

VGPL Annual Meeting and Regular Meeting Minutes
July 15, 2024
Annual Meeting, 5-6 pm
Regular Meeting, 6 pm – 7:10 pm

ANNUAL MEETING

Attendees:

- *Board Members:*
President: Jim Zebora,
Vice President: Gemma Ball
Treasurer: David Weaver
Secretary: Kathleen Shiverdecker

At large: Charles Abernethy, Monica Emerich, James “Dusty” Caruso, Joe Durlak, Keith Grover, Kris Sefton, Barrett Jody Price

- *Nominees:* Jim Oyster, Kathleen Matta
- *Library Director:* Julia Kelso
- *Members of the Public:* Two public guests in attendance

President Jim Zebora called the annual meeting to order at 5 pm.

1. Overview

- Jim provided the Annual Report overview noting that the library had a very good year, challenging goals, improving fundraising efforts, and trying new ideas. We increased broad-based mailings, events, and the donor base. He referred to the budget handouts to show the successful year’s tally and noted the solid statistics on library visitation, checkouts, and use of library services.

Jim described library goals as:

- Creating a fund of \$35,000 seed money for operating reserve
- Adding another librarian and more programs
- Revising the 5-year strategic plan
- Increasing donor and patronage bases. We were able to reach areas external to Eldorado, such as Cerrillos, informing those populations that VGPL is their

library as well. Jim noted that we have the capacity to increase our circulation numbers and membership.

- David Weaver, treasurer, reviewed the budget, noting that while we spent money on development, we spent it wisely with a good return. We saw nearly a 2% increase in expenses; however, we are in line with where we want to be—that is, spending between 5% and 15% on development is normal, and we are around 9%. That does not include in-kind donations.

Expenses and revenues of note:

- Expenses are ongoing for IT improvements
- Shifting significant amounts of money to improving the collection while still maintaining the collection
- We average \$100 a week off of sales of books in the library for-sale section
- Trivia nights are a success not only for funding but also for community outreach.

The meeting is recessed at 5:20 pm. Jim called meeting back to order at 5:30 pm.

2. New Board Membership

- Kris Sefton, Nominating Committee, introduced prospective board members:
 - **Kathleen Matta.** Kathleen is involved with Santa Fe Community College, creating the fast-track nursing program there. She is a nurse herself and a nursing instructor.
 - **Jim Oyster.** Jim is a retired Technical Writer who worked in the field for 30 years. From Austin, Texas, he has lived in Santa Fe for 6 years.

Two other prospective board members could not be voted on due to their absence.

- Ballots were distributed, collected, and counted. It is unanimous with no abstentions to vote Jim Oyster, Monica Emerich, Keith Grover, and Kathleen Matta to board.
- Jim noted that the election of officers will occur at the regular meeting, following the annual meeting.

The slate stands as:

- Barrett Jody Price, President
- Kris Sefton, VP
- Monica Emerich, secretary.
- David Weaver, continuing as treasurer

President, VP, and Secretary can sign checks. President is ex-officio on all committees but cannot chair any committee.

The board now has 14 days to put forth new officers. In order to pay our bills, all officers must attend the bank with the official meeting minutes. The bank will order new credit card with the president's name on it.

- Kathleen S noted that she is on record as able and willing to offer HR support to support the board, teams, and staff. Gemma noted that she has provided guidelines to the new development chairs—Keith Grover and Charles Abernethy. She will continue to be active in library events such as silent auction and trivia nights. Jim Z will continue as a mentor to board members

Meeting adjourned at 6 pm. Gemma and Jim leave the room and are now officially off the board.

REGULAR MEETING

Attendees:

- *Board Members:*

Ranking Board Member: James Caruso

Treasurer: David Weaver

Secretary: Kathleen Shiverdecker

At large: Charles Abernethy, Monica Emerich, Joe Durlak, Keith Grover, Kris Sefton, Barrett Jody Price, Jim Oyster, Kathleen Matta

- *Library Director:* Julia Kelso

Meeting called to order 6:10 pm

1. No public comments
2. Comments and modifications to agenda
 - Joe Durlak notes that the agenda item, "Discuss and adopt improved book donation system" is inaccurate. David makes a motion to change agenda item to "discussion of book donation system, with action, as necessary." Charles A. seconds. Unanimous vote in favor with no abstentions.
 - Board Officer Election

Jim Oyster makes a motion to approve the Officer slate as presented at Annual Meeting. Second by Kathleen Shiverdecker. Unanimous vote in favor. No abstentions.

