



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Tuesday, August 24, 2021 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- o City Manager Dr. Moore called the meeting to order at 6:08 p.m.

Pledge of Allegiance

- o City Manager Dr. Moore led the Pledge of Allegiance.

Present:

- o Present: Roll Call: Board Members - Deborah Benavidez, Bobby Caldwell, Lisa La Manna, Lisa Tabet-Chavez, Merita Wilson.
Absent: Rita White.
Present: City Manager Dr. Martin Moore, Municipal Clerk Lisa Adair, and Deputy Clerk Amy Lopez.

Approval of Agenda

- o Deborah Benavidez made a motion to approve the agenda for August 24, 2021. The motion was second by Bobby Caldwell. Vote: Deborah Benavidez – yes; Bobby Caldwell – yes; Lisa La Manna – yes; Lisa Tabet-Chavez – yes; Merita Wilson – yes. With a 5-0 vote, the motion to approve the agenda as written was approved.

Election of officers for the Board

- Municipal Clerk Adair explained the duties of officers.
- Merita Wilson nominated Bobby Caldwell for Chair of the Library Board. The motion was second by Lisa Tabet-Chavez.
- Deborah Benavidez moved to close nominations. Lisa La Manna second the motion. Vote: Deborah Benavidez – yes; Bobby Caldwell – yes; Lisa La Manna – yes; Lisa Tabet-Chavez – yes; Merita Wilson – yes. With a 5-0 vote, the nomination for Chair of the library board was closed.
- Lisa-Tablet Chavez nominated Merita Wilson for Vice-chair of the Library Board. Seconded by Deborah Benavidez.
- Deborah Benavidez moved to close nominations. Lisa La Manna second the motion. Vote: Deborah Benavidez – yes; Bobby Caldwell – yes; Lisa La Manna – yes; Lisa Tabet-Chavez – yes; Merita Wilson – yes. With a 5-0 vote, the nomination for Vice-chair of the Library Board was closed.
- Municipal Clerk Adair explained the responsibility of the Secretary.
- Deborah motioned to nominated Lisa Tabet-Chavez for secretary of the Library Board. Bobby Caldwell second the motion.
- Merita Wilson moved to close nominations. Lisa Tabet-Chavez second the motion. Vote: Deborah Benavidez – yes; Bobby Caldwell – yes; Lisa La Manna – yes; Lisa Tabet-Chavez – yes; Merita Wilson – yes. With a 5-0 vote, the nomination for Secretary of the Library Board was closed.
- Manager Dr. Moore called for a roll call vote to approve the nomination for Bobby Caldwell to be Chair, Merita Wilson to be Vice-chair, and Lisa Tabet-Chavez to be secretary. Vote: Deborah Benavidez – yes; Bobby Caldwell – yes; Lisa La Manna – yes; Lisa Tabet-Chavez – yes; Merita Wilson – yes. With a 5-0 vote, the nomination for Bobby Caldwell to be Chair of the Library board was approved.

Selection of terms for Board members

- Municipal Clerk Adair explained the cycle of terms for board members and began a discussion.
- Municipal Clerk Adair explained the City is still wanting to add one more board member and that member would have the term ending in 7/1/2022.
 - Cycle 7/1/2022
 - #1 Bobby Caldwell
 - #2 Lisa Tabet-Chavez
 - #3 Lisa La Manna
 - Cycle 7/1/2024
 - #1 Merita Wilson
 - #2 Deborah Benavidez
 - #3 To be decided

Adoption of the City's Open Meetings Act Resolution

- City Manager Dr. Moore explained the City post meeting notices 6 days in advance and explained the issue of quorums within the board.
- Chair Caldwell asked if it improper to sit after a meeting is over and discuss the meeting before going home.
- City Manager Dr. Moore said he does not see that as a problem because whatever was discussed was discussed in public first, but he will check with the attorney to make sure. He then said he would strongly recommend the appearance of a quorum, such as emailing the board at once regarding agenda or voting items, and the best way to do that is run the questions you might have through myself, or the Municipal Clerk and we can send out the question. The discussion continued.
- Chair Caldwell asked if there was a motion to adopt the City's Open Meetings Act.
- Deborah Benavidez moved to adopt the City's Open Meetings Act Resolution. The motion was second by Lisa Tabet-Chavez. Vote: Deborah Benavidez - yes, Bobby Caldwell - yes, Lisa La Manna - Yes, Lisa Tabet-Chavez- Yes, Merita Wilson- Yes. With a 5-0 vote the motion to adopt the City's Open Meetings Act was approved.

