



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, October 05, 2022 5:30 PM**  
**Agenda**

*Please silence all electronic devices.*

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**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Approval of Minutes**

1. for July 27, 2022 & September 7, 2022

**Action Items**

2. Discussion – Update on The Friends of the Rio Communities Library

**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 October 05, 2022 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.

**.22General Board Discussion/Future Agenda Items**

**Adjourn**

**ATTENTION:** 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>**

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, July 27, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Chairman Bobby Caldwell called the Library Board meeting to order at 6:05 pm.

**Pledge of Allegiance**

- Vice Chairman Merita Wilson led the Pledge of Allegiance.

**Roll Call**

- PRESENT, Chairman Bobby Caldwell, Vice Chairman Merita Wilson, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Rita White.  
 ABSENT  
 Member Lisa LaManna
  - Present: Municipal Clerk Elizabeth Adair.

**Approval of Agenda**

- Motion made by Member Benavidez to approve the agenda. Seconded by Secretary Tabet-Chavez. With a unanimous vote the agenda for Wednesday July 27<sup>th</sup> was approved as presented.

**Approval of Minutes for Special Meeting 06/14/2022**

- Motion made by Secretary Tabet-Chavez approve the minutes from June 14<sup>th</sup>, 2022. Seconded by Vice Chair Wilson. With a unanimous vote the minutes for the special meeting held on June 14, 2022, was approved as written.

**Planning on Grand Opening of Library**

- Chairman Caldwell began a discussion on the grand opening and what they agreed on previously as well as if everything is in place.
- Member Benavidez could not get ahold of the radio station.
- Vice Chair Wilson could not get a popcorn machine as it was unavailable.
- Chair Caldwell said the contact for the popcorn machine from the Moose Lodge were on vacation for the week, and they will contact the person who had access to the popcorn machine. He then explained that if they do get the machine he would not know where to purchase the products to make and distribute the popcorn.
- Vice Chair Wilson said she can possibly borrow some bags and replace them later on.
- Municipal Clerk Adair explained the public works director was able to get enchiladas from Rutilio's donated and the fire department will not be making food. She further explained the Assistant to the City Manager is covering plastic silverware as well as plates and napkins. She continued to explain about her experience with the maker of the sign and stated she will be ordering then from Amazon instead that way they can be used later on for any other special events in the future for the city as well as the invitations where delivered.
- Secretary Tabet-Chavez said she has been getting a lot of great feedback about the interview with the newspaper.

- Member Benividez asked if it did have any information about the makerspace.
- Municipal Clerk Adair said yes, it is the makerspace because the junior bill was for both the library and the makerspace.
- Municipal Clerk Adair said she has not got confirmation from anyone else besides the City Manager from Los Lunas and continued the discussion.
- Chairman Caldwell said there is a chance of rain.
- Municipal Clerk Adair said from the last notes she understood, Member White will be helping in the makerspace, and Vice Chair Wilson will be having a reading corner. She continued by saying next to the makerspace there will be tables and chairs for people to sit down and eat.
- Member White asked if she could bring her cornhole game and continued the discussion.
- Member Benividez asked if there will be hot dogs for the kids.
- Municipal Clerk Adair said no there will not be and stated the food will be served around 11am.
- Secretary Tabet-Chavez asked if the fire department is going to set up the fire truck.
- Municipal Clerk Adair said they will be bringing the truck, and then said everything food related will be already made so no one will be making food.
- Secretary Tabet-Chavez said she will be bringing hotdogs from Circle T Burger already made for the kids and continued the discussion.
- Vice Chair Wilson said she is going to go to Cosco in the morning and will be getting the popcorn bags and such just in case Chairman Caldwell gets the machine.
- Chairman Caldwell asked where people will be able to use the facilities.
- Municipal Clerk Adair said there are two bathrooms in between the makerspace and the library and continued the discussion.
- Chairman Caldwell asked where will the placement be for the signs.
- Municipal Clerk Adair said the City Manager is deciding what they would like to do because they want to make sure our logo is included. She continued by saying she will be providing a program where it will have stated what will be happening on the day.
- Secretary Tabet-Chavez asked where does her son set up his guitar and his amp.
- Municipal Clerk Adair said wherever he is comfortable to play, this led into a discussion.
- Vice Chair Wilson explained the process of story time.
- Secretary Tabet-Chavez asked how many hot dogs will she need to bring.
- Municipal Clerk Adair said maybe 25 to 50 hot dogs.

### **Public Comment**

- No public Comments.

