

# Minutes for January 14, 2025

Library Board Meeting  
Jemez Springs Public Library

Members Present via Zoom: Hailey Cooper, Heather Gutierrez, Gracie Johnson

Members Present in Person: Pamela Cornell, 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 6:07 p.m.
2. **Approval of October, 2024 meeting minutes**  
Heather moved and Hailey seconded that the October 8, 2024 meeting minutes be approved.

***Action taken: The October 2024 meeting minutes were unanimously approved.***

### 3. Librarian's Report

December 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](http://jsplibrary.org) under the heading of Meetings. Discussion regarding the reports included:

- Appreciation shared by Janet to Gracie for providing information regarding library bonds, to all that sent postcards to promote allocation of funds to the Library Endowment fund, and to the board and others that have provided support to the library.
- The computer provided by the NM State Library arrived today. IT funds will be used to prepare the computer for use.
- Building updates were clarified. The propane tank float valve being stuck was the cause of the heat outage. Water heater replacement is awaiting a quote with the possibility of a smaller water heater fulfilling the library's needs. The odor present prior to the library construction has returned, although intermittent. Fans are exhausting the area under the building to control for humidity. Sensors are in place to monitor temperature and humidity. Currently there are no prospects for an engineering study without large capital outlays.

***Action taken: Include the Librarian Notes for December, 2024, in the January Board minutes to be posted on the Library Board page.***

#### **4. Finalize Conference Room Use Policy with Review of Facilities Request Form**

Discussion regarding the use policy and facilities request form ensued.

Specific issues included:

- Consideration of requiring 501c3 organizations to provide evidence of that classification.
- Clarification of rental fees that may be charged.
- Explicitly stating that if an event needs to be rescheduled, the library is not liable for loss of potential generated funds.
- Concern regarding use of term “vendor” on the facilities request form when use of the conference room requires approval for activities with sale of products or services. The facilities request form serves multiple purposes, hence the term vendor is necessary for some uses. The library conference room use policy will act to clarify allowed uses of the space.
- Heather moved and Kellie seconded the adoption of the Jemez Springs Library Conference Room Use Policy with inclusion of the suggested edits. The board approved this policy with edits unanimously.

***Action taken: Board Members voted to adopt the Library Conference Room Use Policy with edits.***

#### **5. Discussion and Review**

##### **a. Review the November, 2024 Village Financial Report**

Discussion regarding the report followed. Specific issues encompassed:

- The Village’s financial position has improved dramatically.
- The next fiscal year (starting July 1, 2026) will more clearly show revenue and expenditures specific to the various income streams for the library such as bonds, grants and donations.

##### **b. Review previously established procedures/those under development**

- Clarification that financial report had been a part of Library Board meetings in the past and will be included in future meetings.
- As the Library Director position will be available due to Janet’s retirement, the Library Director Job Posting was reviewed. No changes were suggested to the posting. However, concerns

regarding housing availability and cost for potential applicants that are new to the area were expressed.

- The Art Exhibit Policy was reviewed along with the Art Exhibit Guidelines and Policies Application Form as this community-oriented service was adopted just prior to the pandemic. No changes were suggested. There is volunteer support to promote posting of art within the library.
  - The Jemez Springs Public Library Bylaws Resolution #473 was discussed. This is a Village bylaw, so changes need to be approved by the current Village leadership. Changes are being recommended to address outdated verbiage. A recommendation was made to propose to the Village Council that this become an ordinance rather than a bylaw in the future as time allows.
- c. Library advocacy awareness was discussed. As a library board, board members need to stay informed of issues affecting the Jemez Springs Library.
- Currently e-rate funds are targeted with a court case at the Supreme Court level. E-rate funds currently provide the Jemez Springs Library with internet access at reduced cost. Writing lawmakers including Supreme Court justices was encouraged.
  - Net neutrality laws have been dropped at the federal level. Informational link provided to explore this issue.

***Action: Board Members discussed, provided input, and increased awareness of policies and procedures specific to Jemez Springs and national issues that affect the library. No changes to existing library policies were made.***

## 6. FOL Report

Suzanne shared the following:

- \$3000 will be given to the Village to pay for lighting that was installed during the library remodel.
- An attempt was made to obtain slides of the Goff's presentation without success.
- Information will be placed in After the Thunder as the FOL will have 2 open board positions. Elections will take place in March.
- FOL provided just over \$4700 for the replacement of staff computers in the 2024 budget cycle.

## 7. Comments

- The Zoom meeting link will change for the next meeting.
- The scheduled November board meeting was cancelled.
- There were no public attendees.

**8. Next meeting**

February 11, 2025, 6 p.m. in-person at the Jemez Springs Village Governing Body Conference Room and via Zoom (hybrid meeting format)

**9. Adjournment**

*Action taken: The meeting was adjourned at 7:36 p.m.*