



**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**  
**Agenda**

*Please silence all electronic devices.*

---

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Agenda**

**Approval of Minutes**

1. for July 13, 2022 & August 3, 2022

**Action Items**

2. Discussion, Consideration, and Decision – Election of Library Board Officers
3. Discussion – Creating Friends of the 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 September 07, 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.

**General Board Discussion/Future Agenda Items**

4. General Discussion Topic...

**Adjourn**

Please join us 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 13, 2022 6:00 PM**  
**Minutes**

*Please silence all electronic devices.*

### **Call to Order**

- Chair Bobby Caldwell called the Library Board meeting to order at 6:06 pm.

### **Pledge of Allegiance**

- Member Lisa La Manna led the Pledge of Allegiance.

### **Roll Call**

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

### **Approval of Agenda**

- Motion made by Member Benavidez to approve the agenda for today. Seconded by Member LaManna. With a unanimous vote the agenda for the library board meeting was approved as presented.

### **Approval of Minutes for 6/22/2022**

- Motion made by Member LaManna to approve the minutes for June 22<sup>nd</sup>, 2022. Seconded by Secretary Tabet-Chavez. With a unanimous vote the minutes for June 22, 2022 was approved as written.

### **Planning on Grand Opening of Library**

- Chairman Caldwell said we have some things that we had stated that we want to get done for the grand opening and stated the discussion.
- Municipal Clerk Adair started to describe the grand opening invitations and explained who she had invited to the event and where else she has made it know for citizens to come and participate.
- Chairman Caldwell explained his concerns with the shelving as well as the book order.
- Municipal Clerk Adair said she will bring this up to the Assistant to the City Manager Amy Lopez.
- Vice Chair Wilson said we are a brand-new library and limited resources so if we have an empty bookshelf just say looking for funds or more books coming soon and continued with the discussion.
- Municipal Clerk Adair agreed with Vice Chair Wilson and explained they are trying to get artwork donated from Tome Art Gallery as well.
- Chairman Caldwell asked about the possible popcorn machine.
- Member Benavidez said she will ask a member from the optimist club to borrow a popcorn machine and continued with the discussion.

- Secretary Tabet-Chavez said there might be a place where we can rent a machine.
- Vice Chair Wilson said she will contact the Belen library about the popcorn machine.
- Municipal Clerk Adair said there was left over stuff from the soft opening and will talk to staff on getting some things donated.
- Member White asked if the fire department will be providing hot dogs.
- Municipal Clerk Adair said as far as she was told they are proving manpower and equipment but will have to see about getting other staff to participate.
- Member Benavidez asked as far as the bookmarks, and such is everything ready.
- Member White stated she is making the blank bookmarks and not sure if Amy was able to make the wooden bookmarks.
- Vice Chair Wilson said she will do some reading out loud with the kids and continued with the discussion.
- Chairman Caldwell said he has concerns about the banners and this can be an issue.
- Municipal Clerk Adair said it's short notice and unfortunately we might not be able to get them due to only having one contact and it would have been different if we had more bids.
- Chairman Caldwell asked if she has heard anything from the department of transportation,
- Municipal Clerk Adair said she has not but looking at the design work it doesn't look like it's on DOT property.
- Chairman Caldwell asked when is the deadline for everything to be finalized.
- Secretary Tabet-Chavez said everything should be done by our final meeting.
- Municipal Clerk Adair went over what has been done and what is left to be finalized.
- Municipal Clerk Adair asked who was supposed to get in touch with the radio station.
- Chairman Caldwell stated from the minutes Member Benavidez said she would get a hold of both news station and radio.
- Member Benavidez said she recalls mentioning them but has not been in contact.
- Municipal Clerk Adair asked if she would be willing to contact them.
- Member Benavidez said she will try and continued the discussion.
- Chairman Caldwell asked what the Makerspace will do and what are they besides a venue for kids to be a part of.
- Municipal Clerk Adair explained it's not just for kids.
- Member White asked if there will be a cost associated for the programs.
- Municipal Clerk Adair said she is pretty sure there will be a cost but not sure of how much right now.
- Chairman Caldwell asked how they are funded.
- Municipal Clerk Adair explained they are no funded right now it was a grant they were able to receive.
- Chairman Caldwell asked if there will be a permanent person or a volunteer who will be running the makerspace.
- Municipal Clerk Adair said Assistant to the City Manager Amy Lopez will be managing the Makerspace and said eventually it might be part of the library in the future.
- Member White asked so an individual could come and use the sewing machine and continued the discussion.

