded by Secretary Tabet-Chavez. With a unanimous vote the library board meeting was adjourned at 7:06 pm.

Respectfully submitted,

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Elizabeth 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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Lisa Tabet - Chavez, Secretary

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Deborah Benavidez

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Lisa La Manna

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Rita White