Adoption of Roberts Rules of Order Procedures, Code of Conduct and Ethics Policy and Social Media Policy

- The Library Board signed the procedures and policies.
- Municipal Clerk Adair explained that we only have to adopt the Robert's Rules of Order, the other policies are to be signed every employee, Council, Commission or Board as a requirement of the City. The discussion continued.
- Chair Caldwell began a discussion about Robert's Rules of Order.
- Merita Wilson moved to adopt Roberts Rules of Order Procedures. The motion was second by Lisa Tabet-Chavez. Vote: Deborah Benavidez - yes, Bobby Caldwell - yes, Lisa La Manna - Yes, Lisa Tabet-Chavez- Yes, Merita Wilson- Yes. With a 5-0 vote the motion to adopt the Robert's Rules of order was approved.
- Municipal Clerk Adair explained action items on the agenda and an agenda will be provided at every meeting.
- Merita Wilson asked if the Code of Conduct and Social Media Policies had to be filled out at the meeting.
- Municipal Clerk Adair said yes.

Discussion, Consideration, and Decision – Establish the date for the regular monthly meeting

- Municipal Clerk Adair explained the days of the week and month other meetings are held and asked how frequently the library board wanted to have in a month.

- Chair Caldwell said it would be good to meet twice a month, at least until the Library gets underway. The discussion continued.
- The Library Board Began a discussion on dates, deciding the next meetings will be on September 8 and 22 at 6 p.m. and every second and fourth Wednesday of the month.
- Merita Wilson made the motion the Library Board meets the second and fourth Wednesdays of each month at 6.m. through the end of the year. Lisa La Manna Seconded the motion. Vote: Deborah Benavidez - yes, Bobby Caldwell - yes, Lisa La Manna - Yes, Lisa Tabet-Chavez- Yes, Merita Wilson- Yes. With a 5-0 vote the motion for the Library Board meetings to be held the second and fourth Wednesdays of each month at 6.m.

Public Comment

- There was no public comment.

General Board Discussion/Future Agenda Items

- Lisa Tabet- Chavez asked if she could attend a meeting virtually if she was not able to come in person.
- Municipal Clerk Adair explained that it can be attended virtually and explained how the virtual meeting would work. She then explained how the minutes are taken and transcribed.
- Municipal Clerk Adair began a discussion regarding providing City email for the Library Board.
- Manager Dr. Moore explained why the board would need a City email: private email has less security and can be subject to an IPRA request even though it is a person email address if they were discussing City business.
- Municipal Clerk Adair explained some of the training that she would do with Library Board Secretary.
- Chair Caldwell opened the floor to discuss future agenda items.
- Lisa Tabet-Chavez asked if there is a budget.
- City Manager Dr. Moore said there is a very small budget but if there is something that is really needed, Council can be approached to purchase that.
- Lisa Tabet-Chavez said she knows there will be a process of going through donated books.
- Merita Wilson asked to see the Library and asked to see how books were going to be checked in and out.
- Deputy Clerk Lopez explained there will be barcodes on the books and she will be trained how to use the system. She then said until we have a librarian, she would be checking out the books and would appreciate help shelving and correctly labeling books.
- Merita Wilson asked about the policy for volunteers, some places have very stringent policies because they do interact with children.
- Manager Dr. Moore said we are starting at ground zero and have no such rules in place and explained we may be able to get the Belen Librarian to help out with some of the policies we don't have in place.
- Merita Wilson explained Belen's volunteer policy: 55 and older can go through the RSVP program and 55 and younger would need to go through a background and drug test.
- Manager Dr. Moore said for those that are 55 and older we can go through the RSVP program and 55 and younger, we can approach Council to see what process they want to use. The discussion continued.

