

Minutes for September 10, 2024

Library Board Meeting
Jemez Springs Public Library

Members Present: Hailey Cooper, Pamela Cornell, Heather Gutierrez, Gracie Johnson, Doug Parker, Janet Phillips, Kellie Primm, Barbara Stone

Members Absent: None

Presiding: Barbara Stone, Library Board President

Friends of the Library Presence: Suzanne Swetnam

1. **Call to Order:** The meeting was called to order at 6:02 p.m.
Barbara suggested changing the order of agenda items with item 4 (Review Draft Governing Body Conference Room Policy) and item 5 (Review Annual Report submitted to NMSL) after the FOL Report. All were in agreement.
2. **Approval of May, 2024 meeting minutes**
Heather moved and Kellie seconded that the May 16, 2024 meeting minutes be approved.
Action taken: The May 2024 meeting minutes were unanimously approved.
3. **Approval of June, 2024 meeting minutes**
Correction to minutes to show absent members as Doug Parker, Heather Gutierrez, Gracie Johnson only as Anita Punla had resigned. Hailey moved and Kellie seconded that the minutes be approved with the above correction.
Action taken: The June 2024 meeting minutes were unanimously approved with the correction discussed above.
4. **Librarian's Report**
August 2024 and September 2024 librarian reports were available for review. The written Librarian Notes provided to Board members are typically a part of these minutes and are also posted to the Library Board page of jsplibrary.org under the heading of Meetings. Discussion regarding the reports included:
 - Suggestion to include only the September 2024 report in these minutes
 - Concern that some information from the August notes would not be available with advice that the information appears in other avenues (full report as part of the council packet for the Jemez Springs governing body and the yoga information was in the local paper, After the Thunder).

- Information regarding the annual report, where documentation could be found, Sandoval County GO Bond funding requests and their timing and general trajectory of library funding.
- Compliments to Janet regarding the very positive write up in the NMSL Hitchhiker by Kelly McCabe, Youth Services Coordinator.

Action taken: Include the Librarian Notes for September, 2024, in Board minutes to be posted at the Library Board page. Kellie and Janet to meet to discuss general trajectory of Sandoval County GO Bond library funding trends and share with the Board at the next meeting.

5. Discuss Board Membership

Discussion regarding board membership was included as elections are approaching. Information shared included:

- Some board members have been serving for 2 years
- The library bylaws do allow board members to serve more than 2 years with approval of the Library Board
- Currently the Board has an additional board member, one above the number required
- Encouragement to serve if desire to do so continues and to not feel 'locked in' to the commitment

Action: Board members to consider above information in light of the elections to take place next month.

6. Election of Library Board Secretary

Currently the Secretary Board position is open. Suggestion was made to elect new secretary at elections to take place next month. Heather moved and Hailey seconded the postponement of secretary elections until the elections for all board members next month.

Action: Election of vacant secretary position to take place at elections for all Board members at next meeting in October.

7. FOL Report

Suzanne reported on several items including the following:

- Donations made to Jemez Springs in support of the library expenditures
- Liability insurance that they have purchased covering participants, volunteers and board members that will allow activities to take place at the Valle Caldera at a cost of \$900 annually effective 9-1-2024.
- Upcoming events to include:
 - Frasier and Cathy Goff, geologists, presentation in October
 - Debi Peterson presentation in September

- Mike Elliot and Smokey Bear event in November
- Participation in conference by Pam and George in September
- A new member, Dot Rotnick, who is a storyteller has joined FOL
- Volunteer celebration is scheduled in October

8. **Review Draft Governing Body Conference Room Policy**

The library conference room use currently doesn't have a policy in place. Updating of procedures by the new Mayor for use of Village-owned spaces has prioritized the need to develop a formal policy. Discussion regarding the policy included:

- Policy mentions a form to be completed and approved prior to use of the space. There was a question as to who would be responsible for approval.
- This policy is a work in progress involving both the library and Village of Jemez Springs.

Action: Continue to discuss the policy as it is addressed/modified.

9. **Review Annual Report submitted to NMSL**

The annual report was submitted to the NM State Library in July following review by the Jemez Springs Mayor and financial consultant for the financial portions of the report due to the nature of the FY24 financial records. The report will be reviewed by the NM State Library and typically there are no corrections. Additional information provided included:

- Because of the need to conduct activities in limited space during library renovation, the statistical figures will not be as positive.
- Statistical figures don't provide opportunity for explanation for the reason for reductions in services available.

Action: Monitor effects of this most recent report and continue to promote funding for the library and its services.

10. **Comments**

No public attended.

11. **Next meeting**

October 8, 2024, 6 p.m. via Zoom

12. **Adjournment**

Kellie moved and Gracie seconded the meeting be adjourned.

Action taken: The meeting was adjourned at 6:41 p.m.