



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
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 6/22/2022

Action Items

- 2. Discussion, Consideration, and Decision – Planning on Grand Opening of Library**
- [3.](#) **Discussion, Consideration, and Decision – Library Board Duties**

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 July 13, 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.

General Board Discussion/Future Agenda Items

Adjourn

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, June 22, 2022 6:00 PM
Minutes

Please silence all electronic devices.

Call to Order

- Chair Bobby Caldwell called the library board meeting to order at 6:20 pm.

Pledge of Allegiance

- Vice Chair Merita Wilson led the Pledge of Allegiance.

Roll Call

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

Approval of Agenda

- Motion made by Member LaManna to approve the agenda. Seconded by Vice Chair Wilson. With a unanimous vote the agenda was approved as presented.

Approval of Minutes for June 8, 2022

- Motion made by Member LaManna to approve the minutes as written. Seconded by Secretary Tabet-Chavez. With a unanimous vote the agenda was approved as written.

Planning on Grand Opening of Library

- Municipal Clerk Adair stated that the person Member Benavidez had talked to came in regarding the signs and informed him we still haven't made a decision on how big or what we wanted to present on the signs, this started a discussion.
- Chairman Caldwell said the founders had approved to put a banner on the sign welcome to Rio Communities.
- Secretary Tabet-Chavez said she thought they were going to add one to the City Hall wall as well.
- Chairman Caldwell said let's talk about the first place I had mentioned first and then move on to the rest.
- Municipal Clerk Adair asked what size should we consider for the Rio Communities welcome sign.
- Chairman Caldwell suggested a size of 3x8 or 4x10, but possibly a measurement of the space.
- Municipal Clerk Adair said she will talk to the sign designer then have someone meet at the wall and see how we can hang the sign and began a discussion.
- Chairman Caldwell said maybe we can split up and have the signs hung up that way.
- Municipal Clerk Adair said we should only make it one day with the vendor to hang the signs.
- Vice Chair Wilson said she agrees, and it should only be one person and that will be there contribute to the big event.
- Member LaManna said she also agrees.
- Member Benavidez said she also agrees, and time is flying, and they need to get things done.
- Municipal Clerk Adair said we still need to go to finance and see if we have the budget to actually do a promotion.

- Municipal Clerk Adair asked Manager Dr. Moore who do we need to call to put a grand opening sign on the property between Hwy 47 and Hwy 304.
- Manager Dr. Moore said it is between DOT and the owner of the white building.
- Municipal Clerk Adair asked who do we need to get in contact with.
- Manager Dr. Moore said contact both.
- Chair Caldwell said one for City Hall definitely and continued by saying we can use the electric sign the day of the grand opening.
- Municipal Clerk Adair said starting Friday afternoon till Saturday afternoon the only thing that will be on the electric sign is the grand opening, date and time and possibly weather.
- Chair Caldwell said we had discussed an actual sign outside of the library.
- Member Benavidez said we will have 3 banners now.
- Chair Caldwell asked about a 3x4 sign for the library entrance.
- Municipal Clerk Adair said she thinks that would be a discussion for the designer and said she will give him a call the following day.
- Municipal Clerk Adair and Chair Caldwell came up with a day to discuss the signs.
- Municipal Clerk Adair started a discussion on the invitations and who was going to be invited.
- Vice Chair Wilson said since she wasn't here for the last meeting, is Representative McQueen going to attend.
- Municipal Clerk Adair said correct, and the date will be July 30th.
- Chairman Caldwell said he recalls inviting Senator Stefanik and continued the discussion.
- Member Benavidez said the local new channels will be there also, as well as 98.7 radio station.
- Chair Caldwell said Manager Dr. Moore is going to invite the school's principal as well as the state librarian.
- Vice Chair Wilson asked who will be introducing the Representatives.
- Municipal Clerk Adair said there will be a program and the Mayor will be introducing everyone.
- Chairman Caldwell said there was going to be provided, book markers, songs, food and continued the discussion.
- Member Benavidez said we need to get vendors.
- Secretary Tabet-Chavez said she will be going to Anna Becker on Saturday to talk to some of the vendors and see if they will be able to participate.
- Municipal Clerk Adair said if they are interested, for her to let them know they need to come to City Hall for a vendors permit 2 to 3 weeks before the event.
- Secretary Tabet-Chavez asked how much will it be for the permit.
- Municipal Clerk Adair said for a business license right now we have waved the fee but for an event it would be \$35, this started a discussion.
- Secretary Tabet-Chavez asked if the fee can be waved.
- Vice Chair Wilson said she has had several vendors when the library had in official opening up about a month ago, the vendors really didn't make much due to the free food the library was already providing, and she continued by saying will that affect the opening since we are giving free food as well.
- Secretary Tabet-Chavez said that is why she thinks it should be waved as well as only asking a coffee truck or a desert truck since we are having food.
- Member White said unless someone doesn't want a hotdog and wants a hamburger or some other type of food instead.

