



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, February 09, 2022 6:00 PM
Agenda

Please silence all electronic devices.

ATTENTION: In an abundance of caution, due to a COVID issue the Library Board meeting Wednesday February 9, 2022 may be virtual and/or limited to in-person attendance by the Board, Administrative Staff, City Attorney and credentialed members of the press. you can participate in the Library Board 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 January 12, 2022

Action Items

2. Discussion, Consideration, and Decision – X. Reference Service Policy
3. Discussion - IX. Circulation Policy
4. Discussion –
- a) XI. Programming Policy
 - b) XII. Public Relations Policy

Public Comment: The Board will take public comments in written form via email through 4:00 PM on Wednesday February 9, 2022 to admin@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:*** Please contact the clerk for a virtual link. 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 Discussion/Future Agenda Items

5. Discussion Topic... XIII. Equipment Use Policy, XIV. Internet Use Policy

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, January 12, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chairman Bobby Caldwell called to order the Library Board meeting 6:02 pm

Pledge of Allegiance

- Secretary Lisa Tabet-Chavez led the Pledge of Allegiance.

Roll Call

- PRESENT: Chair Bobby Caldwell, Secretary Lisa Tabet-Chavez, Member Deborah Benavidez, Member Lisa LaManna, Member Rita White, Vice Chair Merita Wilson (arrived at 6:09 pm)

Approval of Agenda

- Member Deborah Benavidez made a motion to approve minutes, Member Lisa LaManna seconded; Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 5-0 vote the agenda for the library board meeting was approved as presented.

Approval of Minutes for November 10, 2021 & December 8, 2021

- Secretary Lisa Tabet-Chavez made a motion to approve the minutes. Lisa LaManna seconded the motion. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 5-0 vote the minutes for November 10, 2021 and December 8, 2021 were approved as written.

III - Patron Responsibilities and Conduct and IV - Services of the Library

- Vice Chair Merita Wilson made a motion to vote on the action item #2 Patron Responsibilities and Conduct and Services of the Library. Deborah Benavidez seconded. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the motion to accept "III Patron Responsibilities and Conduct and IV Services of the Library" policy statement was approved.

VI Volunteers and Friends and VIII Material Selection/Collection Development Policy

- Secretary Tabet-Chavez made a motion to vote on AMENDED materials for action items. Member Lisa LaManna seconded. Voting Yea: Chair Caldwell, Vice Chair Wilson, Secretary Tabet-Chavez, Member Benavidez, Member LaManna, Member White. With a 6-0 vote the motion to accept "VI Volunteers and Friends and VIII Material Selection/Collection Development Policy" policy statement was approved.

IX. Circulation Policy

- Chair Caldwell suggested we take this policy home for research and homework.
- Secretary Tabet-Chavez asked how long other libraries allow library cards to be active for, discussion continues.
- Vice Chair Wilson read the policies from the Belen Library website.
- Clerk Adair said we can set how many books can be checked out for the first time.
- Vice Chair Wilson said we should make the audio book loan periods longer than a week.
- Member Rita White said people should be allowed to renew their loans online, the discussion continued.
- Everyone agreed that there needs to be a limit of how many books can be checked out at one time.
- The consensus was that there should be a limit of TEN items per patron.
- Secretary Tabet-Chavez said the limit of per subject should be removed and continued the discussion.
- Clerk Adair advised instead of a fee we can send out a notice via email or snail mail on late items.
- Member Rita White asked how long we would consider materials being late.
- Chair Caldwell said 90 days is the legal standard, the discussion continued.
- Vice Chair Wilson said that Belen Library allows a limit of 10 items after 30 days. First 30 days you are limited to 3 items.
- Vice Chair Wilson asked about a night drop and began a discussion.
- Secretary Tabet-Chavez said she thinks this is important because of limited hours at city hall.
- Chair Caldwell explained for non-returned items we can see about collection agency or something since there will not be a fee charged, discussion continues.
- Vice Chair Wilson explained about how damaged books can be rare but what or how would we go about the situation if someone buys the book if not damaged and began a discussion.
- Clerk Adair said these policies can be revisited once we have a librarian but explained age range have to be advised due to minors.

X. Reference Service Policy

- Clerk Adair said she will add Rio Communities to areas on this policy.

Public Comment

- No public comments.

General Board Discussion/Future Agenda Items

Discussion Topic - XI. Programming Policy, XII. Public Relations Policy

- No discussion.

