



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, February 23, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chair Bobby Caldwell called to order the Library Board meeting at 6:02 pm.

Pledge of Allegiance

- Secretary Lisa Tabet Chavez led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

- Member White moved to approve the agenda as presented. Member Benavidez seconded the motion. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the agenda for the Library Board meeting was approved as presented.

Approval of Minutes

- Motion made by Secretary Tabet-Chavez to approve the minutes for February 9th, 2022. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the minutes for the meeting held on February 9, 2022 was approved as written.

Adoption of the City's Open Meetings Act Resolution

- Municipal Clerk Adair said there were some changes added to the open meetings act and explained Council changed the posting stations from the coffee shop to the laundry mat at Oasis.
- Motion made by Vice Chair Wilson to approve the adoption of the open meetings act. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the Board approved the adoption of the City's open meetings act resolution.

IX. Circulation Policy

- Municipal Clerk Adair said on item 3 after the registration A- we never decided if we were going to have the cards expire. She asked if there should be an expiration date.
- Vice Chair Wilson says 5 years would be a good time. Look at Census and grant writing. Computers will tell us who is active.
- Municipal Clerk Adair said that sounds reasonable.
- Chairman Caldwell said people can get them in high school and not have to worry about expiration dates.

- Municipal Clerk Adair said we didn't decide if we were going to hold patrons accountable for damage to property (section F), this started a discussion.
- Vice Chair Wilson pointed out a typo and stated what was needed to be fixed.
- Municipal Clerk Adair said there should be a "you break it you buy it policy".
- Vice Chair Wilson said this is a grey area.
- Secretary Tabet-Chavez agreed that it should be at the discretion of the librarian.
- Member White asked if there is a letter that would be sent and if there would be an explanation that would be accepted.
- Manager Dr. Moore recommended that we change the word LIBRARY to LIBRARIAN.
- Secretary Tabet-Chavez asked what if the librarian can repair the book, and this continued the discussion.
- Vice Chair Wilson said there is also the option for the patron to replace, if they find a replacement from say Amazon that's \$10, they can bring that in instead of having to pay say \$25 for our book.
- Manager Dr. Moore said this is flexible and allows you to make these decisions.
- Municipal Clerk Adair said the discussion about confidentiality we had last meeting with two samples and stated what was written and the discussion continued
- Everyone agreed that spelling out and being transparent about confidentiality policies is best.
- Manager Dr. Moore recommended that we keep the language in as is but spell the language out in the document.
- Motion made by Member White to approve the Circulation Policy. Seconded by Vice Chair Wilson. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the Board approved IX. Circulation policy.

XI. Programming Policy

- Motion made by Secretary Tabet-Chavez to approve the Programming Policy. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the Board approved XI. Programing policy.

XII. Public Relations Policy

- Motion made by Vice Chair Wilson to accept the Public Relations Policy. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the Board approved XII. Public Relations policy.

XIII. Equipment Use Policy, b) XIV. Internet Use Policy

- Municipal Clerk Adair said we don't use a microcomputer so we should remove that. We also must have a time limit on computers. She further said that talking with Amy they felt printer paper should be charged .10 a sheet and Photocopies are .20 a sheet.
- Member White asked if this counts for double sided copies.
- Agreed by all to change to "per side"
- Secretary Tabet-Chavez suggested color copies should be at least .50.
- Municipal Clerk Adair stated for photo paper prints should we charge .50 or \$1.
- Secretary Tabet-Chavez asked why we are offering photo paper prints; this started a discussion.
- Manager Dr. Moore recommended we not offer photo paper prints. "A multi-use printer is available"

- Member Benavidez said they should prepay.
- Manager Dr. Moore said its worth the extra expense to make sure it's a prepay situation. It's not a policy issue and more of a logistics issue. He then said time limits on computers 30-minute sessions and leave up to the librarian and how busy it is.
- Member White asked if they would have a timer to show them how long they have on the computers.
- Municipal Clerk Adair said there should be some type of signage when they come into the library but will have to be up to the librarian.
- Secretary Tabet-Chavez said there is usually a pass or code given to the patron at other libraries.
- Municipal Clerk Adair asked who will be manning the copier? The Librarian or public? Everyone agreed that the copier should be at the librarian's desk.
- Member Benavidez said library staff will be in charge and it will be at the librarian's desk.

XIV. Internet Use Policy

- Manager Dr. Moore strongly recommended that we have the cities attorney review the internet policy to make sure it complies with state law.

Public Comment

- No public comments

General Discussion Topic... a) XV. Meeting Room Policy b) XVI. Displays and Exhibits Policy

- Chair Caldwell said we have time to read other policies. He recommended we look at other places and policies.
- Manager Dr. Moore said another library might potentially want to donate some books to us.
- Secretary Tabet-Chavez said we should leave that to the discretion of the librarian.
- Manager Dr. Moore asked if we want to start having a discussion on when we will be opening, this was added to the future agenda items along with a few more policies.
- Chair Caldwell said we can put it on our agenda for next meeting, due to Council wanting to open in May.
- Manager Dr. Moore said yes, and he strongly recommends giving some type of start date.
- Chair Caldwell explained they still have a few policies left to discuss before opening.
- Chair Caldwell said we need to start thinking about budgets for next year.
- Manager Dr. Moore said at the end of March we should have items for the budget and then said we can settle on budget on March 23.
- Municipal Clerk Adair suggested we have all the policies in one document by March 23 in place so we can move it forward to the City Council.
- Chair Caldwell said the next meeting we will be discussing the next 4 policies.
- Municipal Clark Adair said she will be putting this in the agenda for discussion next meeting.

Adjourn

- Motion made by Secretary Tabet-Chavez to adjourn. Seconded by Vice Chair Wilson.
Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote the Library Board meeting was adjourned at 6:56 pm.

Respectfully submitted,

Lisa Tabet-Chavez, Library Board Secretary
(Transcribed by Cheyenne Sullivan, Assistant Clerk)

Date: _____

Approved:

Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Deborah Benavidez

Lisa La Manna

Rita White