

**Minutes for SEPTEMBER 21, 2021 - FINAL**  
**Library Board Meeting – 6:00 P.M.**  
**Jemez Springs Public Library**

**Members Present:** Hailey Cooper, Doug Parker, Janet Phillips, Anita Punla, Barbara Stone and Heather Gutierrez

**Member Absent:**

**Presiding:** Library Board President Barbara Stone

**Friends of the Library Presence:** Suzanne Swetnam

**1. Call to Order:** The meeting was called to order at 6:05 p.m.

**2. Approval of Minutes**

Barbara moved and Hailey seconded to approve the June 15, 2021 minutes.

*Action taken: The June 2021 minutes were unanimously approved.*

**3. Librarian's Report**

The written reports provided to Board members are included herein as part of these minutes. The Board commended library staff for its many programs despite the challenges of the pandemic. Janet voiced concern re proposed capital improvements since the funds for these improvements must be spent by year's end. Janet is looking at options for spending the funds other than those already proposed, i.e. lockers/drop box in San Ysidro and Ponderosa.

**4. Annual Report Highlights**

Janet submitted the 2020/2021 New Mexico Public Library Annual Report and State Grants-in-Aid Application on August 16<sup>th</sup>. The NM State Library will review then forward the report to a national database. Submittal of the report is required to receive state and federal funding. Janet noted highlights of the report. Due to the pandemic, there were less volunteers, the budget from the Village was less although operational expenses were more. However, the library did receive State funds to offset Covid-related expenditures. The number of wi-fi connections decreased but the number of visits to the library website increased. Programs, especially summer programs, were well attended – 545 people on site, 400 on-line.

**5. Upcoming Library Board Goals:**

a) **Community Needs Assessment for 2023 - 2028**

b) **Collection Development Policy for 2023 – 2028, and**

c) **Strategic Plan for 2024 -2027**

These items were placed on the agenda as reminders for future discussion. Community Needs Assessment is required for State funding and has a deadline of July 1, 2022. Janet suggested that we use the data from the community conversations for the assessment and perhaps have a survey to specifically identify library needs.

**6. New Members**

Mildred Peck hopes to rejoin the Board. There is currently one opening on the Board. Janet suggested that member terms be staggered, and that diversity within the Board better represents the community.

**6. F.O.L. Report**

Suzanne submitted the August 21<sup>st</sup> report, and noted the total F.O.L. income and expenses. The F.O.L. has upcoming fundraisers: Zen Cleaning and artwork donations, and also supports the wellness and exercise programs.

**8. Comments**

There were no public comments.

**9. Next Meeting:** The next meeting is scheduled for Tuesday, October 26, 2021 at 6:00 p.m. The meeting will be held at the Village Conference Room for those who would like to attend in person, but will also be available via zoom and tele-conference.

**10. Adjournment**

Barbara moved and Doug seconded that the meeting be adjourned.

*Action taken: The meeting was adjourned at 7:08 p.m.*

Respectfully submitted,  
Anita Punla, Secretary