



14 AVENIDA TORREON  
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**Board of Directors Meeting Minutes  
Tuesday, June 18, 2019 – Approved**

**Attendees:** President Tana Monaco, Vice President Felicia Probert, Treasurer Roberta Armstrong, Secretary Lorissa Longfellow, Nancy Johnson, Geri Merrill, Kennan Girdner, Val Barraza, Carol Hunter, Kathy Cashiola, Donna Mazzola, and Julia Kelso, Library Director

**Absent:** None

**Others Attending:** None

**Call to order:** The meeting was called to order by President Monaco at 6:31 pm.

**Public Comment:** None

**Agenda and Minutes:** The agenda for May was approved unanimously. Minutes from May meeting were previously approved electronically.

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

- Most everything is up statistically except for external use of the meeting room, due to the increased use of the room for internal activities.
- Summer program has begun and there has been lots of interest.
- Apple is moving away from its iTunes application and this may, in the near future, cause us to have to change the platform we use for members to access our current iPod materials.

**Treasurer's Report–Roberta Armstrong (reports on file)**

- Account balances are about the same as last month owing to strong May revenue.
- Cumulative payments of \$50,000 have been received from the County, completing this year's allocation.
- NMLF Genealogy Grant in the amount of \$990 has been received and is included in the grants report.
- 2019 IBM Grant in the amount of \$2,000 has been received and will be deposited in July 2019 for the next fiscal year.
- Budget report - at 91.7% of the year we are showing revenue at 96.6% and expenses at 98.6%.
  - Revenue for fall and spring book sales, Business Partners and Better World Books is above expectation.

- Expenses running above estimates for accounting services (owing to need to do full 990 for 2018), copier, Network 24/7, and website (partially paid by IBM grant)
- New revenue from \$1,000 grant from Gilbert Foundation for youth/children materials to be spent in 2019-2020.
- Tech-Niche expenses will top \$10K this year, \$3K over budget.
- Spring book sale revenue is projected to be slightly above \$7K, \$2K over planned.
- Spring appeal mailing was sent May 14, with \$5,355 received in May.
- Thirteen of 15 financial procedures are in working draft form (ring binder in Board office).

### **Promotional Committee Reports**

- **Executive Committee:** President Monaco (report on file): Did not meet
- **Finance Committee:** Roberta Armstrong (report on file):
  - Did not meet in June, but the 2019-20 budget was finalized for the Board meeting.
- **Development Committee:** Carol Hunter (report on file):
  - Working on Donor Appeal, the 2019-20 Development Plan, and Ice Cream Social.
  - Business Partners sub-committee will be organized and plans underway by September.
- **Nominating Committee:** Felicia Probert (report on file): Did not meet.
- **Community Relations Committee:** Kathy Cashiola (report on file):
  - Farmer's Market Table has been a success, but noted that requires a lot of support each week. The Board agreed to staff the Market every two weeks given summer schedules.
  - It was suggested that a handout with key information about VGPL be prepared for community relations' events (e.g., funding sources and non-profit status). Val suggested a tri-fold and will email a sample for Board review.

### **Old Business**

- Internet and Computer Use Policy
  - Policy was approved unanimously.

### **New Business:**

- Dog Days of Summer – July 20
  - Pathways for Healing will be having dog adoptions.
  - There will be two people at each organization's table, most handing out educational materials: for example, how to keep dogs safe if they encounter coyotes, and/or snakes.
- Annual 2019-20 Budget
  - The book sale revenue was increased and the Amazon associate program revenue was decreased from the last budget iteration. These were suggested based on most recent year-to-date figures.
  - Final budget will be balanced with a Capital Reserve allowance of approximately 5k to be used if needed.
  - Tech-Niche amount stays the same even though it was over budgeted amount for the past two years, as those overages were one-time issues.
  - Budget was unanimously approved.

- Annual Development Plan
  - Approved unanimously with an increase of book sale increases reflected in budget.
- Annual Meeting
  - The Annual meeting will be on Tuesday, July 16, at 5:30 pm in the Community Room prior to the July board meeting.

**Meeting adjourned:** 7:28pm

**Next Meeting** will be held on the Tuesday, July 16, at 6:30 pm

Respectfully submitted, Lorissa Longfellow, VGPL Board Secretary