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

- Municipal Clerk Adair mentioned the meeting in September it needs to be an organizational meeting where they vote for chair, vice chair and secretary.
- Chairman Caldwell asked if anyone has anyone interested in a Friends of the Library for Rio Communities.
- Secretary Tabet-Chavez said no, but she plans to go back to everyone she has talked to already.
- Vice Chair Wilson said she needs to talk to her neighbor some more.
- Municipal Clerk Adair said since it has been almost a year, in the ordinance it states the cycle ends on July 1<sup>st</sup>. She continued by saying there are 3 people that need to be reappointed and asked said people if they still wanted to be on the board.

**Adjourn**

- Motion made by Vice Chair Wilson to adjourn. Seconded by Member Benavidez. With a unanimous vote the library board meeting was adjourned at 6:46 pm.

Respectfully submitted,

\_\_\_\_\_  
 Elizabeth F. Adair, Municipal Clerk  
 (Transcribed by Cheyenne Sullivan, Assistant Clerk)

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

Approved:

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

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 Merita Wilson, Vice Chairman

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 Lisa Tabet-Chavez, Library Board Secretary

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

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

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 Rita White



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, September 07, 2022 5:30 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Chairman Bobby Caldwell called the Library Board meeting to order at 5:34pm

**Pledge of Allegiance**

- Vice Chairman Merita Wilson led the Pledge of Allegiance.

**Roll Call**

- PRESENT: Chairman Bobby Caldwell, Vice Chairman Merita Wilson, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Rita White.

ABSENT

Lisa LaManna

- City Manager Dr. Martin Moore, Municipal Clerk Elizabeth Adair, Deputy Clerk trainee Lalea Aragon.

**Approval of Agenda**

- Motion made by Secretary Lisa Tabet-Chavez to approve the agenda for September 7, 2022. Member Benavidez seconded it. With a unanimous vote the library board agenda was approved as presented.

**Approval of Minutes for July 13, 2022 & August 3, 2022**

- Motion made by Member Benavidez to approve minutes for July 13, 2022, and August 3, 2022. Seconded by Secretary Tabet-Chavez. With a unanimous vote the minutes for July 13, 2022, and August 3, 2022, were approved as written.

**Election of Library Board Officers**

- Chairman Caldwell can't believe that we are going into our second year as a board and from his standpoint they did a lot this year but there is still a lot to do. He continued to thank everyone on the board for their support and started to elect the next officers.
- Vice Chairman asked if Lisa Tabet-Chavez would like to continue being the secretary for another year.
- Clerk Adair said the ordinance has changed and we are bringing it in front of council as well. She continued to explain having the secretary take notes is very cumbersome for our small community because the secretary does not get involved with the conversation.
- Vice Chairman said due to that issue, it was advantageous to stick with someone who knew what they are doing.
- Nomination for Secretary of the Board Deborah Benavidez nominated Lisa Tabet-Chavez, Seconded by Vice Chairman Wilson. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote Lisa Tabet-Chavez was approved for Library Board Secretary.
- Motion made by Member Rita White to nominate Merita Wilson for Vice Chair. Seconded by Member Benavidez. Voting yea Chairman Bobby Caldwell, Vice Chair Wilson, Secretary Lisa Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote Merita Wilson was approved for the Library Board Vice Chairman.

- Motion made by Vice Chair Wilson to nominate Bobby Caldwell for Chair. Seconded by Secretary Tabet-Chavez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member White. With a 5-0 vote Bobby Caldwell was approved for the Library Board Chairman.

### **Creating Friends of the Library**

- Chairman Caldwell stated a discussion on creating friends of the library.
- Secretary Tabet Chavez asked how many names were on the list.
- Vice Chair Wilson says she believes about 4.
- Secretary Tabet-Chavez asked who will be following up with them.
- Vice Chairman Wilson said she recalled talking about inviting the volunteers to a workshop or a meeting to talk to them about the friends of the library.
- Chairman Caldwell said we can have them come to a meeting and give them information about the friends of the library as well as give them a chance to ask questions to see if they are willing to commit.
- Secretary Tabet-Chavez talked about getting together and talk to them maybe just one or two of us members and continued the discussion.
- Manager Dr. Moore explained 4 is a quorum so no more than 3 can be together if you don't want to wait for the next meeting.
- Secretary Tabet-Chavez said some people won't come to an official meeting so she's willing to get in touch with everyone.
- Vice Chairman Wilson talked about having phone numbers and asked her neighbor if she is willing to join and she said yes.
- Vice Chairman Wilson then explained the board can join friends of the library but cannot be on the board such as President, Vice Chairman, Secretary.
- Municipal Clerk Adair explained yes you can be a member, but you cannot have more than a quorum be part of a commission or organization.
- Secretary Tabet Chavez said even if they are paying their dues.
- Clerk Adair continued by stating the same issue was for the economic development commission they were trying to create a 501c3, 3 members were also part of the 501c3 and the same with the optimist club how a few members are on the committee but if 1 more joins then there would be a quorum and then every meeting, we would have to post a quorum with the optimist.
- Chairman Caldwell said it is part of the open meetings act.
- Municipal Clerk Adair explained we follow the Roberts rules of order as a guideline to the open meetings act.
- Chairman Caldwell talked about getting together with these people by calling a meeting or being informal but that may cause some issues.
- Clerk Adair said we can always have a special meeting where there won't be any voting and won't have any issues.
- Manager Dr. Moore explained the workshop can be informal, which means it can only be discussion, this is available to where dialogue is back and forth, and the Roberts rules of order are relaxed since it is all discussion and no decision making and continued the discussion.
- Chairman Caldwell said we can have a special meeting then at the next meeting we can make decisions on the subject that was discussed at the special meeting.