- Municipal Clerk Adair said she will talk to Manager Dr. Moore and get back to Secretary Tabet-Chavez about the next step.
- Chair Caldwell said maybe we can get some donations.
- Municipal Clerk Adair said when we talked about the bookmarks there was talks about making different types of bookmarks but need to elaborate more on those.
- Member White said she is cutting out bookmarks for kids to decorate them with her Cricut.
- Municipal Clerk Adair said we need to have a designated area for the kids to decorate.
- Vice Chair Wilson asked if anyone had discussed using the makerspace or the library as a place for story time.
- Municipal Clerk Adair said she hasn't discussed that yet due to space but will be bringing that up.
- Municipal Clerk Adair asked what the time frame of the event was and continued the discussion.
- Member White said it is from 10am-1pm.
- Manager Dr. Moore said we won't have Representative McQueen here more than an hour.
- Municipal Clerk Adair suggested to have the ribbon cutting done by 10:30am.
- Member White said her concern is not having enough time to do a storyteller but might go in conjunction with the kid's making bookmarks.
- Vice Chair Wilson said if it was a short interactive book might be able to proceed.
- Municipal Clerk Adair said that would be good if we rotate the kids from eating, to vendor, then bookmark making and then story time.

Public Comment

- No public comments.

General Board Discussion/Future Agenda Items

- Chair Caldwell said he has a few things to bring up at the next meeting, such as hiring a librarian, the board has an obligation to be part in that process. He continued by saying for the next meeting planning on the grand opening, information on vendors, information on signs, updates on the media, update on food provided by volunteers and started the discussion.
- Municipal Clerk Adair said when it comes to the hiring of the librarian the City Manager has full disclosure as to where the board only has recommendation.
- Secretary Tabet-Chavez said it may reflect poorly on the board if they don't have a say on who is hired.
- Municipal Clerk Adair said we do have door prizes that Sharp donated as well as have canopies and continued the discussion.

Adjourn

- Motion made by Vice Chair Wilson to close this meeting. Seconded by Member White. With a unanimous vote the library board meeting was adjourned at 7:12 pm.

Respectfully submitted,

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

Date: _____

Approved:

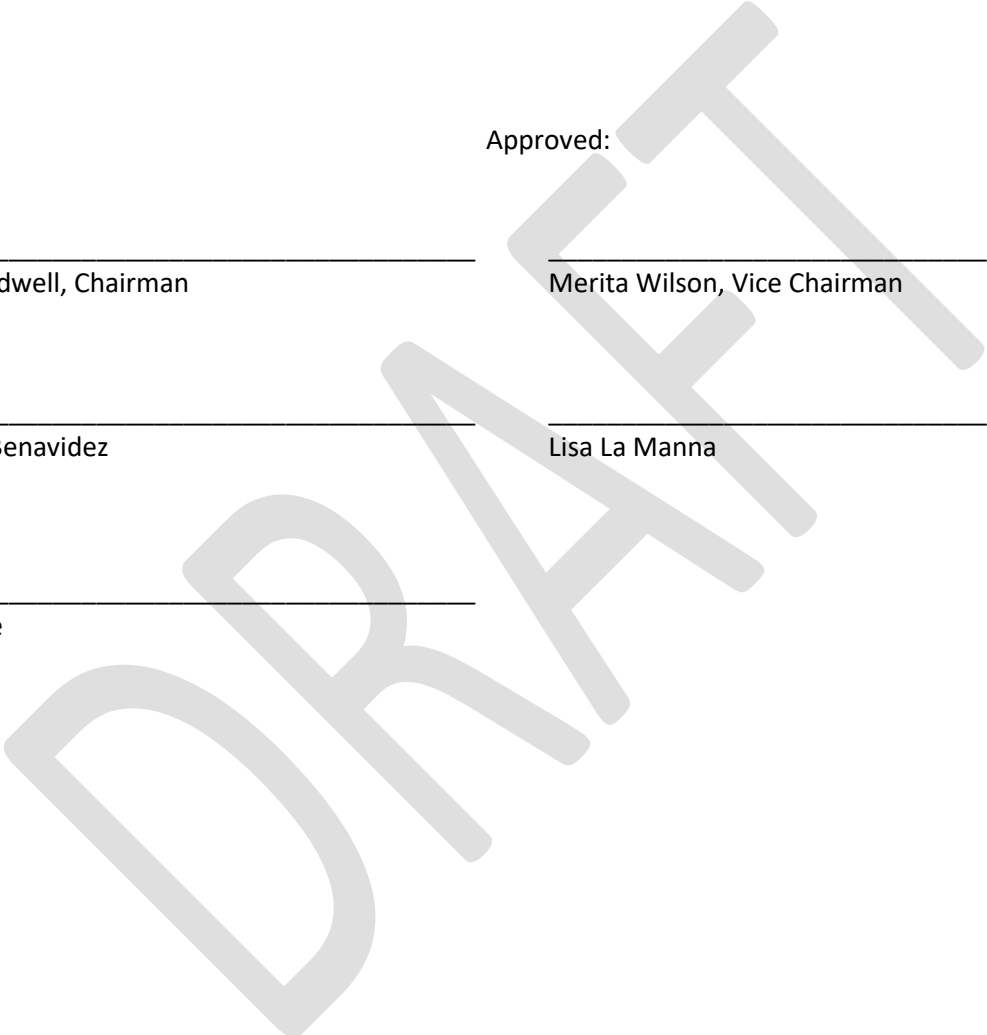
Bobby Caldwell, Chairman

Merita Wilson, Vice Chairman

Deborah Benavidez

Lisa La Manna

Rita White



City of Rio Communities, New Mexico

Ordinance No: 2020-75

CHAPTER 2 ADMINISTRATION AND PERSONNEL

ARTICLE 11 MUNICIPAL LIBRARY AND LIBRARY BOARD

- SECTION 1 ESTABLISHMENT OF A LIBRARY
- SECTION 2 CREATION OF BOARD
- SECTION 3 APPOINTMENT OF BOARD
- SECTION 4 TERM OF OFFICE
- SECTION 5 DUTIES AND FUNCTIONS OF BOARD
- SECTION 6 VACANCIES
- SECTION 7 TITLE OF PROPERTY
- SECTION 8 LIBRARY FUND
- SECTION 9 PERSONNEL
- SECTION 10 DUTIES OF THE LIBRARY DIRECTOR
- SECTION 11 ORGANIZATION OF THE BOARD
- SECTION 12 DUTIES OF OFFICERS
- SECTION 13 MEETINGS
- SECTION 14 REPEAL OF PRIOR ORDINANCES
- SECTION 15 INVALIDITY OF A PORTION OF ORDINANCE
- SECTION 16 EFFECTIVE DATE

AN ORDINANCE PROVIDING FOR THE ESTABLISHMENT OF THE CITY OF RIO COMMUNITIES PUBLIC LIBRARY AND CITY OF RIO COMMUNITIES LIBRARY BOARD

Whereas, under Chapter 3, Article 18 Section 3-18-14, NMSA, 2018, the City of Rio Communities is empowered to establish and maintain a free Public Library, and

Whereas, in connection with the operation and maintenance of such library facilities it is deemed necessary by the Governing Body of the City of Rio Communities to create a Library Board to provide for the efficient administration of such Library for the best interests of the City of Rio Communities and of the patrons of such library, and

NOW, THEREFORE, BE IT ORDAINED:

Section 1. Establishment of a library: There is hereby established in the City of Rio Communities a free Public Library to be hereafter known as the City of Rio Communities Public Library. Such library is hereby declared to be a proper and legitimate object of expenditure and operation of the City of Rio Communities.

Section 2. Creation of board: There is hereby created the City of Rio Communities Public Library Board (hereinafter referred to as the “Library Board”, as an administrative agency of the City of Rio Communities. The Library Board shall act in an advisory and policy development capacity and shall advise and assist the City of Rio Communities Mayor and Council in every possible way to insure the efficient and economical management and operation of the City of Rio Communities Public Library.

Section 3. Appointment of Board: The Library Board shall consist of at least five (5) members who shall be residents of the community served by said library. The existing Board shall make recommendations for members to the Mayor of the City of Rio Communities. The members of the Board shall be appointed by the Mayor and approved by the Council. The Mayor or his /her designee or the Library Director of the City of Rio Communities shall serve as an ex-officio member of the board but shall have no vote.

Section 4. Term of office: Library Board members shall be appointed for (4) four years and shall expire on July 1st . of the current board, the terms of three members shall expire July 1, 2022; the terms of two members shall expire July 1, 2024; When any vacancy shall occur for any cause, a member shall be appointed by the Mayor for the unexpired term.

Section 5. Duties and functions of Board: The Library Board shall be the Community representative for the City of Rio Communities Public Library and shall have the responsibility and obligation to:

- 1) receive gifts, bequests and donations of all kinds;
- 2) advise the Governing Body in formulating rules and regulations for the administration of the City of Rio Communities Public Library, not in conflict with the ordinances of the City of Rio Communities nor with the laws of the State of New Mexico;
- 3) post rules and regulations for public use of the library in appropriate places in the library for public inspection and information;
- 4) assist the Library Director in developing an annual library budget in sufficient time for the library budget to be included in the total budget for the City of Rio Communities;
- 5) notify the Mayor and Library Director of any vacancies on the Board and recommend persons to fill vacancies;

- 6) recommend to the City Manager of the City of Rio Communities nominees for appointment and/or employment of a Library Director
- 7) recommend to the Governing Body of the City of Rio Communities names for consideration in the appointment of Library Board members.
- 8) advise the library director in all matters pertaining to the management and operation of the library;
- 9) recommend to the City of Rio Communities Governing Body any action to maintain or administer the City of Rio Communities Public Library.