- Municipal Clerk Adair said not at this time, it would have to be under a group as of right now.
- Member Benavidez said only a group can rent the Makerspace.
- Municipal Clerk Adair said yes, she believes so and explained it is the same as the optimist renting the room in the city.
- Chairman Caldwell asked if we decided to get rid of the jumper idea.
- Member Benavidez said yes, they decided against the jumper.
- Chairman Caldwell did a recap on the discussion.
- Vice Chair Wilson stated that with the time of the opening people do not have to stay the whole time if they do not wish to.
- Municipal Clerk Adair said from the request of Representative McQueen he asked for the opening to be at 10am.
- Chairman Caldwell said he would contact the moose to see if they would like to contribute and continued the discussion.
- Vice Chair Wilson said the moose is really good they just donated \$500 to the bookstore.
- Chairman Caldwell ask Secretary Tabet-Chavez if her son was still going to play.
- Secretary Tabet-Chavez said yes, he is and he just got his second COVID shot but he will be good before then.

#### **Library Board Duties**

- Chairman Caldwell said he was confused on the way the board was set up which normally the library director is hired and then she/he hires everyone for the library, and he thought the board would be part of the decision as to who is hired for the position but that is the duty of city council and began a discussion.
- Municipal Clerk Adair said it is up to the City Manager because it is under our personal policy, they would be a paid employee of the city.

#### **Public Comment**

- No public comments.

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

- On the 27<sup>th</sup> agenda will be finalizing details of the grand opening.
- August 3<sup>rd</sup> meeting agenda items after event of the grand opening will start the once-a-month meetings changing the times to 5:30pm instead of 6pm.
- Vice Chair Wilson said there needs to have a table with a signup sheet to have a friends of the library for Rio Communities.
- Municipal Clerk Adair said also having a signup sheet for volunteers for the library as well.

#### **Adjourn**

- Motion made by Member LaManna to adjourn the meeting. Seconded by Secretary Tabet-Chavez. With a unanimous vote the library board meeting was adjourned at 7:06 pm.

Respectfully submitted,

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

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

Approved:

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

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

\_\_\_\_\_  
Lisa Tabet - Chavez, Secretary

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

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

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



**City of Rio Communities Library Board Meeting**  
**City Council Chambers - 360 Rio Communities Blvd**  
**Rio Communities, NM 87002**  
**Wednesday, August 03, 2022 5:30 PM**  
**Minutes**

*Please silence all electronic devices.*

**Call to Order**

- Chair Bobby Caldwell called the Library Board meeting to order at 5:43 pm.

**Pledge of Allegiance**

- Member Rita White led the Pledge of Allegiance.

**Roll Call**

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

**Approval of Agenda**

- There was no quorum, therefor the agenda could not be approved.

**Approval of Minutes for July 13, 2022**

- There was no quorum, therefor the minutes were not approved.

**the Grand Opening Event**

- Chairman Caldwell began a discussion on the library grand opening. He thanked everyone who showed up and said we should acknowledge Representative McQueen and maybe ask the city to write a letter to Senator Stefanics.
- Chairman Caldwell said the food was donated from Secretary Tabet-Chavez, Rutilio's, and the water from the Fire Department and we had planned enough which was great.
- Member White said Vice Chairman Willson did a good job with the story hour and they had a good time making pirate hats out of newspaper and continued to explain how the makerspace bookmark craft went.
- Chairman Caldwell said the Fire Department came to our rescue with the sign and continued to describe how they put the grand opening sign on the fire truck. He continued by saying we should recognize the officials who were present.
- Member White asked if we know how many new cards were issued on Saturday.
- Municipal Clerk Adair said no she is not sure but knows the Assistant to the Municipal Clerk had become very busy and had to mail cards during the week, and continued the discussion.
- Chairman Caldwell asked if there were any suggestions from talking to individuals at the grand opening.
- Member White said people were amazed on the makerspace but think they can just come in.
- Chairman Caldwell asked if it was established that only groups can use the makerspace.
- Municipal Clerk Adair said as of right now groups only but is still in the works on how often and who can use the makerspace.

**Public Comment**

- There were no public comments.

### General Board Discussion/Future Agenda Items

- Chairman Caldwell would like for the future agenda item be, to study the friend's group, as well as what does it entail and began a discussion.
- Member White asked how many people would be required to be on the board.
- Chairman Caldwell said they would have to have their own staff.
- Municipal Clerk Adair said minimum of 3 officers but in other situations 5 to 7 attendees and continued the discussion.
- Chairman Caldwell asked if the friends of the library can't be on the library board.
- Municipal Clerk Adair said they can be part of different organizations, but not sure on exactly what roles they will be doing.
- Member White said she is sure Vice Chair Wilson will be a great help.
- Chairman Caldwell asked if the Municipal Clerk Adair will be sending this to the other board members.
- Municipal Clerk Adair said yes but also, they need to do an organizational meeting and vote of officers.

### Adjourn

- The Library board meeting was adjourned at 6:11 pm.

Respectfully submitted,

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

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

Approved:

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

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

\_\_\_\_\_  
Lisa Tabet-Chavez, Library Board Secretary

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

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

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

DRAFT