



City of Rio Communities Library Board Meeting
City Council Chambers - 360 Rio Communities Blvd
Rio Communities, NM 87002
Wednesday, March 01, 2023 5:30 PM
Agenda

Please silence all electronic devices.

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda

Approval of Minutes

1. Regular Library Board meeting 02/01/23

Action Items

2. Discussion, Consideration, and Decision – Moving the MOU (Memorandum of Understanding) between City of Rio Communities, the City of Rio Communities Public Library and the Amigos of the Library a Non-Profit Organization to City Council for approval

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 March 1, 2023 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.

General Board Discussion/Future Agenda Items

3. General Discussion Topic... Amy Lopez upcoming events in the Library and Makerspace

Adjourn

Please join us from the comfort and safety of your own home by entering the following link: @ <https://www.facebook.com/riocommunities>

The Board may be attending the Optimist 5 year anniversary held at Las Dos Gringas, Belen NM on March 16, 2023 beginning at 5:00 pm a possible quorum may be in attendance.

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 01, 2023 5:30 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chairman Caldwell called the library board meeting to order at 5:30 pm.

Pledge of Allegiance

- Member Lisa La Mana led the Pledge Allegiance.

Roll Call

- PRESENT: Chairman Bobby Caldwell, Vice Chair Merita Wilson, Member Rita White, Member Lisa La Mana, Member Deborah Benavidez.
 ABSENT: Secretary Lisa Tabet-Chavez
 - Present: City Manager Dr. Martin Moore, Deputy Clerk Lalena Aragon, City Attorney Randy Van Vleck.

Approval of Agenda

- Motion made by Member La Mana to approve the agenda as written. Seconded by Member Benavidez. With a unanimous vote the agenda was approved as written.

Approval of Minutes Regular Library Board meeting 01/04/23

- Vice Chair Wilson made a motion to approve the minutes as written. Seconded by Member White. With a unanimous vote the minutes for 01/04/2023 were approved as written.

Discussion, Consideration, and Decision – Adoption of the City's Open Meetings Act Resolution

- Chairman Caldwell talked about the Open Meeting act and asked if anyone had any questions about it.
- Member La Mana asked if this had to do with a quorum.
- Chairman Caldwell explained that it is when we have a board meeting. Being out at a function together is a quorum. Voting Yea: Chairman Caldwell, Vice Chair Wilson, Member White, Member La Mana, Member Benavidez. With a 5-0 vote the open meetings act was adopted.

Discussion – MOU with a Non-Profit Organization

- City attorney Van Vleck talked about the MOU. He explained I took what you gave me last month and made it a little more robust. Some of these might not be applicable. This is the general understanding of the type of relationship you have with the Amigos. I have over the decade seen friction between friends and Boards, I don't want you to run into those in the future. So, this is a working document take it home and chew on it you

don't have to vote on it tonight these are just standard agreements once you sign it with the Amigos.

- Member White asked if it can be amended at any time.
- City Attorney Van Vleck explained it can be amended at any time it will take both parties to amend it.
- Chairman Caldwell explained that City Council would be the one who makes the decision. The discussion continued.
- Chairman Caldwell suggested everyone take it home and look at it and vote the next meeting.

Discussion – Library Budget, Library Assistant Position

- Manager Dr. Moore talked about this year's budget and explained council passed funds for a library assistant by the time of your next meeting we should be introducing you a new library assistant.
- Chairman Caldwell asked salary and hours he then asked what the difference is between a librarian and a library assistant and if they need to get a certificate.
- Manager Dr. Moore explained that a librarian would be the head of a department and that is a goal for the future. The discussion continued.
- Chairman Caldwell asked about funds to join a NM library association that will give us an opportunity to keep us connected.
- Manager Dr. Moore asked are you wanting that now or to add that to the budget.
- Chairman Caldwell well said the sooner the better.
- Manager Dr. Moore said I'll talk to the finance director and see what we can do.

