Hillsboro Community Library

Board of Directors Meeting – Betty Reynolds Reading Room

Hillsboro Community Center

**Friday, August 9, 2024, 1:30 p.m.**

President John Cornell called the meeting to order at 1:28 p.m. in the BRRR. Members present: Steve Siegfried, Collection Development Co-Chair; Deb Nicoll, Publicity/Newsletter Chair & Library Volunteer Coordinator; Lisa Curt, Fundraising/Grants Committee Chair & Library Director; Robin Tuttle, HCC Liaison; Robbin Brodsky, Collection Development Co-Chair; Cindy Cornell, Secretary/Treasurer; and Sherry Litasi, guest. The quorum of five (5) board members was met.

# Secretary/Treasurer’s Report

Cindy presented minutes of the June 14, 2024, board meeting. *Robbin moved and Lisa seconded that the minutes be approved as emailed and presented. The minutes were approved unanimously.*

Cindy presented the Treasurer’s Reports ending July 2024. *Lisa moved and Robbin seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.* Cindy reported that the White Sands Federal Credit Union account was closed July 12, 2024, and a new account was opened in the amount of $8,546.66 at Wells Fargo Bank in Deming, New Mexico, on July 17, 2024. The amount of $6,500 was transferred to a seven-month CD July 31, 2024; the maturity date is February 28, 2025. The New Mexico Library Foundation (NMLF) grant for Audio/Visual Materials was received and deposited July 31, 2024. Due to the length of time between mailing and receipt, this check was canceled and removed from the WF account on August 5, 2024. A new check was received August 5, 2024, and deposited August 7, 2024. Financials for July 31, 2024: $3,473.44 in checking and $6,500 in our CD account. Total funds: $9,973.44. Total Income: $1,426.78; Total Expenses: $384. Total Donation Drive: $1,242.

**Collection Development Report**

Robbin reported that she and Lisa spent part of the $1,300 NMLF grant funds to purchase books, DVDs and music CDs from Coas, Barnes & Noble and Amazon. The balance presently remaining at Coas is $3,680. Cindy will follow up with Ruth Miller regarding the books she wishes to donate.

**Library Director & Fundraising/FOL Committee Chair’s Report**

*New Website.* Lisa said Sherry has been hard at work on the new website. She has taken an 8-hour video course as background training for WordPress, and Lisa is now viewing videos and has been deeply immersed in learning how to administer the website since Tuesday. Once Lisa and Sherry discovered Elementor, a WordPress website builder software, they have been making progress more quickly. Lisa has used Canva to make new logo for the library and she and Sherry will change some of the links/menus to make using the website more user-friendly. Lisa indicated that our website currently shows a BlueHost URL; Sherry will call BlueHost to have it corrected to hillsborolibrary.org.

*ResourceMate (RM).* Lisa reported that using the backend access to RM, we can add patrons to the system when away from the library building. Robin suggested that we have a presentation or lecture to introduce patrons and community members to the new website and the new way to use RM. Lisa said when we receive Developing Library funds at the end of the year, we can purchase a new computer for patron use, a new laptop for patrons, and a new staff computer, as well as new office chairs. After we make these purchases in the fall, Lisa suggested we then host an open house. In addition, Lisa indicated we should send out a notice to the community with the September newsletter asking them to confirm we have their correct email address and telling them that new access to the library catalog is available to them through the website. John commented that we should combine these: have the Annual Meeting, then followed by the Open House.

*Library Survey.* Lisa will take the Library Survey to the book sale and Pickamania Music Festival in Kingston on September 7, 2024, from 10 a.m. to 3 p.m. and asked that the survey also be mentioned in the next library newsletter and hand delivered to friends and community members by Library Board members. Deb could include the survey itself in a longer September newsletter. Lisa also requested that Library Board members email the survey to friends and put it in people’s mailboxes. She also noted that the Library is open 15 hours a week (as required by NMSL for a Developing Library), but that 16 hours is the Federal requirement. She is considering adding a question to the survey to see when the local community would like to add an extra hour to our schedule.

*Alternative Websites.* Lisa noted that the HCC uses Square Space for their website, but it is more expensive than BlueHost (two or three times as much) and you are prohibited from transferring your website to another host. BlueHost is $273 for 10 websites for three years. It also includes a security certificate.

*Annual Report to NMSL.* Lisa said the annual report survey is ready to submit. Submitting this report will qualify us to receive Developing Library funds in the fall. She gave board members a listing of some of the information submitted:

 Patron Visits 995

 Computer Use 160; Volunteer computer use 41 ~ 201

 Reference 572

 Wi-Fi 98 in library, plus 98 patio = 196

 Check Out 948 (15% was added to the total figure)

 Collection Size 7,281

 Books 5,861, DVDs 994, CDs 364, Other 62

 Registered Users 459

 Total Income June 1, 2023 – May 31, 2024 $4,538

 Total Expenditures June 1, 2023 – May 31, 2024 $4,211

**Publicity/Newsletter Committee Report & Library Volunteer Coordinator Report**

*Publicity/Newsletter*

Deb continues to publish the newsletter every other month. She will add what’s changing at the library to upcoming board notes and will add the following to September/October’s newsletter:

* Notes from the Board
* Please take our library survey
* The old website is not longer active: DO NOT USE THIS SITE. Instead, go to hillsborolibrary.org.
* An announcement on our website of free NY Times access for our patrons via a link from the NMSL.

*Volunteers*

Deb said Deb Harrison is now a substitute volunteer.

