



14 AVENIDA TORREON
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**Board of Directors Meeting Minutes
Tuesday, February 19, 2019 – Approved**

Attendees: President Tana Monaco, Vice President Vickie Willis, Treasurer Roberta Armstrong, Nancy Johnson, Kathy Cashiola, Kennan Girdner, Donna Mazzola, Julia Kelso, Library Director

Absent: Lorissa Longfellow, Geri Merrill

Other Attending: None

Call to order: The meeting was called to order by President Monaco at 6:30 pm.

Public Comment: None

Agenda and Minutes: The agenda for February was amended to add NMLF and Memorials to New Business items and then was unanimously approved as amended. The minutes of the December meeting were approved unanimously.

Library Director Report and Statistics-Julia Kelso (reports on file)

- Libraries are getting a lot of support in the Legislature. There is a proposal for a Rural Libraries Endowment Fund and we may benefit if it is funded.
- Circulation is up. Also had an increase in people visiting library; many compliments and gratitude for being here.
- We are doing Blind Date with a Book again. Volunteers enjoyed putting it together this time.
- Total collections down owing in part to inventory finishing up. Also rearranging shelves for growth areas as well as purchasing fewer items.
- Volunteer Thank You was well attended with appreciation from volunteers for doing it. February Training sessions will address refreshing areas and investigate whether schedule changes may help in some areas.
- Due to attempted break-in in January, Julia is communicating with County about cameras on campus which would be a Capital Expenditure on their part. Installing 1-2 strategic cameras ourselves may be best.
- Large and small facility improvements have begun, including signage and paint touch-ups. Temperature issue at rear of expansion will be addressed in the spring.
- We are investigating what IT needs may be for next year; ways to keep costs down.
- 39 children are currently registered for the two ASR programs.
- Toddler time and WAGS have picked up.
- Bird-talk in January was success as well as Author talk and Nancy's Medicare program. Working on new programs in addition to WMBD and Dog Days.

Treasurer's Report-Roberta Armstrong (reports on file)

- Account balances as of February 14, 2019
 - Total=\$116,332.99
 - NM Community Foundation accounts=\$84,708.41 (as of December 31, 2018)
 - Operating Accounts at First National 1870=\$31,624.58
- Account balances are about \$4,000 lower than last month owing to loss reported on December 31, 2018 New Mexico Community Foundation statement.
- Payment of \$7,911.17 has been received from Santa Fe County; fourth billing of \$8,370.11 was received in early February and will show up on next month's report.
- Budget report – at 58.32 % of the year we showing revenue at 64.4% and expenses at 62.5%
 - Revenue for fall book sale, Business Partners and Better World Books is above expectation. Expenses running above estimates for copier, Network 24/7, and website (partially paid by IBM grant)
 - Revenue expected in February includes County reimbursement.
 - Tech-Niche expenses are at 107% of budget at month 7; this is potentially a \$7K expense overrun if we continue at the same pace. Can we project February-June expenses?
- Thirteen of 15 financial procedures are in working draft form (ring binder in Board office).

- IRS Form 990 received from Barracough & Associates.

Promotional Committee Reports

- **Executive Committee:** President Tana Monaco (report on file)
 - Met on February 1. Reviewed grant policy and determined that the policy is missing a selection process for choosing projects/equipment/etc. Also discussed next steps with regard to the Board retreat and staff dreams. Board members will receive categorized dreams list to review and select one dream they find of particular interest. Social Media Policy draft will be presented for Board review and approval of 990 tax submission.
- **Finance Committee:** Roberta Armstrong (report on file)
 - Met on February 1 to begin budget development process for 2019-20 and establish working budget assumptions. Members asked to follow up with specific assignments to refine the draft further. The committee will meet again in March at which time we'll have a better idea of where we are and have time to refine budget even further before Board discussion in May and action in June.
- **Development Committee:** Vickie Willis (report on file)
 - Development Committee met on February 14, 2019. Vickie clarified the parameters for identifying top donors in preparation for planned Donor Appreciation Reception to celebrate VGPL's 20th anniversary. New brochures, letter and intent form mailed to donors/past board members February 18 for Legacy Campaign. Discussed "Business Partners" in terms of name and several categories of support. It was decided to continue with this name but also solicit sponsorships for specific programs/events. New presentation packet is being prepared.
 - As follow-up at Board meeting on Donor Appreciation Reception, Café Fina has agreed to our holding the event there on April 10, from 6:30-8:30. Cost and procurement of food and wine for the event discussed. A motion was made, seconded and approved to move forward with this and agreement that, as a Board event, costs are to be underwritten by Board members.
 - 2019 Summer Fling is on ECIA schedule. Donna generously offered to purchase wind banners for event.
- **Nominating Committee:** Vickie Willis (report on file) Did not meet.
- **Community Relations Committee:** Kathy Cashiola (report on file) Did not meet.

Old Business

- **New Website:** Thank you to Roberta, Vickie, Julia and Tracey for the ton of work. Beautiful eye appeal on the site, great interactive site. A few issues being addressed and if others, inform them.
- **Retreat Follow-up:** Tana asked board members to identify "Dream" areas of interest to help keep them alive. Going around the room, she asked each member to state their initial interests: Facilities (Kathy), Business Partners and Library in a Box (Donna), Culture & Local History (Roberta), MakerSpace (Vickie), Art Demos & Lecture Series (Tana), and Services (Nancy). A Vision Resource Form was passed around to fill out for a review and discussion in March.

New Business

- **Grant policy and Selection Process:** Vickie noted that the Fundraising Policy is up for recertification. Board needs to approve the Grant policy and define what the policy selection process is. That is: How do we choose what we want to spend funds on? Board will work on the resource sheets for several Dreams and then articulate the "selection" wording for the policy.
- **Network for Good Grant Application:** This supports Fundraising with small grant (\$1-5K) with a short online application. Donna made a motion to authorize Board to pursue the Network for Good grant application. Motion unanimously approved.
- **VGPL Policy Review:** We have a 3-year policy review cycle. Will be identifying these and assigning reviewers at next meeting.
- **Social Media Policy:** Julia stated the need to have a policy, researched some online and has a draft in process. This will be developed further and will include some legal review for policy clarification.
- **Library Assistant Job Description:** Position description was outdated. Motion was made to approve Library Assistant Job Description with changes discussed. Motion approved unanimously.

- **NMLF Development Grant:** Deadline for NMLF grant is March 15th and Vickie asked for a motion to change focus of Development Plan to a Genealogy Proposal. Motion was unanimously approved.
- **Memorials:** Vickie reported that we've had a number of Memorials this year and suggested ideas of acknowledging these donors. There was discussion about issues and the sensitive nature of this and no decision was made on the matter at this time. However, it was requested that Julia and others who may know of the Memorials alert Roberta for acknowledgements.

Next meeting: Please note change in regularly scheduled meeting:

New Date: Tuesday, March 12, 2019, 6:30 pm.

Meeting adjourned: 7:50 pm.

Respectfully submitted, Kathy Cashiola, Community Relations Committee, Chair