General Board Discussion/Future Agenda Items

- Chairman Caldwell said I thought we brought something up at the last meeting. It was about coming up with something to do in the library to get people in.
- Member White said I was thinking of doing something with the Amigos and doing something based on a book.
- Chairman Caldwell said I had thought of a bicycle rodeo have competition in and out of cones in the parking lot during spring or summer break.
- Vice Chair Wilson talked about libraries having different things during the summer and explained it is typically inside. Belen does have the fire department come out at the end of the program and spray the kids with the water hose. The discussion continued.
- Manager Dr. Moore talked about this being the Cities 10-year anniversary. I will be bringing my assistant Amy to the next meeting and see what we can do in the library.
- Chairman Caldwell talked about having older children read stories in our library to help them overcome shyness. The discussion continued.

Adjourned

- Chairman Caldwell Adjourned the library board meeting at 6:26pm.

Respectfully submitted,

Elizabeth F. Adair, Municipal Clerk
(Taken and Transcribed by Lalena Aragon, (Deputy Clerk)
Date: _____

Approved:

Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Lisa Tabet-Chavez, Secretary

Debra Benavidez

Lisa LaManna

Rita White

**Memorandum of Understanding Between
The Amigos of Rio Communities Public Library and the City of Rio Communities,
Rio Communities Public Library**

The following will constitute an operating agreement between the Amigos of the Rio Communities Public Library (Friends) and the City of Rio Communities, Rio Communities Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Amigos Board of Directors and the Library Board of Trustees of the Rio Communities Public Library.

The Amigos of the Rio Communities Public Library was inaugurated by the Library Friends Charter on _____ to promote public use of the City Public Library System and appreciation of its value as a cultural and educational asset to the community and encourage the extension and improvement of its service. The Friends is a non-profit, 501(c)(3) organization that is a legally distinct entity from the Library but recognizes that the Library Board of Trustees has been given authority for policy direction for the Library, through the ordinances of the City Rio Communities. This agreement recognizes the Library Director as the agent for the Library Board of Trustees and the City of Rio Communities.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the Library.

The Library agrees to inform the Friends of the Library's service initiatives at the beginning of each fiscal year and to discuss with Friends how their resources and support might forward these initiatives.

The Library agrees to inform the Friends when significant reduction of services is contemplated.

The Library agrees to support efforts of the Friends to raise funds, including through the sale of withdrawn Library materials, in accordance with the applicable provisions of State Statutes and City Ordinances. Such support may include provision of public space for sales and promotional materials, meetings, book storage and sorting at Library facilities, provided such space is available and the use of the space by the Friends does not directly impact public service.

The Library agrees to provide regular contributions of timely information to the Friends newsletter.

The Library agrees to provide consulting, when resources are available, to the Friends through the provision of select or in-house marketing advice and services, with the approval of the Library Director.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with a "wish list" each year that indicates the anticipated needs for Friends' support.

The Library agrees to provide the Friends with space in the Library for book storage, sorting, and book sales.

The Friends agree to stay informed about issues facing the Library, to ask questions or communicate concerns to the designated Liaison to the Friends, and to publicly support the Library and its policies.

The Friends agree to support the Library and its programs and services through annual donations to the Library and its Branches, and through the purchase of products and services that will benefit Library users and/or employees. Use of donated funds will be at the sole discretion of the Library.

The Friends agree to assign a liaison to the Library who will meet with the Library Director as needed and will provide reports at the monthly meetings of the Library Board of Trustees.

The Friends agree that the Library will accept or decline any and all gifts in the sole discretion of the Library Director.

The Friends agree that the Library administration has the final say in accepting or declining all gifts made or proffered to the Library.

The Friends agree to act as enthusiastic advocates on behalf of the Library when provided with necessary information, and to coordinate all activities with the Library Director and Trustees.

The Friends agree to operate as outlined in the Bylaws and Standing Rules of the organization, statutes for non-profits in the state of New Mexico, and any other applicable laws. Professional accounting services and bank accounts will be utilized, and all necessary tax reports will be filed.

The Friends agree to assign a single point-of-contact to facilitate requests for consulting in the area of marketing.

This Memorandum of Understanding is entered into on xx, 2023, by the authority of:

_____, President
Amigos of the Rio Communities Library

_____, Mayor
City of Rio Communities Library

_____, Manager
City of Rio Communities.