**HCC Liaison Report**

Robin reported items discussed at the HCC Board Meeting of July 16, 2024:

* Upgrades to Fire Department (FD)’s audit, which will mean lower homeowner’s insurance costs.
* The FD needs new members/EMTs.
* Kristin will hold a future community briefing on the FD’s plans or send out a document to the community.
* Steve Dobrott’s efforts to build a carriage house for the stagecoach. The foundation has been laid; the HCC is working with the state.
* NM Magazine published an article about the museum in Kingston. Barb Lovell is no longer seeking the return of the stagecoach to Kingston.
* Max Yeh’s property has been restored from recent flooding.
* Director of the T or C library is working to open a branch in the old university building in Williamsburg. It could be another place for us to donate extra books. John will contact the T or C Library.

**Old Business**

***Volunteer Appreciation Event***

Lisa has offered to host the event at her home to make it easier for John and other BLM/RAC member volunteers in the community to attend. She has seating for 30. The event is scheduled for September 14, 2024, from 3 to 6 p.m. Deb will send out a “Save the Date” email to volunteers, asking for a firm RSVP and dietary needs, and giving directions to Lisa’s home. Invitations should be sent at the end of August or beginning of September to all volunteers and substitutes, bakers and spouses/significant others. Also send to Harley Shaw and Patty Woodruff.

Menu:

Pulled pork & buns

Coleslaw

Potato Salad

Chips & Dips

Veggies

Drinks

Desserts (include chocolate)

Vegan offering: Robbin will bring a relleno casserole.

Sherry suggested we consider buying supplies at the Shamrock Store on Main Street in Las Cruces. They sell items in large quantities.

***Future Program***

John will confirm with Harley for a date later in the fall. We need a picture of Harley for advertising in local papers, on our website, through the HCC community calendar, free papers and local Sierra County websites. Robbin will check out co-sponsoring this with the HCC.

**New Business**

***Updating the Procedures Manual***

Deb agreed to update the manual if someone can provide her with a copy. Cindy will check with Joe and at the library for the latest version.

***Street Sale – Labor Day Weekend***

After discussion, the board agreed not to hold a book sale during the Labor Day Street Sale on August 31, 2024. The bake sale will be held on this date from 9 a.m. to 3 p.m. to coincide with the Labor Day activities instead of on the first Saturday of September. Cindy will post a notice on the Library door and on the Library bulletin board at the Post Office later in August.

***CITF***

Betty Schaeffer is the CITF Director for 2024. Ruth Miller is reserving tables. Lisa asked Cindy to send a check for $35 to Ruth for the Library’s table.

***MISC***

Cindy will send a $136 check to Sherry for one-half of the website cost and will print more flyers for the August 31st bake sale and for availability in the library.

**HCL Board of Directors Meeting**

**Closed Session – BRRR**

The Library Board moved into closed session at 2:48 p.m. Steve left the meeting for another appointment. Members attending the closed session were John Cornell, Deb Nicoll, Robbin Brodsky, Lisa Curt, Robbin Tuttle and Cindy Cornell.

**Bylaws**

Cindy presented a draft revision of the bylaws for review and discussion. Changes, including adding new board positions, were reviewed and agreed upon by the Library Board members present. Cindy will finalize the bylaws and send them to all board members. A formal vote will be taken at the next Library Board meeting, followed by a vote of the local community members at the next Annual Meeting.

**Website**

*Robbin moved and Deb seconded that the Library repay $136 to Sherry Litasi for one-half of the cost of the BlueHost website (hosting for three years). The motion was approved unanimously.*

**Volunteer Appreciation**

*Robin moved and Deb seconded to approve spending up to $200 for expenses of the Volunteer Appreciation event. The motion was amended by Deb and seconded by Robbin to increase the amount of spending to up to $300. The amended motion was approved unanimously.*

**New Board Member**

The board discussed candidates for a new board position on the Library Board. Sherry Litasi previously volunteered to take the position of Technology Committee Chair and consider accepting the responsibility formerly overseen by the Vice President for our yearly donation drive. She has now agreed to accept both responsibilities and her expertise makes her an excellent candidate. *Robbin moved and Lisa seconded that the board appoint Sherry Litasi as Technology Committee Chair, with the responsibility of heading the yearly donation drive. The motion was approved unanimously.* Lisa will contact Sherry to let her know of her appointment to the Library Board.

In another matter, Lisa also discussed the fact that Robbin has indicated she will not be on the board in the future. Lisa recommends that we get ahead of this and talk to the community about taking on a board position in the future. She did have someone to recommend. Deb agreed to consider becoming Co-Chair of the Collection Development Committee, when in fact Robbin does leave the board and with the assistance of Lisa. The board members agreed on Lisa’s suggestion, who would be a good fit to replace Deb as Volunteer Coordinator at that time. The position of Publicity/Newsletter Committee Chair was not discussed.

**Notice to Patrons**

The board agreed to post the following notice in a prominent place in the library:

“We respect your patronage of the Hillsboro Community Library. If you ever have a problem, please contact one of the Library’s Board Members listed below:

John Cornell, President jcls1010@gmail.com

Lisa Curt, Library Director libraryhillsboronm@gmail.com

Deb Nicoll, Volunteer

 Coordinator 4ncx123@gmail.com

The next board meeting is scheduled for Friday, October 24, 2024, at 1:30 p.m. in the BRRR.

*The meeting was adjourned at 4:09 p.m. upon a motion by Deb, seconded by Cindy.*