



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

*Please silence all electronic devices.*

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**Call to Order**

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

**Pledge of Allegiance**

- Lisa LaManna led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chair Bobby Caldwell, Vice Chair Merita Wilson, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Lisa LaManna, and Member Rita White.  
Present: City Manager Dr. Martin Moore and Municipal Clerk Lisa Adair.

**Approval of Agenda**

- Motion made by Member LaManna to approve the agenda. Seconded by Member White. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the agenda was approved as presented.

**Approval of Minutes for 8/24/2021**

- Motion made by Vice Chair Wilson to approve the minutes as presented. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the minutes for the meeting held on August 24, 2021 was approved as written.

**Discussion- Introduction of Guest and Questions**

- ❖ Kathleen Pickering Director of the Belen Public Library she explained she has been the director the Belen Library and the Harvey House Museum for the last 3 years and explained the requirements she has to fulfill to keep their State funding and what staff she has. She then explained the 2 friends of the library groups and what grants those nonprofits can obtain to help the library and explained three sources of funding: Funding from the City, technology infrastructure fee which is fee residents pay to get access to information technology, and we do get some funding from lodger's tax because of we are part of the museum.
- ❖ Deborah asked if we could apply for grants since we are a city.
- ❖ Ms. Pickering explained that you can depending on the grant, there are grants for public entities as well as nonprofits and explained some of the grants the Belen library receives.
- ❖ Bobby Caldwell asked how important the Friends of the Library group is.
- ❖ Ms. Pickering explained that it is important for several reason, grants being one of them and local fund raising is another and continued the discussion.
- ❖ Chair Caldwell asked what the library director does.
- ❖ Ms. Pickering explained what a director of the library does: operates entire library during shutdowns, budgeting, compliance with regulations, communicate with City Council, library evaluations and strategic planning, providing services for the public, and promote intellectual freedom.
- ❖ Chair Caldwell said that most people think the library director is someone that likes to read books all the time, but people don't understand the true nature of libraries and their employees and continued the discussion.

- ❖ Vice Chair Wilson asked what is required to get library cards in Belen.
- ❖ Ms. Pickering explained how you can obtain a library card, including name, address, email address but we do have a temporary status card if someone is missing any of these things, we do work with people who have extenuating circumstances and continued the discussion.
- ❖ Chair Caldwell asked what would be recommend the board should do first and continued the discussion.
- ❖ Chair Caldwell asked what we should do in the interim while selecting a library director, using a part time director.
- ❖ Ms. Pickering explained what another Library has done and suggested using dedicating volunteers.
- ❖ Chair Caldwell said there is not a volunteer library in this area.
- ❖ Ms. Pickering said this has been difficult for those volunteer library and continued the discussion.
- ❖ Secretary Tabet-Chavez asked you talked about dedicated volunteers and do you have avenues to get them.
- ❖ Ms. Pickering explained that she has sent out newsletters and continued the discussion.
- ❖ Secretary Tabet-Chavez asked after you have volunteers what is your process, are there background checks and other things that need to be done.
- ❖ Ms. Pickering said that there is a background check, there is an interview process, if the volunteers are seniors, we have them register with the volunteer senior's program so there is a record and a background check as well as a small stipend. The discussion continued.
- ❖ Lisa LaManna asked who pays for the volunteer background check.
- ❖ Ms. Pickering explained RSVP will pay for the background check for seniors, but if they are under 55 the library is responsible for paying for that.
- ❖ Chair Caldwell asked is the FRIENDS required to be a 501-c3.
- ❖ Ms. Pickering explained the process which includes an IRS determination letter, the process can take up to six months and there is a fee attached with it, filing annual reports, and must stay in good standing. The discussion continued.
- ❖ Chair Caldwell asked as a board to access the information from the relevant library websites, are you required to have a registration for the library.
- ❖ Ms. Pickering said all that information is public information and you can register for free unless you want to go to a conference want to buy things, but recourses are publicly available.
- ❖ Secretary Tabet-Chavez asked in partnerships with Belen and the County, how would the City come to agreements of partnership.
- ❖ Ms. Pickering said this is informal and then explained the latest initiative is to pull all existing libraries and archive in Valencia County, trying to form a collaborative to get a grant to help do this. She then explained we work together for legislative issues, grants and recommend funding sources that would help other libraries. The discussion continued.
- ❖ Vice Chair Wilson asked what the cost would be for a part-time Librarian/Director.
- ❖ Ms. Pickering said in Belen it is \$22.00 an hour for a director, \$13.00 an hour for Circulation Clerk, and \$16.00 for an assistant librarian.
- ❖ Secretary Tabet-Chavez are there specific days or hours that need to be set for the community
- ❖ Ms. Pickering said she does not know if there is a minimum number of hours the library needs to be open and began a discussion.
- ❖ Lisa LaManna asked about holidays.