- Barrett Jody Price, President
- Kris Sefton, Vice President
- Monica Emerich, Secretary
- David weaver, Treasurer

3. Approval of Board Minutes:

David W motions to accept, seconded by Joe D. Unanimous in favor. No abstentions.

4. Treasurer report:

David Weaver presented the report, acknowledging a good year for the library. David reviewed his handout. (Please see handout from treasurer.) He noted that we made adjustments that impacted FY 2022. We incurred depreciation into the year, and we will do the same this year. This impacted last year's financial statements. The depreciation of \$23,801 impacts net income, not cash. Added in income for Endowment New Mexico Community Foundation. We ended the year with \$132,000 in the bank--David explained that the library does not make "profit" but rather has "surplus." He noted that our equity has grown to \$283,000. When we record deposits for 2023 that will shift a bit.

Expenses and revenue for the month are in line with the budget.

Prior year to current year: a big shift was that state sources contribution declined, and that loss was offset by increase in development fundraising. Payroll expense presented no big change from last year to now. Expenses were well managed by library director Julia Kelso.

The board approved the budget.

As Community Relations Chair, James Caruso noted that he will approach government officials to solicit funds for library. They make decisions in October.

Julia Kelso confirmed that the Rural Library Endowment was \$15,000 and could be \$20G next year. It could be \$45G ideally.

5. Library Director Report: Julia Kelso

June was a rather slow month but checkouts are still good as are overall numbers of patronage. We have new: projector (no Bluetooth), computers (installation should be complete by July 16/17), shed, phone booth in back of the library, and shelves (will receive installation of new shelving on Aug 1, when the library will be closed).

The Annual Report is nearly complete. This report is vital -- State Library requires it for their funding to us, other support, and library "accreditation."

As noted by Jim Zebora, we need to update our community needs and assessment and strategic plan by next July. While this is not an emergency, it would be beneficial for us to begin work on this because we may wish to conduct surveys and other research.

Julia is away Aug 3-14.

We increased the number of volunteers. Kris S. requested a new list of volunteers.

6. Development committee—Charles and Keith

Keith noted that Gemma left solid tools for the development committee that they will continue to use. Keith will focus on sponsors in Eldorado while Charles will focus on city sponsors. Once new sponsors are identified, Julia and Barrett will be alerted so that they can update promotional pieces.

The Development Committee will meet Thursday at 4 pm.

7. Nominating Committee—Kris Sefton

Kris S. noted that there are two more prospective board members. The board has paperwork on them. With the newly elected members, this brings board up to establishment. One board member has not been present for some months due to health issues. That member will be called to discuss an exit strategy.

8. Community Relations—James "Dusty" Caruso

Trivia night is next Monday. Dusty will run that night and Charles and Michael will run the next. That will end Trivia night for the year. This popular event will resume March 2025. Dusty pointed out that there is discussion in the community about extending Trivia Night throughout fall and winter, moving to a different day and possibly retaining the venue of the Taphouse. This discussion is ongoing and Dusty is researching.

Kris met with the PTA President about partnering on fundraisers. Kris will speak to the development committee about this.

Barrett asked that it be put on the next meeting agenda as new business to consider extending Trivia Nights to Wednesdays at the Taphouse.

9. New Business

- Book Donation: There have been conversations among the board about the current book donation system, “by appointment only.” This system was created to ease the burden on staff who were putting in many extra hours to sift through the left books, much of which was thrown out due to a) soiled materials and b) inappropriate materials for the library book sales such as manuals and textbooks.

Julia feels the current system is working. She no longer has to source volunteers to get rid of the recycling; she is not working 50 hours a week to accommodate the sorting; and she is not exposed to toxic pollutants on soiled books.

Julia noted that we retained 60-70 boxes of books that did not sell last time.

Concerns about the current system include:

- retaining enough good inventory for the sales
- community disgruntlement over not being able to donate books freely
- ensuring staff is protected from pollutants and from increased work demands

Suggestions for a new system include:

- establishing a day or days, such as one Saturday a month, for book donations with triage done at point of donation with donor. This would require volunteers.
- training a set of volunteers to triage books. This may still require recycling and trash of soiled item.
- Increased education of public about what is acceptable and not.
Campaign “don’t dump on us”

Kris S motions to table discussion until next meeting. Dusty second. Monica will provide the board with a proposal that outlines prospective systems.

10. Next meeting: August 19, 5:30. David moves to adjourn, Charles second.

Adjournment: 7:10 pm