- Merita Wilson said right now we are bringing in over \$1,000 a month for children's programs with Friends of the Library and after you are established having your own Friends of the Library which could help you fund children's programs.
- Municipal Clerk Adair explained the rules of volunteers would be on the Library Board, the City does not currently have a policy, and it would be up to you to work on one and present it to Council. She then explained, personnel can be volunteer and that would fall under the personnel policy, but a librarian would be under the same set of rules as a public employee.
- City Manager Dr. Moore said you might want to discuss and approve among yourselves those policies because we are revising the City's personnel policy now and it would be a great time for that to be added.
- Lisa Tabet-Chavez said future agenda items would be the allocation of the budget and request and began a discussion.
- Municipal Clerk Adair explained what can be on the agenda, agenda items can be written down and not added to the agenda if the board is not ready to discuss them until a future date and explained the software that would be create agendas and meeting minutes.
- Bobby asked if it has to be noted on the agenda if a topic was left over from the previous meeting.
- Municipal Clerk said no, it is okay for it not to have an established date, it is a topic that needs to be discussed later. She then said If you cancel a meeting, the cancelation must be on the agenda for the approval, the agenda has to be posted withing 6 days, and you have 72 hours before the meeting to make changes according to our Open Meetings Act. The discussion continued.
- Lisa Tabet-Chavez said we might want add to the agenda, how we handle donations and the day-to-day library operation, volunteers, and computers.
- Deputy Clerk Adair explained she will be receiving training, the City has purchased 6 computers, and was given 4 laptops by PNM for educational purposes. The discussion continued.
- Municipal Clerk Adair said we will need to discuss a grant that we have received for technology in the library in the amount of \$10,000 and suggested a copier the patrons can pay to use and continued the discussion.
- Manager Dr. Moore said we should try to add the Belen Librarian to come to a meeting in September.
- Merita Wilson suggested creating a donation form stating that once we take possession of the books that have been donated, we can sell them, throw them away, or donated them and continued the discussion.
- Manager Dr. Moore began a discussion about grants.
- Lisa Tabet-Chavez asked if the library had an online reference section.
- Deputy Clerk Lopez said we have an online reference section, online books, and online audiobooks. The discussion continued.
- Merita Wilson asked if the patrons would have library cards.
- Deputy Clerk Lopez said she believes so but is not sure that we have ordered.
- A discussion began regarding library card requirements.
- Lisa Tabet-Chavez asked if they wanted to have a guest speaker, would she be able to go to the guest speaker personally or go through the City.
- Municipal Clerk Adair said it really needs to go to the City to prevent rolling quorums or other issues and continued the discussion.

- Bobby Caldwell said eventually the library will expand and to put your best foot forward you will have to have someone very knowledgeable people running it, and at some point, we are going to have to start thinking about a library director to be responsible for making this a successful, top-notch library. He explained the board is not there to run the library, do the day to day, have everything done correctly; our job is to be the director's connection to the City Council and make sure the director is provided with what they need, and we can do that temporarily, but we will need someone in the future with the knowledge. He explained the City will have to fund ways to fund the library, the friends of the library are very helpful.
- Bobby said we will have to look at mission statements, bylaws, association (gave examples)
- Manager Dr. Moore said the Municipal League is a great resource for knowledge of funding sources and continued the discussion.
- Chair Caldwell asked when they would set up the agenda.
- Municipal Clerk Adair said they would have an agenda review with the Chair, Secretary, Manager, and herself at 9:30 on August 31, 2021. The discussion continued.

Adjourn

- Merita Wilson made a motion to adjourn. Seconded by Deborah Benavidez. With a 5-0 vote, the meeting of the Library Board was adjourned at 8:05.

Respectfully submitted,

 Lisa Tabet-Chavez, Library Board Secretary
 (Taken and Transcribed by Amy Lopez Deputy Clerk)

Date: _____

 Bobby Caldwell, Chairman

 Merita Wilson, Vice Chairman

 Deborah Benavidez

 Lisa LaManna

 Rita White