



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, November 10, 2021 6:00 PM**  
**Agenda**

*Please silence all electronic devices.*

**ATTENTION:** In an effort to curb the spread of COVID-19 by practicing social distancing and limiting public gatherings, we are requiring **MASKS** to be worn while in the meeting. We encourage you to participate in the Library Board Meeting from the comfort and safety of your own home by entering the following link: @ <https://www.facebook.com/riocommunities>

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Approval of Minutes**

1. for October 13, 2021 and October 27, 2021

**Action Items**

2. Discussion, Consideration, and Decision – Canceling the 11/24/2021 meeting
3. Discussion – Wishlist for Library
4. Discussion, Consideration, and Decision –
  - a) I - Goal
  - b) II - Who May Use the Library
5. Discussion
  - a) III - Patron Responsibilities and Conduct
  - b) IV - Services of the Library
6. General Discussion Topic... VI Volunteers and Friends VIII Material Selection/Collection Development Policy

**Public Comment:** The Board will take public comments on ***this meeting's specific agenda items***. These should be in written form via email through 4:00 PM on Wednesday November 10, 2021 to [info@riocommunities.net](mailto:info@riocommunities.net). These comments will be distributed to all Board Members for review. ***If you wish to speak during the public comment session in person:*** The Board will allow each member of the public three (3) minutes to address the Board. Both the public and Library Board will follow rules of decorum. Give your name and where you live. The public will direct comments to the Board. Comment(s) will not be disruptive or derogatory.

**Board Comments and Future Agenda Items**

**Adjourn**

**We will be streaming live on Facebook Live @ <https://www.facebook.com/riocommunities>**

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT CITY HALL, 360 RIO COMMUNITIES BLVD, RIO COMMUNITIES, NM 87002. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AND OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE MUNICIPAL CLERK AT 505-861-6803 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, October 13, 2021 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Chair Bobby Caldwell called to order the library board meeting at 6:06 pm.

**Pledge of Allegiance**

- Secretary Lisa Tabet-Chavez led the Pledge of Allegiance

**Roll Call**

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

**Approval of Agenda**

- Motion made by Member Benavidez to approve the agenda. Seconded by Vice Chair Wilson. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. with a 6-0 vote the agenda was approved as presented.

**Approval of Minutes for September 22, 2021**

- Motion made by Member LaManna to approve the minutes. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the minutes for September 22, 2021 was approved as written.

**Policy & Procedures**

**a) Library Director**

- Manager Dr. Moore explained he had pulled together 3 samples of policies: issue of who may use the library; patron responsibilities and conduct and services of the library, and library services. He continued to explain these are items that will need addressed.
- Chair Caldwell explained the library board was given the mission statement that was approved from City Council and the statement was read into the minutes and began a discussion.
- Manager Dr. Moore continued the discussion on the policies, proposing ideas for library services and usage wording.
- Secretary Tabet Chavez asked for a change to be removing wording saying people that are delinquent with books or fees should not be allowed to use the library and continued the discussion.
- Vice Chair Wilson asked regarding 2A, how residents are refined and began a discussion.
- Chair Caldwell asked for a better definition of library area, asking if it would include all Valencia County and began a discussion.
- A discussion began regarding interlibrary loans and other library functions.
- The commission added wording "which includes Valencia County and adjacent communities" to the definition of "library area".
- Manager Dr. Moore said we do need to consider cost as a small library and continued to discussion.

- A discussion began regarding agenda items.

### **Goal Setting**

- Secretary LaManna said the library's goal should include providing a safe environment and accepting atmosphere.
- Member Benavidez said we need to make sure it is ADA compliant.
- Chair Caldwell to provide services to the young people or programs to attract all age groups.
- Vice Chair Wilson said we need to provide a wide variety of materials and books, maintain a good selection, have collections, and stay up to date with current materials and technology.
- Chair Caldwell said it would be a good idea to have a meeting room for the library to rent out and began a discussion.
- Manager Dr. Moore proposed wording for the policy, "establish space for meetings, programs, and events." The discussion continued.
- Chair Caldwell began a discussion regarding goals.
- Clerk Adair explained it is fine to have long term goals, the City sets goals for five years at a time.
- City Manager said our financial goals could be to raise sufficient revenues to support and maintain operation of the library and resources including obtaining a librarian or we can keep it simple and continued the discussion.
- Vice Chair Wilson said we need to add the goal of having accessible hours to meet community need, including weekend and evening hours and gave examples of people working until five so it would need to stay open later or on a weekend, and began a discussion.
- Chair Caldwell said a goal would be to establish a friends of the library, and to include the public input as one of the goals.
- Chair Caldwell suggested having a periodic survey of patrons to keep up to date on their needs and began a discussion.
- A discussion began regarding the electronic sign.
- Clerk Adair suggested to come back next meeting for approval.