- Manager Dr. Moore explained how he's talking to the major and council about having a retreat of some sort and will be putting a notice to the public out.
- Secretary Tabet-Chavez said she feels there is a step missing on contacting the individuals who signed up.
- Manger Dr. Moore explained an informal conversation is a good idea for the board to bring them into a workshop and continued the discussion.
- Vice Chairman Wilson asked if we could put on the big board a flyer stating if they would like to be part of the Rio Communities friends of the library call for more information.
- Manager Dr. Moore explained with a non-profit yes it can be put on the big board.
- Vice Chairman Wilson said the Friends of the Library is more than just a board and continued the discussion.
- Chairman Caldwell said there are two things' friends of the library and getting a librarian otherwise we won't be able to get grant money.
- Manager Dr. Moore said with talking to the state and the cities budget the state would like to have the library open a minimum of 15 hrs. a week and with talking to an individual in the city they are willing to do so as well.
- Member Benavidez said so the library will be open but there won't be an official librarian and continued the discussion.
- Manager Dr. Moore explained according to the state library, for startup library anyone can be a librarian for now until the first year is done. He continued to say once the first year is done and you have a committed individual then they can go get their certifications as well as work with the city to obtain the programs needed.
- Clerk Adair said we have quite a few people coming in as well as people donating books outside.
- Manager Dr. Moore explained there was funds still leftover and had acquired more books and we now have an overflow.
- Vice Chairman Wilson said when she came in to donate a few books she realized it might be time to look at more space and shelving.
- Member Benavidez asked what days the library is open.
- Municipal Clerk Adair said it is open Tuesday and Thursday 10 am to 3 pm and explained we need non-fiction and DVDs and continued to explain how they want to open the library from 15 hours instead of 10 hours it is at right now.
- Vice Chairman Wilson said the hours at hand are not conducive to students right now.
- Manager Dr. Moore explained the hours of 3 pm to 5 pm are more conducive to students.
- Clerk Adair explained we do not have the employee here after 3pm which is the difference between the part-time librarian who can extend their hours to 5pm.
- Vice Chairman Wilson asked if there was a diligent friend's group would they be able to volunteer from 3pm to 5pm.
- Manager Dr. Moore said you can have volunteers come in.
- Clerk Adair said there must be more than 1 person in the building at all times but will check with council to see if it has to be an employee or if it can be just 2 volunteers.
- Chairman Caldwell asked when they would like to have the meeting for the friends of the library.
- Vice Chairman Wilson said she doesn't mind making the calls, but she will be out of town for a week.

- Municipal Clerk Adair explained they need about 72 hours to set up the meeting and continued the discussion.
- Vice Chairman Wilson said if we can have it when I am here our new president may be able to help, she is very social in the community.
- Secretary Tabet-Chavez said they can set it for 2 weeks and call everyone to let them know and continued the discussion.
- Chairman Caldwell said OK depending on the response we get from the calls
- Secretary Tabet-Chavez said she can know by Friday.
- Board agreed to have a special meeting September 21<sup>st</sup> 2022.
- Clerk Adair explained she needs to know right away due to the open meetings act they have to have a 6-day notifications for emergencies and for special workshops they can go as far as 72 hours.
- Chairman Caldwell said they can continue to their homework so they will be able to answer questions of the volunteers.

**Public Comment**

- There were no comments.

**General Board Discussion/Future Agenda Items**

- Board agreed for the October 5<sup>th</sup> meeting to discuss how the special workshop went as well as if they want to add more volunteers or if they have enough people.

**Adjourn**

- Motion made by Vice Chair Wilson, Seconded by Member White. With a unanimous vote the library board meeting was adjourned 6:28 pm.

Respectfully submitted,

\_\_\_\_\_  
 Elizabeth F. Adair, Municipal Clerk  
 (Taken by Lalena Aragon, Deputy Clerk and Transcribed by  
 Cheyenne Sullivan, Assistant Clerk)

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

Approved:

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

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

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 Lisa Tabet-Chavez, Library Board Secretary

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 Deborah Benavidez

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 Lisa La Manna

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 Rita White



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