Adjourn

- Deborah Benavidez motioned to adjourn. Seconded by Lisa LaManna. With a 6-0 vote the library board meeting was adjourned at 7:37 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

X. Reference Service Policy

The Rio Communities Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent nonpersonal piece of mail may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after years. In order to renew a library card, patrons must produce identification and must clear all outstanding fines and bills.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement.

All patrons, adult, and juvenile are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until they present their card at the library.

C. Loan periods

1. 3 weeks for books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Books may be renewed once if there is not a waiting list for the title.

5. Current issues of periodicals do not circulate.
6. Non-current periodicals may be checked out for one week and may not be renewed.
7. Two weeks for cassettes, audiobooks, and compact discs.
8. One week for DVD's.
9. Audio Visual materials are nonrenewable.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

The 1st 30 days after receiving a new library card, patrons can borrow up to 3 items including 2 DVD's There is a limit of 10 items 30 days of having card including 2 DVD's a patron can borrow at one time, with one exception immediate access to all resources for a known school assignment.

D. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibraryloan services.

E. Fines and charges

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within 7 days, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and/or damaged.

F. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____ At the time a library patron borrows materials from the public library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the Library's collection. The titles and costs of these materials are listed below:

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Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Thank you in advance for your prompt response to this matter. Sincerely,

[The board and director need to determine whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been

G. Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

New Mexico Library Privacy Act

Sections

18-9-1. Short title.

18-9-2. Purpose.

18-9-3. Definitions.

18-9-4. Release of patron records prohibited. 18-9-5. Exceptions.

18-9-6. Violations; civil liability.

§ 18-9-1 Short title.

This act [18-9-1 to 18-9-6 NMSA 1978] may be cited as the "Library Privacy Act".

History: Laws 1989, ch. 151, § 1.

§ 18-9-2 Purpose.

The purpose of the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978] is to preserve the intellectual freedom guaranteed by Sections 4 and 17 of Article 2 of the constitution of New Mexico by providing privacy for users of the public libraries of the state with respect to the Library materials that they wish to use.

History: Laws 1989, ch. 151, § 2.

§ 18-9-3 Definitions.

As used in the Library Privacy Act [18-9-1 to 18-9-6 NMSA 1978]:

A. "Library" includes any Library receiving public funds, any Library that is a state agency and any Library established by the state, an instrumentality of the state, a local government, district or authority, whether or not that Library is regularly open to the public; and

B. "patron record" means any document, record or other method of storing information retained by a Library that identifies, or when combined with other available information identifies, a person as a patron of the Library or that indicates use or request of materials from the Library. "Patron record" includes patron registration information and circulation information that identifies specific patrons.

History: Laws 1989, ch. 151, § 3.

§ 18-9-4 Release of patron records prohibited.

Patron records shall not be disclosed or released to any person not a member of the Library staff in the performance of his duties, except upon written consent of the person identified in the record, or except upon court order issued to the Library. The Library shall have the right to be represented by counsel at any hearing on disclosure or release of its patron records.

History: Laws 1989, ch. 151, § 4.

§ 18-9-5 Exceptions.

The prohibition on the release or disclosure of patron records in Section 4 [18-9-4 NMSA 1978] of the Library Privacy Act shall not apply to overdue notices or to the release or disclosure by school libraries to the legal guardian of the patron records of unemancipated minors or legally incapacitated persons.

History: Laws 1989, ch. 151, § 5.

§ 18-9-6 Violations; civil liability.

Any person who violates Section 4 [18-9-4 NMSA 1978] of the Library Privacy Act shall be subject to civil liability to the person identified in the released records for damages and costs of the action as determined

by the court. History: Laws 1989, ch. 151, § 6.

The Rio Communities Public Library adhere strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

H. Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Rio Communities Public Library adhere strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

XI. Programming Policy

Item 4.

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

Item 4.

- A. Public relations goals of the Rio Communities Public Library are:
 - to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;
 - to promote active participation in the varied services offered by the library to people of all ages.
- B. The Board recognizes that public relations involve every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.
- C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.
- D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

A microcomputer is available to patrons on a first-come, first-served basis. Instructions for operating hardware are displayed near the computer. There is no charge for use of the microcomputer; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is ____ minutes. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer is available. Printer paper will cost \$.10 per sheet and must be paid for at the conclusion of the session.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.10 per page.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Use Policy

The _____ Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign the log-in chart prior to beginning their session.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the _____ Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs
- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

Item 5.