### **Public Comment**

- No public comments.

### **Board Comments/Future Agenda Items**

- Member Chavez future agenda items should include friends of the library and to complete the policies.
- Vice Chair Wilson explained what the Belen friends of the library does, currently they have a used bookstore to help raise money for the library, and the library comes to us and let us know what they need, and we are able to provide those things for them and continued the discussion.
- Vice Chair Wilson said a librarian is going to cost a lot of money, we need a friends of the library to volunteer to work a shift to help run the library and continued the discussion.
- Chair Caldwell said unless someone has a better idea, we should continue this at the next meeting, and we should be more mindful about getting out a little earlier.

## Adjourn

- Member Benavidez made a motion to adjourn. Seconded by Member La Manna. With a 6-0 vote, the meeting of the Library Board was adjourned at 7:37.

Respectfully submitted,

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

Approved:

\_\_\_\_\_  
Bobby Caldwell, Chairman

\_\_\_\_\_  
Merita Wilson, Vice Chairman

\_\_\_\_\_  
Deborah Benavidez

\_\_\_\_\_  
Lisa La Manna

\_\_\_\_\_  
Rita White

Date: \_\_\_\_\_



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, October 27, 2021 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Chair Bobby Caldwell called to order the meeting for the Library Board at 6:04 pm.

**Pledge of Allegiance**

- Secretary Tabet-Chavez led the Pledge of Allegiance

**Roll Call**

- PRESENT: Chair Bobby Caldwell, Secretary Lisa Tabet-Chavez, Member Lisa LaManna  
 ABSENT: Vice Chair Merita Wilson, Member Deborah Benavidez, Member Rita White  
 Present: City Manager Dr. Martin Moore and Municipal Clerk Elizabeth "Lisa" Adair
- Roll Call taken and no quorum was present.
- Chairman Caldwell stated that we do not have a quorum so meeting will be adjourned.

Respectfully submitted,

\_\_\_\_\_  
 Lisa Tabet-Chavez, Library Board Secretary  
 (Taken and Transcribed by Lisa Adair Municipal Clerk)

Approved:

\_\_\_\_\_  
 Bobby Caldwell, Chairman

\_\_\_\_\_  
 Merita Wilson, Vice Chairman

\_\_\_\_\_  
 Deborah Benavidez

\_\_\_\_\_  
 Lisa La Manna

\_\_\_\_\_  
 Rita White

Date: \_\_\_\_\_

## I Mission and Goal Statements

B The general library goals of the City of Rio Communities Public Library shall be:

1. Provide a safe environment for all patrons
2. Provide diverse and accepting atmospheres for all patrons
3. Attract all age groups, including youth and children
4. Maintain a wide variety of materials, books, and attractions
5. Establish space for meetings, programs, and events
6. Stay up to date on materials and technology
7. Raise sufficient funds to maintain smooth library operations and sufficient library hours
8. Open one evening, one half-day weekend as part of the library hours
9. Establish a friends of the Rio Communities Library (non-profit)
10. Conduct periodic outreach to expected library patrons

## II. Who May Use the Library

A. The library will serve all residents of the community and the public library system area, which includes Valencia County and adjacent communities. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

### III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

#### Young children:

The \_\_\_\_\_ Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

#### Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

## IV. Services of the Library

The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.
12. Use media and other public relations mechanisms to promote the full range of available library services.

## VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the \_\_\_\_\_ Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

Annual recognition will be given based on the number of hours of service. This will include a listing of volunteer names in a newspaper release, a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic booksales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

## VIII. Materials Selection/Collection Development Policy

### A. Objectives

The purpose of the \_\_\_\_\_ Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the \_\_\_\_\_ Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the \_\_\_\_\_ Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

### C. Criteria for Selection

1. The main points considered in the selection of materials are:
  - a. individual merit of each item
  - b. popular appeal/demand
  - c. suitability of material for the clientele
  - d. existing library holdings
  - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) \_\_\_\_\_.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

### D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the \_\_\_\_\_ Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its

current holdings listed in a tool that is accessible by other libraries throughout the state.

Item 6.

## E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The \_\_\_\_\_ Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

## F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## G. Potential Problems or Challenges

The \_\_\_\_\_ Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the \_\_\_\_\_ Public Library Board of Trustees.