



Monthly Meeting
Monday, October 17, 2022

In Attendance: Julia Kelso, Valeria Barraza, Jim Zebora, Gemma Ball, Nancy Ostiguy, Charles Trainor, Joe Durlak, Kris Sefton
Absent: James "Dusty" Caruso

1. Call to Order

Monthly meeting was called to order at 5:34 pm.

2. Public Comment

No members of the public were present.

3. Additions/ Modifications to Meeting Agenda

Add Approval of April, June, July minutes to item 4.

4. Approval of Minutes

Charles motioned to approve Sept. minutes, Kris seconded, motion approved. Jim moved to approve April minutes, Nancy second. Jim moved to approve June with Val's changes, Kris seconded. Jim moved to approve July's minutes, Nancy second. All unanimously approved.

5. Library Director's Report

Julia noted that check outs are down some although patron visits are up; DVD TV series check outs are down specifically, and WiFi is being used a lot but we don't have exact numbers. Children's check outs are solid. Will need to order new library cards soon, which needs to be budgeted for approximately every three years. State library has new app (Palace) that will allow our patrons to check out e-books from them. Nancy noted that patrons sometimes ask about a streaming video service from the library, Julia will look into current costs of such services. New computers have probably shipped, not sure of arrival date, but will be delivered to Jamie at TechNiche.

6. Treasurer's Report:

Val reviewed Treasurer's Report. \$2000 from LANL is not listed on their website, Jim will clarify whether this is a donation or a grant. SF County contract came in for \$60,000. Submitted "Grant Expenditures Tracking List." Comcast- gave us some credits but still owe

us more. Therese Francis will begin preparing our IRS 990 before the end of the October. Cost of Wix increased from \$500.76 to \$577.80. QGiv demo is temporarily on hold until we can find a time that works for everyone's schedule.

7. Promotional Committee Reports:

Executive Committee did not meet.

Finance Committee did not meet. Tentative for early December finance meeting.

Development Committee met on October 13. Gemma reviewed Development Committee Minutes. Committee is preparing for book sale, approx. 80% of volunteer slots are currently filled. Silent Art Auction will begin Dec. 1. Johnny Boggs claims his book will be done and ready for an event on Dec. 12. He will have old and new books to sell. Developed theme, "Turn Lives Around" for end of year appeal to begin on Giving Tuesday, Nov. 29. 500 Pens, 72 coffee mugs, and 42 baseball caps have been ordered. Price for mugs set at \$10, price for caps set at \$20. Next development meeting is Nov. 17.

Nominating Committee did not meet. No candidates.

Community Relations Committee did not meet.

8. Old Business

None

9. New Business

Johnny Boggs:

Discussed what price the ticket should be. \$40 was agreed to be reasonable and Gemma will try to get the cost per head down to \$20 at Le Pommier.

Oktoberfest:

Sold about 83 tickets and 57 brats. Estimated gross sales were about \$1985.00, net gain estimated at about \$1500.

Approval of Board Actions:

Joe stated he has no idea how decisions are made and feels there is not a clear process that is being followed to determine board actions. Val stated that we have not done new board member orientation in the last few years and that all board members need to be familiar with the ByLaws. Val suggested we need to re-start yearly orientation. We need to understand the process of how ideas become "official board actions"? Jim cautioned against micromanaging promotional committees. Jim stated that we need to take this seriously and suggested we schedule an executive committee meeting after the book sale to review our processes, talk through the issues, and create a report for how to proceed going forward.

Proposed Draft Policy Changes:

Compensation and Benefits, Employment Practice, Confidentiality and Grievance policy changes were approved at the last meeting.

Whistle Blower: Dusty gave this document the legal once over and said it looks good. Joe moved to approve this policy update, Nancy second and motion unanimously passed.

Library Asset Loan Policy:

Val and Julia reviewed how this policy came into being when a former board member was borrowing library chairs for outside events. Julia reviewed this policy and did not see anything that needed changed and is now bringing it to the board to see if the board would like any changes made to the policy. Discussed potential liability issues. Jim stated policy seems fine as written and should not be broadened. Jim moved to re-approve asset policy without any changes. Joe Seconded, motion approved.

10. Announcements

None

11. Next meeting will be November 21, 2022 at 5:30.

12. Adjourn

Nancy moved to adjourn, Charles Seconded, motion passed. Meeting adjourned at 7:04 PM.