



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, May 11, 2022 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 6:07 pm.

**Pledge of Allegiance**

- Rita White led the Pledge of Allegiance

**Roll Call**

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

**Approval of Agenda**

- Motion made by Vice Chair Wilson to approve the agenda. Seconded by Member Benavidez. With a 6-0 Vote the agenda for the library board meeting was approved as presented.

**Approval of Minutes for April 27, 2022**

- Motion made by Member Benavidez to approve the minutes. Seconded by Member LaManna. With a 6-0 vote the minutes for April 27, 2022 was approved as written.

**Form: Statement of Concern about Library Resources**

- Chairman Caldwell started a discussion on the statement of concern about library resources. He continued by saying that he has seen these actions in other libraries websites.
- Municipal Clerk Adair said this statement will not be part of the policy, but the librarian will have access to this, and eventually it will be online.
- Vice Chair Wilson asked on the statement online number 7, if someone disapproves and states they don't like something in the library, what action will be taken, this continued the discussion.
- Municipal Clerk Adair said she believes this would be brought up with the library board just like if somethings going on with the city it is brought up with city council.
- Motion made by Member White to approve the statement of concern about library resources. Seconded by Member LaManna. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the statement of concern about library resources was approved.

**Form: Library Card Application w/internet use agreement**

- Chairman Caldwell began a discussion about the library card application with the internet use agreement and stated it's a standard form as well as its in English and Spanish for diversity.
- Member Wilson asked about the internet use for a child, has there been a conclusion on what to add to the back of the card for the librarian to know what internet sites they are allowed on.
- Chairman Caldwell said for now we can leave that for the discretion of the librarian.
- Municipal Clerk Adair asked about a photo ID for the library card.
- Chairman Caldwell said yes, most libraries require them.

- Municipal Clerk Adair said her concern is someone coming in and using someone's card pretending to be the person on said card.
- Chairman Caldwell said maybe instead of a driver's license we can have them use a business ID card or school ID card.
- Secretary Tabet-Chavez said its very tricky due to most people do not have one.
- Chairman Caldwell said we need to have some sort of way to identify who has what property.
- Member LaManna said to keep the ID on the application and if anyone objects on giving there information then maybe just a number, the discussion continued.
- Municipal Clerk Adair asked Vice Chair Wilson what does Belen do as far as the application process.
- Vice Chair Wilson stated the application does not ask for any ID whatsoever.
- Secretary Tabet-Chavez asked if we are going to ask this for children as well.
- Chairman Caldwell said not from the children but will have the parents sign for them.
- Member Rita White stated on the application is has where the person's name can be writing and that the photo ID will be able to match the persons name to the application, this continued the discussion.
- Chairman Caldwell said they need to come up with a decision because he does not want to deny anyone access to the public library.
- Vice Chair Wilson said she thinks it's best to just check the persons photo ID instead of writing down the number and for someone who doesn't have an ID then someone can come in and state they are living with person.
- Member Benavidez said its only for 18 and under who doesn't have an ID.
- Member White said she does know that some elementary students do have an ID.
- Chairman Caldwell said they came to an agreement and instead of having to get a copy of the ID or the number they will have the people show proof and the librarian will check it off, as for someone who does not have an ID they can have someone come in with them when feeling out the form and show their ID and tell the librarian that the said person is living with them so they can have access to the library.
- Motion made by Vice Chair Wilson to accept the Rio Communities library card application. Seconded by Member LaManna. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the library card application with internet use agreement has been approved.

### **Move to Council the Library Policy**

- Chairman Caldwell began a discussion about giving the library policy to council so they can approve or have us make corrections and asked if there were any statements or questions.
- Motion made by Member LaManna to move the policy and procedures manual for submission to the City Council for approval, 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 to move the policy and procedures manual for submission to the City Council for approval has been approved.

### **Soft Opening of Library and hours of operation after Soft opening**

- Chairmen Caldwell began a discussion about the soft opening as the date which is May 21<sup>st</sup> and time is from 1pm-3pm. He then asked who could be here for the soft opening.

- Member White said that they need to be here earlier than 1pm since that's when it opens.
- Municipal Clerk Adair said staff will be here earlier than 1pm, then stated what the hours are they looking for after the soft opening. She continued by adding that she thinks Tuesdays and Thursdays would see fit and from 10am-3pm would work until we get a librarian, this led into a discussion.
- Vice Chair Wilson said what kind of snacks and drinks she was thinking about bringing for the soft opening as well as maybe putting a sign out for people to sign up to volunteer.
- Member White asked if the library still needed help scanning books in.
- Municipal Clerk Adair said yes, but you can even after the soft opening and help any time, which led into a discussion.
- Chairman Caldwell once again asked about the hours of operation being Tuesday and Thursday from 10:00 am to 3:00 pm.
- Municipal Clerk Adair said yes and there will be a flyer going out as well.

### **Public Comment**

- No public comments.

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

- Chairman Caldwell began a discussion on what the library board needs to start putting the library out and trying to get funds and then start to right reports and such since we are established.
- Member LaManna said how do you apply for the grants.
- Municipal Clerk Adair said you can look and then bring them up to the city manager who will bring it to our grant writer for him to pursue, but you have to do all the research before you mention it.
- Chairman Caldwell show the board the New Mexico State Library annual reports and state grant aid application which shows everything they need to know, and they have it on their website as well, he continued by saying that there are also grants for public libraries and that requires reports and such.
- Vice Chair Wilson suggested they find a way to promote the libraries days and times.
- Municipal Clerk Adair said they need to start talking about the grand opening as well and continued by telling the board to come up with how many meetings they will be having since the library is opened and the policy was the main factor for having 2 a month but just needs to be discussed for future reference.

### **Adjourn**

- Motion made by Vice Chair Wilson to adjourn, Seconded by Member Benavidez. With a 6-0 vote the library board meeting was adjourned at 7:10 pm.

Respectfully submitted,

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Lisa Tabet-Chavez, Library Board Secretary  
(Taken by Lisa Adair Municipal Clerk and 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

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

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