

**Minutes for NOVEMBER 20, 2023**  
**Library Board Meeting – 6:00 P.M.**  
**Jemez Springs Public Library**

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

**Member Absent:** Pam Cornell

**Presiding:** Library Board President Barbara Stone

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

**1. Call to Order:** The meeting was called to order at 6:18 p.m.

**2. Approval of Previous Meeting Minutes**

Heather moved and Hailey seconded that the October 10, 2023 meeting minutes be approved.

*Action taken: The October 2023 minutes were unanimously approved.*

**3. Librarian's Report and 4. Review Status of Library Repair Projects**

The written reports provided to Board members are included herein as part of these minutes. Janet reported that the remediation contract is complete and awaiting final payment. The reconstruction contracts are partially complete. It is anticipated that funding for the remediation and repairs will come from insurance. Both Barbara and Pam are assisting the new Village financial manager in communicating with the insurance company. With the approach of the winter season, the F.O.L. made an advance donation to the Village to allow progress to continue with the repairs.

**5. F.O.L. Report**

Suzanne gave a brief report. A policy was approved to allow the Library Director to use a debit card in purchasing items under pre-approved categories. Use of the card will streamline the accounting work by both the Director and the F.O.L. treasurer. The F.O.L. made a donation to the Village to allow the start of roof repairs before the winter season.

**6a. Comments**

There were no public in attendance.

**6b. Next Meeting:** There will be no meeting in December 2023. The next meeting will be January 16, 2024 via zoom.

**7. Adjournment**

Doug moved and Heather seconded that the meeting be adjourned.

*Action taken: The meeting was adjourned at 6:42 p.m.*

Respectfully submitted,  
Anita Punla, Secretary