



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

Please silence all electronic devices.

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>

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

- 1. for February 23, 2022**

Action Items

- 2. Discussion, Consideration, and Decision – XIII. Equipment Use Policy**
- 3. Discussion, Consideration, and Decision – XIV. Internet Use Policy**
- 4. Discussion – a) XV. Meeting Room Policy b) XVI. Displays and Exhibits 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 February 9, 2022 to 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 Discussion/Future Agenda Items

- 5. General Discussion Topic... a) XVII. Public Notice Bulletin Board Policy b) XVIII. Disasters Policy c) Library bill of rights and the freedom to read statement**
- 6. General Discussion Topic... Possible open dates of Library**
- 7. General Discussion Topic... Library Budget**

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, February 09, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chair Bobby Caldwell called to order the meeting at 6:12 pm.

Pledge of Allegiance

- Board Member Debra Benavidez led the Pledge of Allegiance

Roll Call

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

Approval of Agenda

- Motion made by Member Debra Benavidez to approve the agenda. Seconded by Member Rita White. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the agenda for the Library Board meeting was approved as presented.

Approval of Minutes for January 12, 2022

- Motion made by Member Rita White to approve minutes from January 12, 2022. Seconded by Member Deborah Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the minutes for 1/12/2022 were approved as written.

X. Reference Service Policy

- Motion made by Vice Chair Wilson to approve the reference service policy as written. Seconded by Member Benavidez. Voting Yea: Chair Caldwell, Vice Chair Wilson, Member Benavidez, Member White. With a 4-0 vote the reference service policy was approved as written.

IX. Circulation Policy

- Chair Caldwell stated that this policy was quite extensive but hopefully everyone was able to read it and started a discussion about the policy.
- Vice Chair Wilson said after issuing the library cards checking out books, movies, etc. is immediate.
- Municipal Clerk Adair stated when applying for the cards online it would be immediate so the librarian would issue the cards as soon as the application would come in.
- Vice Chair Wilson stated we did mention how much they can check out the initial first time.
- Municipal Clerk Adair went on about how much they can check out for the first 30 days as stating in the policy, this started a discussion.
- Chair Caldwell stated the wording is going to have to change and shortening the policy as well.
- Vice Chair Wilson stated this is New Mexico law and this is the Act in place, this continued the discussion.
- Municipal Clerk Adair said do not limit the policy to only one paragraph.

- Chair Caldwell then asked what if you make the paragraph and just add subtitles, this continued the discussion.
- Vice Chair Wilson said I think we should just follow the New Mexico Privacy Act because we might have to get a lawyer to make the policy.
- Chair Caldwell began reading the New Mexico Privacy Act.
- Municipal Clerk Adair explained we should keep the whole statute and just revise it and the discussion continues.

XI. Programming Policy

- Chair Caldwell stated this is pretty standard, cut and dry for the programming policy.
- Vice Chair Wilson said what I see here is the definition of what a planned program looks like. She went on to read the policy.
- Chair Caldwell said he agrees but will have to be up to the library director, this started a discussion.
- Vice Chair Wilson stated from her experience from working at the Belen Public Library, the programming comes from the library staff and program participants.

XII. Public Relations Policy

- Manager Dr. Moore stated the City has retained for economic development purpose Joann Griffin of Sunny505, she may have ideas in public relations, if you are talking about advertising.
- Chair Caldwell said it's about talking with citizens, governing officials, and leaders, so maybe us trying to reach the public so maybe Sunny505 can help.
- Manager Dr. Moore stated the policy is pretty straight forward.
- Municipal Clerk Adair stated the policy and mentioned that is what Sunny505 does.

Public Comment

- no public comments.

Board Discussion/Future Agenda Items

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

- This is homework for the board.
- Chair Caldwell said on the next agenda item "open meetings act adoption."
- Manager Dr. Moore recommended on the next agenda proposed opening date for the library.
- Chair Caldwell asked for any comments or questions for the board.
- Vice Chair Wilson asked if we are almost close to opening.
- Manager Dr. Moore stated yes very close.
- Municipal Clerk Adair explained the calendar Council adopted and how they have a completion date in May.
- Vice Chair Wilson then stated that we could get information to the schools about our library opening and our summer programs.
- Municipal Clerk Adair stated there are 5 more policies we need to discuss; this started a discussion.

Adjourn

- Member Rita White motioned to adjourn. Seconded the motion Vice Chair Merita Wilson. The Library Board meeting was adjourned at 6:51 pm.

Respectfully submitted,

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

Date: _____

Approved:

Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Deborah Benavidez

Lisa La Manna

Rita White

XIII. Equipment Use Policy

Item 2.

A computer 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 computer; 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 thirty (30) 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 multi-use copier/printer is available. Printer paper will cost \$.10 for black and white ink and \$.50 for colored per side and must be paid for at the conclusion of the session.

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 Rio Communities 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 Library Board 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 Rio Communities 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 email 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.

XV. Meeting Room Policy

The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the **Library Board if the Board** deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than ninety days in advance.

It is understood that library programming will have first priority in room use. There will be no charge for use of the meeting room. No admission may be charged by the group.

Refreshments may be served and shall be provided by the group. No smoking is allowed.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

(should we just refer to our building use policy, anybody that is asking to use a room in the building has to put a deposit on the room and carry insurance. Why would this be any different and eventually we are looking at charging a fee for other rooms in City Hall) LA

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the Rio Communities Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit case, the meeting room, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Rio Communities Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Rio Communities Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

*Exhibition to be held in the _____
During _____
Description of materials loaned _____*

*Signature _____ Date _____
Address _____ Telephone _____*

- Library Bill of Rights
- The Freedom to Read Statement