



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, June 22, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

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**Call to Order**

- Chair Bobby Caldwell called the library board meeting to order at 6:20 pm.

**Pledge of Allegiance**

- Vice Chair Merita Wilson led the Pledge of Allegiance.

**Roll Call**

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

**Approval of Agenda**

- Motion made by Member LaManna to approve the agenda. Seconded by Vice Chair Wilson. With a unanimous vote the agenda was approved as presented.

**Approval of Minutes for June 8, 2022**

- Motion made by Member LaManna to approve the minutes as written. Seconded by Secretary Tabet-Chavez. With a unanimous vote the agenda was approved as written.

**Planning on Grand Opening of Library**

- Municipal Clerk Adair stated that the person Member Benavidez had talked to came in regarding the signs and informed him we still haven't made a decision on how big or what we wanted to present on the signs, this started a discussion.
- Chairman Caldwell said the founders had approved to put a banner on the sign welcome to Rio Communities.
- Secretary Tabet-Chavez said she thought they were going to add one to the City Hall wall as well.
- Chairman Caldwell said let's talk about the first place I had mentioned first and then move on to the rest.
- Municipal Clerk Adair asked what size should we consider for the Rio Communities welcome sign.
- Chairman Caldwell suggested a size of 3x8 or 4x10, but possibly a measurement of the space.
- Municipal Clerk Adair said she will talk to the sign designer then have someone meet at the wall and see how we can hang the sign and began a discussion.
- Chairman Caldwell said maybe we can split up and have the signs hung up that way.
- Municipal Clerk Adair said we should only make it one day with the vendor to hang the signs.
- Vice Chair Wilson said she agrees, and it should only be one person and that will be there contribute to the big event.
- Member LaManna said she also agrees.
- Member Benavidez said she also agrees, and time is flying, and they need to get things done.
- Municipal Clerk Adair said we still need to go to finance and see if we have the budget to actually do a promotion.

- Municipal Clerk Adair asked Manager Dr. Moore who do we need to call to put a grand opening sign on the property between Hwy 47 and Hwy 304.
- Manager Dr. Moore said it is between DOT and the owner of the white building.
- Municipal Clerk Adair asked who do we need to get in contact with.
- Manager Dr. Moore said contact both.
- Chair Caldwell said one for City Hall definitely and continued by saying we can use the electric sign the day of the grand opening.
- Municipal Clerk Adair said starting Friday afternoon till Saturday afternoon the only thing that will be on the electric sign is the grand opening, date and time and possibly weather.
- Chair Caldwell said we had discussed an actual sign outside of the library.
- Member Benavidez said we will have 3 banners now.
- Chair Caldwell asked about a 3x4 sign for the library entrance.
- Municipal Clerk Adair said she thinks that would be a discussion for the designer and said she will give him a call the following day.
- Municipal Clerk Adair and Chair Caldwell came up with a day to discuss the signs.
- Municipal Clerk Adair started a discussion on the invitations and who was going to be invited.
- Vice Chair Wilson said since she wasn't here for the last meeting, is Representative McQueen going to attend.
- Municipal Clerk Adair said correct, and the date will be July 30<sup>th</sup>.
- Chairman Caldwell said he recalls inviting Senator Stefanik and continued the discussion.
- Member Benavidez said the local new channels will be there also, as well as 98.7 radio station.
- Chair Caldwell said Manager Dr. Moore is going to invite the school's principal as well as the state librarian.
- Vice Chair Wilson asked who will be introducing the Representatives.
- Municipal Clerk Adair said there will be a program and the Mayor will be introducing everyone.
- Chairman Caldwell said there was going to be provided, book markers, songs, food and continued the discussion.
- Member Benavidez said we need to get vendors.
- Secretary Tabet-Chavez said she will be going to Anna Becker on Saturday to talk to some of the vendors and see if they will be able to participate.
- Municipal Clerk Adair said if they are interested, for her to let them know they need to come to City Hall for a vendors permit 2 to 3 weeks before the event.
- Secretary Tabet-Chavez asked how much will it be for the permit.
- Municipal Clerk Adair said for a business license right now we have waved the fee but for an event it would be \$35, this started a discussion.
- Secretary Tabet-Chavez asked if the fee can be waved.
- Vice Chair Wilson said she has had several vendors when the library had in official opening up about a month ago, the vendors really didn't make much due to the free food the library was already providing, and she continued by saying will that affect the opening since we are giving free food as well.
- Secretary Tabet-Chavez said that is why she thinks it should be waved as well as only asking a coffee truck or a desert truck since we are having food.
- Member White said unless someone doesn't want a hotdog and wants a hamburger or some other type of food instead.

- Municipal Clerk Adair said she will talk to Manager Dr. Moore and get back to Secretary Tabet-Chavez about the next step.
- Chair Caldwell said maybe we can get some donations.
- Municipal Clerk Adair said when we talked about the bookmarks there was talks about making different types of bookmarks but need to elaborate more on those.
- Member White said she is cutting out bookmarks for kids to decorate them with her Cricut.
- Municipal Clerk Adair said we need to have a designated area for the kids to decorate.
- Vice Chair Wilson asked if anyone had discussed using the makerspace or the library as a place for story time.
- Municipal Clerk Adair said she hasn't discussed that yet due to space but will be bringing that up.
- Municipal Clerk Adair asked what the time frame of the event was and continued the discussion.
- Member White said it is from 10am-1pm.
- Manager Dr. Moore said we won't have Representative McQueen here more than an hour.
- Municipal Clerk Adair suggested to have the ribbon cutting done by 10:30am.
- Member White said her concern is not having enough time to do a storyteller but might go in conjunction with the kid's making bookmarks.
- Vice Chair Wilson said if it was a short interactive book might be able to proceed.
- Municipal Clerk Adair said that would be good if we rotate the kids from eating, to vendor, then bookmark making and then story time.

#### **Public Comment**

- No public comments.

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

- Chair Caldwell said he has a few things to bring up at the next meeting, such as hiring a librarian, the board has an obligation to be part in that process. He continued by saying for the next meeting planning on the grand opening, information n vendors, information on signs, updates on the media, update on food provided by volunteers and started the discussion.
- Municipal Clerk Adair said when it comes to the hiring of the librarian the City Manager has full discloser as to where the board only has recommendation.
- Secretary Tabet-Chavez said it may reflect poorly on the board if they don't have a say on who is hired.
- Municipal Clerk Adair said we do have door prizes that Sharp donated as well as have canopies and continued the discussion.

#### **Adjourn**

- Motion made by Vice Chair Wilson to close this meeting. Seconded by Member White. With a unanimous vote the library board meeting was adjourned at 7:12 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

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Rita White