



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, March 09, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Chairman Bobby Caldwell called to order the Library Board meeting at 6:03 pm.

**Pledge of Allegiance**

- Secretary Tabet-Chavez led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chair Bobby Caldwell, (virtual) Vice Chair Merita Wilson, Secretary Lisa Tabet-Chavez, (Virtual) Member Deborah Benavidez, (virtual) Member Rita White, Member Lisa LaManna (arrived at 6:10).

**Approval of Agenda**

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

**Approval of Minutes for February 23, 2022**

- Motion made by Secretary Tabet-Chavez to approve the minutes from February 23, 2022. Seconded by Member White. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 6-0 vote the minutes for February 23, 2022 was approved as written.

**Possible open dates of Library**

- Vice Chair Wilson stated to have the library open at the end of April for schools to inform students before school is out in May.
- Chairman Caldwell said that is a good reason, but to choose at least 2 possible dates just in case one date doesn't work. He then went on by saying we have a deadline of May and started saying what dates they are having meetings. And processed to ask if they are looking for a weekend or weekday open date.
- Manager Dr. Moore recommended an open date and a ribbon cutting date and said to work with Representative McQueen since he did make the library possible for the ribbon cutting and for an opening it can be at any time or day they would like to choose, this led into a discussion.
- Secretary Tabet-Chavez asked if the library is good to open and if Deputy Clerk is ready to move forward.
- Manager Dr. Moore said there are two things, one is books are already being entered, and seconded we have computers, so we do have enough for a soft opening, and continued the discussion.
- Secretary Tabet-Chavez stated her understanding for the soft opening book check out will not be ready.

- Manager Dr. Moore said no it will not be, but that's not the case as for the ribbon cutting everything will be done and invite Representative McQueen so he can see what we've done. He then stated our goal is to be close to 100% fully functional as we can.
- Municipal Clerk Adair gave an example of a restaurant only having a select menu when they open just to start off with, and the discussion continued.
- Chairmen Caldwell said maybe after the first meeting in April to look over plans we have already.
- Manager Dr. Moore said you can use your first board meeting for plans and then your second board meeting to walk through the soft opening.
- Vice Chair Wilson said she can see why the soft opening should be during the week but the ribbon cutting should be on a Saturday if Rep. McQueen can be there, as well as someone call the schools to let them know we are having our grand opening.
- Municipal Clerk Adair said she didn't know if there would be staff available as well as hours of open.
- Manager Dr. Moore suggested a soft opening and we need to refine the ideas.
- Secretary Tabet-Chavez asked if we needed the City Council to approve the opening date.
- Manager Dr. Moore said no but we want their input. He thinks we should know by March 28.
- Chairman Caldwell said we need to pick a few dates.
- Manager Dr. Moore recommends April 30, and everyone agreed that day could work.
- Secretary Tabet-Chavez asked about the possibility of a quorum
- Municipal Clerk Adair said she will put out a possibility of a quorum notice, this continued the discussion.
- Member Benavidez recommends 1pm and everyone agreed on the time.
- Library Board decided on April 30, at 1 pm for the soft opening.
- Member White asked how long are we going to have the opening for.
- Manager Dr. Moore said no more than 2-3 hours.
- Municipal Clerk Adair said the board doesn't have to stay the whole time at all either.
- Manager Dr. Moore stated he will pass the information on to Council.

#### **General Discussion Topic... Library Budget**

- Manager Dr. Moore said the library needs money. He said he'll should shoot for March 23 as a draft budget for the library. The library board can give input on this before it goes to the city council. He said it needs to be an open process but stay on a strict timeline.
- Chairman Caldwell said the sooner the better.

#### **XIII. Equipment Use Policy**

- Municipal Clerk Adair said changes were made as requested from last meeting. And said everything else stayed the same.
- Chairman Caldwell said his question was where the policy says payment is concluded at the end of the session.
- Municipal Clerk Adair informed him that it is simply saying they need to collect the printed papers from the librarian after printed.
- Secretary Tabet-Chavez said she thought they had left it to the librarian to approve or deny the printings, this started a discussion.
- Municipal Clerk Adair suggested taking out the wordage about paying at the end of the session.

- Vice Chair Wilson said that she doesn't think it's going to be a problem.
- Chairman Caldwell said he is worried about inconsistency. He thinks we should have people pay up front.
- Municipal Clerk Adair suggests we can revisit the policy if we need to. Hopefully we can have some kind of technology that can prohibit useless prints.
- Motion made by Member LaManna to accept the policy as written. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote approval of the equipment use policy as written.

#### **XIV. Internet Use Policy**

- Municipal Clerk Adair said the City Attorney said the policy is good.
- Chair Caldwell said he had a question about CIPA. Do we need to ask legal about CIPA? What happens if the child goes to an inappropriate site? There are specific steps to be taken, and this started a discussion.
- Vice Chair Wilson said there are filters that block the inappropriate content.
- Chair Caldwell said we need an opinion from the legal team.
- Member Benavidez said we need to investigate this more so we can handle this properly.
- Vice Chair Wilson said she will ask the Belen Librarian how they handle this.
- It was agreed to table this and put on the next agenda as an action item.

#### **XV. Meeting Room Policy**

- Chairman Caldwell said in his research he found that meeting room activities must stay in meeting rooms, can't create hazards. Should be 18 or older. Time limits. Room Occupancy. This led to a discussion.
- Municipal Clerk Adair said people need to fill out a building use form but that's a problem with the city and not through the library. This is a working document, and the library service area is the actual library. She said exceptions should be made by the City Manager not the library board.
- Secretary Tabet-Chavez agrees with the idea that we scrap this meeting room policy and refer people to the cities building use policy.
- Vice Chair Wilson said we shouldn't be renting out the actual library room at all.
- Municipal Clerk Adair said the library is too small to rent out.
- Member White said we can leave it open and refer to the city.
- Everyone agrees that we can refer people to the city building use policy

#### **XVI. Displays and Exhibits Policy**

- Vice Chair Wilson asked how detailed we want to leave the Displays and Exhibits Policy, this led to a discussion.
- Member White said it can be left to the librarian/directors' discretion.
- Chairman Caldwell asked if the board would like to keep the policy how it is written, and will decide next meeting.

**Public Comment**

- No public comments

**Board Discussion/Future Agenda Items****General Discussion Topic... a) XVII. Public Notice Bulletin Board Policy b) XVIII. Disasters Policy  
c) Library bill of rights and the freedom to read statement**

- Chairman Caldwell said everyone should research this and have read up on what we need to do moving forward. Everyone is encouraged to be diligent in doing research.

**Adjourn**

- Motion made by Member LaManna to adjourn. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the Library Board meeting was adjourned at 7:00 pm.

Respectfully submitted,

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Lisa Tabet-Chavez, Library Board Secretary  
(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