

El Rito Library Board of Directors minutes

14 March, 2025

Meeting was called to order at 12:03 p.m.

Board members present were Gloria McFarland, Sid Gudes, Lynne Gudes, Dave Warren

One visitor was welcomed.

The agenda was presented, and a motion was made by Sid to accept the agenda, seconded by Gloria. Passed unanimously.

Chair asked for approval of minutes from the February meeting. Gloria moved to accept them, seconded by Sid. Motion passed unanimously

Bylaws: Minor changes to the bylaws were explained by Sid. Dave made a motion to accept the minor changes, seconded by Lynne, passed by unanimous vote of the Board.

A discussion was held on the Board Member Letter of Agreement. Gloria noted that it felt as though there was a lack of trust, given that the Board was requesting that they sign an agreement. Sid mentioned that it was a reaffirmation of the requirements for Board members, in the bylaws, and was not designed to show mistrust. Dave stated he would send a letter to each board member, for them to review and bring to the April meeting.

The Policies and Procedures manual was brought up for discussion and adoption. Dave noted that one Board member wanted clarification of the portion that stated Board members were not to interfere with day-to-day operations of the Library. It was noted that Board members could volunteer to assist with library tasks if requested by a Team Leader. Sid noted he could add a sentence to the manual that would allow for that. Dave made a motion to accept the manual, with the noted change. Gloria seconded and it was passed by a unanimous vote.

Finance, Compliance, and Risk Report:

In the financial report, Sid noted the following:

Bank account balances: Century 17,200; Fidelity 63,300; GO Bonds \$14,900; Petty cash \$30

GO Bonds are fully funded at \$14,950, less \$1,500 for Libby this Feb, \$1,500 for Libby next Feb, and \$500 for Kanopy, leaving \$11,550 available, must be spent by April 2026

Received second half of NM State Library Grants-in-Aid for \$5,100

Received Rural Library Program grant for \$15,300

Credit Card applied for the library. It would provide a small cash back to the library

Non-Taxable Transaction Certificates issued to:

Amazon, Civic Tech, Cougar, Family Dollar, Lowes, Office Depot, Sams, Walmart

Library property insurance was coming up for renewal in late March. There was an increase in the cost and Sid asked if the chair could contact the insurance agency and see if they had all of the pertinent information as that might result in a decrease. The chair noted it would do so.

Compliance:

Sid noted an issue had been identified with non-compliance. The Healthy Workplaces Act: as of 7/1/22, requires sick leave to accrue at 1 hr per 30 hrs worked, had not been done, since the Act became law. He has calculated back hours and added to employee benefits.

Sid mentioned that the USPS database now recognizes us at 182 State Road 215. Before, he had discovered the USPS had no actual address for the library in the database. He had taken steps to correct this issue.

Under "Risk", Sid noted that we needed to accelerate the switch of host service away from FatCow due to reputation problems on shared server. He noted that while the current subscription was still active, we should move quickly to find a more reliable and trusted host. He asked the chair to see what options were available. The chair said he would do so and would look at HostPapa as an alternative, that would also cost less than FatCow. Sid mentioned that they also have a web builder.

Gloria spoke about activating the 100 for 100 fundraising drive as we are in a slow period for grants coming in. Discussion was held on this and Gloria will work with Fundraising Team Leader Jill on this project.

Library Team Leader Report :

Michael Godow, Librarian Team Leader, submitted his report to the Board:

1. All new positions at the El Rito Public Library have been filled:

Head Librarian-Michael Godow, MLS

2. Community Services Leader- Carime Alire
3. Finance Team Leader- Sid Gudes
4. Fundraising Leader-Jill Weber
5. Human Resources-Maggie Towne
- 6.Dave Warren continues to fill Information Management Leader
7. Children's Programs Coordinator Mary Shoemaker

The wife of Vietnam Veteran Thomas DiGenova who passed away last year donated 300 of his DVDs to the library. They are in the process of being accessioned into the collection.

—New books have been ordered for the collection

Jill Weber, our new Fundraising Leader reports

Since I began the role on March 1, I have gone through all recorded grants and donations to the library to date, and created a digital grant/donor database. The database is a simple spreadsheet that lists organizations and foundations that have provided (or may provide in the future) funds to the library; I have researched each of those online and noted any grants that are available in 2025, as well as the application window and dollar amount of funds available. I am keeping an eye on applications due this Spring, and anticipate starting to apply for grants in the next week or two.

Another task of early March is alphabetizing and consolidating the grant/donor paper files - this was partially done, but is being completed. It will help me find files quickly and easily going forward, and be able to access the full history of donations/grants from a particular donor/organization when I am ready to begin an application.

I continue to build out the digital grant database as people share info with me.

Mary Shoemaker, our new Children's Coordinator is working on Children's programs for the library. She reports:

My thoughts on the after school program are as follow, and will evolve as we see the who, why and whats of the children.

1. Snack and social emotional check in. Feed the bodies and souls.
2. Homework/ Tutoring
3. STREAM activities. Science with technology, reading, art, math combined in varying degrees.
4. Cleanup and book check out.
5. Adios at 5:30.

Tuesdays and Wednesdays. Groups may be divided by age/ grade/ maturity depending on numbers of participants.

Parents, guardians, grandparents, community members are encouraged to come and participate .

After school sessions will start on March 25 and go until May 21. There will be a break, then summer reading will begin June 10. It will go six weeks, (skipping the week of July 4),until July 24. I'm thinking 3 days a week, T-Th.

As of right now, I have no idea how many kids will attend. I'm hoping 10-16. No more than 16, unless we separate age groups. Then same numbers just PreK -K one day and 1-3 another.

I think we need to send out a family questionnaire with the school paperwork. This would ask about food allergies and preferences, children's interests , etc. It would also reiterate drop off and pickup expectations.

Acquisitions

We ordered all the books that the Abiquiu Book Club will be reading. We ordered new books applicable to International Women's Month, Mysteries, Romance, Thrillers and some non-fiction including cookbooks. In total 28 new books ordered not including a dozen books bought with our credit at OP Cit. in Santa Fe. We also ordered five DVDs. Some of them new and some to replace missing copies.

We intend to query the community regarding their reading areas of interest, favorite authors and books, as well as programs and fundraisers they would like.

We will have a questionnaire at the desk and use the El Rito Public Library Newsletter as well as Abiquiu News and perhaps the Rio Grande Sun.

We will also be rebuilding the Reference Book Collection)

Fiscal Year Statistics (July 1, 2024-February 28, 2025)

Adults, Teens, and Children-2161

Reference Questions-70

New Library Cards-40

Circulation (Everything) 5,433

The chair set the next Board Meeting for April 11, 2025, noon, at the library .

Chair called for a motion to adjourn the meeting. Gloria made the motion, Sid seconded. Passed unanimously.

Meeting adjourned at 1:30 p.m.