Section 6. Vacancies: No member of the Library board shall be removed from the Library Board except by a vote of two-thirds of the entire membership of the Governing Body of the City of Rio Communities. On the death, removal, resignation, change of residence to a place outside the City of Rio Communities District, or other inability to act as a member of the Library Board, such vacancy shall be filled in the same manner as the original appointment for the unexpired portion of the term.

Section 7. Title to property: The City of Rio Communities shall hold title to all real and personal property which has been acquired or may be acquired by the Library Board as trustees of the library.

Section 8. Library Fund: Within the municipal budget of the City of Rio Communities a shall be a library fund supported by the City of Rio Communities. Such library fund shall be administered by the Finance Officer/Treasurer of the City of Rio Communities, as are other funds of said City. All monies derived from any charges, fines, penalties, and donations, together with appropriations from supplies, maintenance of the building and other purposes relative to the operation of the library shall be placed in said fund. The Library Director shall present the library budget to the City Manager and Finance Officer/Treasurer in sufficient time for the library budget to be included in the total City Budget.

Section 9. Personnel: A duly qualified Library Director and such other personnel necessary for the operation and maintenance of the library shall be employed by the City Manager on the recommendation of the Library Board and Governing Body. The Mayor shall appoint a volunteer Library Director to serve until a Director is hired.

Section 10. Duties of the Library Director: The Library Director shall be the executive officer of the Library Board. The Library Director shall be solely responsible for the administration of the City of Rio Communities Public Library under the direction and review of the City Manager of the City of Rio Communities. The Library Director shall be responsible for operation of the Library within the financial conditions set forth in the annual budget; planning; improvement and maintenance of the library collections, services, equipment, facilities; and developing and maintaining good public relations with

schools, community organizations, citizens of Rio Communities and shall attend all library board meetings.

Section 11. Organization of the Board: At the first meeting of the Library Board and annually thereafter at the regular anniversary meeting, the members shall elect from its membership a Chairman, Vice-Chairman, a secretary and such other officers as may be necessary to carry out the functions of the City of Rio Communities Public Library. Each officer shall serve for a term of one year. The Board shall be governed in the conduct of its affairs by by-laws to be adopted upon its organization and amended from time to time as necessary.

Section 12. Duties of officers: The Chairman of the Library Board shall preside at all meetings, appoint all committees, call special meetings when necessary, prepare with the secretary the agenda, submit to the Municipal Clerk for posting and generally perform the duties of a presiding officer. The Vice-Chairman of the Library Board shall in the absence of the Chairman of the Library Board, perform the said duties, such as attend meetings, call special meetings when necessary and generally perform the duties of a presiding officer. The secretary of the Library Board shall attend all meetings of the Library Board and write agenda reports, take and prepare minutes, shall insure notices of all regular and special meetings are submitted to the Municipal clerk for posting, shall give custody of the minutes and other records of the Library Board to the Municipal Clerk, and shall notify the Mayor and Library Director of any vacancies on the Library Board.

Section 13. Meetings: The Library Board shall hold regular monthly meetings and such other special meetings as may be called by the chairman. The time and place of such meetings shall be fixed by the Library Board at its first meeting, at which time the Board shall also adopt the City's Roberts rules of Order as well as the established Opening Meetings Act Resolution adopted by the City of Rio Communities to govern its proceedings. A majority of the members of the Board constitutes a quorum for the transaction of business. The act of a majority of the Board shall be the act of the board. All Library Board meetings shall be open to the public.

Section 14. Repeal of Prior Ordinances: All ordinances of parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 15. Invalidity of a portion of ordinance: If any part of this ordinance is for any reason declared invalid, such part shall not affect the validity of the remaining portions thereof.

PASSED, APPROVED AND ADOPTED THIS 25th DAY OF FEBRUARY 2020 BY THE GOVERNING BODY OF THE CITY OF RIO COMMUNITIES, NEW MEXICO.

City of Rio Communities Governing Body

Mark Gwinn,
Mayor

Margaret (Peggy) Gutjahr,
Councilor Mayor Pro-tem

Bill Brown,
Councilor

Joshua Ramsell,
Councilor

Jim Winters,
Councilor

ATTEST:

Elizabeth (Lisa) Adair,
Municipal Clerk