- ❖ Ms. Pickering explained they follow the City's holidays and closed the Saturday after the holiday and then said she is really excited for the City to provide this service, and she is happy to help any way she can.
- ❖ Manager Dr. Moore apologized for being late and then said on behalf of the City of Rio Communities and Staff we truly appreciate the help and thanked her for coming.

### **Discussion- Budget Overview**

- Manager Dr. Moore started an overview on the budget: the current budget is \$6,250, currently broken down and can be changed if need be: \$5,000 for software, \$500 general office \$500 for other supplies and \$250 for postage. He then explained they need to discuss what the expenses are going to be and explained we do a mid-year review of revenue and any changes to the budget would need to be presented to Council before that review.
- Chair Caldwell said this would be above the \$6,250.
- Manager Dr. Moore said yes and continued to explain if there are any particular needs for the library because it is new, they should be presented the Council.
- Secretary Tabet-Chavez said is this reasonable to expect that amount for next year.
- Manager Dr. Moore explained the City is expecting that this budget will probably not be enough once we are established, this would be the minimum amount, however, we may not have the money to have a professional librarian/director.
- Chair Caldwell said as far as reaching out and finding information, do they have the authority to contact the State to get answers.
- Manager Dr. Moore said yes, but make sure to not have a quorum or a rolling quorum, and make sure you are following the Open Meetings Act and continued the discussion.
- The Board continued to discuss the budget.
- Chair Caldwell said what he has read, there is a GSAB accounting from the State and as a requirement that is different for libraries.
- Manager Dr. Moore explained there are particulars for the library, but we have to follow these as a City already, but we would need to become familiar with GSAB for the specifics of the library.
- Chair Caldwell are we required to submit monthly a report to the City.
- Manager Dr. Moore said the finance reports that to the City already and said if the library board would like to see that we can ask the staff to provide that, there is a monthly report to Council on the first meeting of the month. He then said a staff recommendation was to start looking at a couple of libraries and get a copy of their budgets.
- Chair Caldwell said the next budget goes into next year.
- Manager Dr. Moore explained that fiscal years run from Jul 1, 2021 to July 31, 2022, budget requests are turned in March, adjustments by December, and continued the discussion.
- Chair Caldwell asked regarding the resolution 2020-174, Section Per Diem Rates, under C, if the City can include the Library Board.
- Manager Dr. Moore said that is part of our budgeting process, it is in the Resolution as you are members of the board and the discussion continued.

### **Public Comment**

- no public comments.

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

- Vice Chair Wilson asked if there was a general idea of planning on opening.

- Manager Dr. Moore said talk was the middle of October, but with the amount of work to do, hopefully sometime between thanksgiving and Christmas.
- Vice Chair Wilson said there needs to be procedures, policies, and a strategic plan, and who is going to be responsible for that, and asked without a budget for a director who that person would be.
- Chair Caldwell said we do need to get this policy/procedures, by-laws, and mission statements out of the way before we move on, and we need to prioritize how we are going to move forward and continued the discussion.
- Vice Chair Wilson said community outreach is important, what does the public want, we are not close to policies and procedures, and suggested coming back on the 22nd on a mission statement and continued the discussion.
- A discussion began regarding a survey.
- Manager Dr. Moore will take the task of getting sample of policy and procedures.
- Chair Caldwell restated what everyone was going to do: ideas for mission statement, examples of policies and procedure, look at local, state, and federal laws, and sample budgets.

**Adjourn**

- Member Benavidez made a motion to adjourn. Seconded by Secretary Tabet- Chavez. With a 6-0 vote, the meeting of the Library Board was adjourned at 8:08 pm.

Respectfully submitted,

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Lisa Tabet-Chavez, Library Board Secretary  
 (Taken by Lisa Adair Municipal Clerk and Transcribed by Amy Lopez Deputy Clerk)

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

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

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