

**Minutes of the Board Meeting**  
**El Rito Public Library**  
**April 11, 2025**

**Start of Meeting**

- Dave called the meeting to order at 12:11am
- Confirmed that all Board members received the agenda via email or on paper.
- Sid moved to approve the agenda, and it was unanimously passed.
- A motion was made to approve the minutes from the March meeting, which was also unanimously passed.

**Bylaws Changes**

- Sid discussed the changes to the Bylaws, the major one being that HR will report directly to the Board.
- Minor changes were spelling fixes, and a change that allows for the use of terms “head” or “lead” instead of or in addition to “team leader”.
- The Board voted unanimously to adopt the Bylaws changes as discussed and posted.

**Financial Report**

- Sid reported on the financial status, noting a surplus of \$30,000 for the first nine months of the fiscal year.
- The library received a donation of \$1,500 organized by a 102-year-old resident of a retirement home in Santa Fe.
- The library has \$14,900 in GoBonds, with \$700 spent on books and \$5,200 encumbered for Libby, Kanopy, and IT repairs. The remaining \$8,000 must be spent by April 2026 or it reverts back to the State.
- The IT system was repaired and upgraded, costing a little over \$2,000.
- Sid applied for and received a corporate credit card for the library from Capital One with a 1.5% cash back feature. In addition, if \$4,500 is spent in the first three months, the library will receive a \$500 bonus.
- The library is transitioning from QuickBooks to FastFund for accounting, with a target of April 30th for the conversion.

**Reports to the State Library**

- Dave mentioned the need to complete three reports that were overdue to the State Library: a mission vision statement, acquisition statements collection development, and a strategic plan.
- Dave proposed forming a temporary committee to create a strategic plan for the library.
- Maggie and Vicky volunteered to be on the committee.
- The committee will also work on revising the library’s mission statement to align with the strategic plan.

## **Risk Management Report**

- Sid highlighted the risk of sending personally identifiable information (PII) via email
- Sid proposed adding an internet safety policy to the Policy and Procedures Manual.
- The new policy will be distributed and voted upon at the next Board meeting.

## **Board Positions**

- Lynne was elected as the Vice President of the Board.
- Gloria declined to continue as the interim Secretary, and Sid volunteered to take on the role with the help of automated transcription software.
- The Board discussed overlapping roles between the Secretary and Treasurer, confirmed that the Bylaws prevent the President and Treasurer from being the same person, but there is no bar to the Secretary and Treasurer being the same person.
- The Board elected Sid as the Secretary of the Board.

## **Library Team Leader Report**

### Collection Development

- The library added 234 items in the last month. Tracy (volunteer) is weeding out non-fiction books that have not circulated in eight years, or that are falling apart or are no longer relevant.
- Diana and Raymond, owners of Rio Chama Chevron, are donating the Friday and Sunday issues of the Santa Fe New Mexican newspaper to the library.

### Grants and Funding

- Jill (Lead Fundraiser) applied for a grant from the New Mexico Children's Foundation to support the Summer Reading Program. We received the sixth and final installment of a three year grant from them in February, and are asking for additional funds to fulfill our total budget.
- Jill will apply for a "Community Park & Event Venue" grant to go toward the construction of a stage in the back yard, plants and other landscaping materials.
- Jill is considering grants to provide community health resources.
- Jill will call the Walmart Foundation to ask about in-kind donations or gift card for supplies for Cinco de Mayo event.

### Community Events

- Carime (Community Services Lead) is organizing our Cinco de Mayo Festival on Saturday, May 3<sup>rd</sup>, including two Low-Rider Clubs to display their vehicles. Carime is arranging a DJ for musical entertainment and Frito pies. We expect piñatas for the kids and a Photo Booth.
- We are planning a Poetry Day on Saturday, May 17<sup>th</sup>. Five prospective poets have been lined up so far.

- Carime is pursuing additional ideas for events such as a Paint Night, Bingo/Game Night, Farmers Market, and Community Yard Sale/ Flea Market. Carime would like feedback on getting the community together to create El Rito Days, perhaps partnering with the college for a two day event.

#### Children's Programs:

- Mary (Education Coordinator) has started the After School Children's Program, which is held on Tuesday and Wednesday afternoons. The Program stresses STREAM (Science Technology Reading Engineering Art and Math).
- 12 children are participating regularly from El Rito Elementary, ranging from. pre-K through third grade. Activities have included getting library cards; building towers with paper cups; reading Eric Carle's *From Head to Toe* and *The Hungry Caterpillar*; and planting seeds that will grow into attractors for bees and butterflies. Snacks are provided.
- Mary received learning modules from the LANL Foundation's ISEC Program (Inquiry Science Education Consortium), which she will incorporate into the program.
- The Summer Reading Program will start about the second week of June and run two days a week for six weeks. It will include lunch. Desiree (volunteer) will be assisting Mary.

#### **End of Meeting**

- Meeting Adjourned at 12:59 pm.

#### **Followup Items**

- Sid to propose Internet safety policy for the Policy and Procedures Manual.
- Jill to apply for a grant from Del Norte LOV Foundation to help build stage and landscaping in library backyard.
- Sid to issue Non-Taxable Transaction Certificate to plaque company for Cinco de Mayo event awards before purchase.
- Jill to contact additional poets about participating in Poetry Day on May 17<sup>th</sup>.
- Dave to purchase supplies from Sam's Club for Cinco de Mayo event using new credit card once received.
- Maggie and Vicky to proceed on the temporary committee to define a strategic plan and a mission statement.