Hillsboro Community Library

Board of Directors Meeting – Betty Reynolds Reading Room

Hillsboro Community Center

**Thursday, December 27, 2024, 1 p.m.**

President John Cornell called the meeting to order at 1:15 p.m. in the BRRR. Members present: Deb Nicoll, Collection Development Chair, Publicity/Newsletter Chair & Library Volunteer Coordinator; Lisa Curt, Fundraising/Grants Committee Chair & Library Director; Robin Tuttle, HCC Liaison; Sherry Litasi, Technology Chair; and Cindy Cornell, Secretary/Treasurer. The quorum of five (5) board members was met.

John noted that Cindy deposited two grant checks from the NM Department of Cultural Affairs/Rural Libraries Grant in the amounts of $15,363.84 and $1,500 and that it will be a challenge to spend it within six (6) months per grant requirements. Lisa said we should expect about $500 in additional State Grants-in-Aid funds after the first of the year and reinforced that the RLG must be spent by June 30, 2025.

# Secretary/Treasurer’s Report

Cindy presented previously emailed minutes of the October 24, 2024, board meeting to all board members. *Lisa moved and Deb seconded that the minutes be approved as emailed and presented. The minutes were approved unanimously.* Cindy presented previously emailed minutes of the Zoom board meeting of November 3, 2024. Two of the paintings by Edith Belifore were sold at the CITF Silent Auction, one was given as a gift to Robbin Brodsky for her service to the library and one remains. Lisa noted that the Hillsboro Community Center wishes to hold a Spring Auction on March 30, 2025, and we will hold the remaining painting for that event. *Lisa moved and Deb seconded that the zoom minutes be approved as emailed and presented. The minutes were approved unanimously.*

*Correspondence*

* Cindy had two interesting cards from patrons to pass around but didn’t present them. They will be attached to these minutes and forwarded to board members.

Cindy presented the Treasurer’s Reports ending November 2024. She had a question about two charges; one was for clear acrylic sign stands and the other for batteries for the boom box. Cindy had an issue reconciling the amounts presented in the income by type statement. These figures were adjusted after the meeting to correct errors and include CD Interest. *Lisa moved Robin and seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.* Financials for October/November, 2024: $1,406.73/1,042.19 in checking; $6,576.46/$6,601.58 in the CD account; total funds: $7,983.19/7,643.77. Total October/November income: $366.60$348.12; October/November expenses: $638.99/$687.54. (December: $17,603.40 in checking; $6,627.65 in CD; total funds: $24,231.05) Total from Annual Donation Drive: $1,417.)

**Collection Development Report, Publicity/Newsletter Committee Report &**

**Library Volunteer Coordinator Report**

Deb reported that as of November 23, 2024, she has spent $421 for over 100 items with funds from the AV grant. She’s using the results from the community survey when purchasing items, pulling as many trade paperbacks as she’s purchasing. The books under the table with the coffee pods \_\_\_\_\_\_\_\_\_\_\_.

*Volunteers.* Deb will send an email to volunteers on January 1 with details of date choices (Monday, January 20 or Tuesday, January 28) for the Volunteer Training. She will also request a yes or no to each date. Lisa Haynes is a new substitute. The library hours on Tuesdays and Thursdays have been changed to 2 p.m.-5 p.m. and all shifts are covered.

*Publicity/Newsletter.* Deb will put out the next newsletter soon after the 1st of January. Items in the Notes from the Board will include information regarding the Volunteer Training Session, board positions up for election and the date of the Annual Meeting. She will mention that if anyone who has not been contacted regarding the training is interested in attending, to contact a member of the board. Cindy will contact the sisters (Virginia and \_\_\_\_\_\_\_\_\_) who live next to Maree Westland to see if either of them has an interest in being on the board.

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

*Fundraising/Grants.* Lisa responded to the USDA Distance Learning and Telemedicine (USDA DLT) grant’s (by Sen. Heinrich) request for information. As indicated in the email, she said yes to the library receiving a new computer (tower, monitor, video camera, etc.) and also requested an additional computer if one is available. This will help us conserve funds for other projects in the budget.

* The 17” laptop Sherry has purchased from Costco is for use by volunteers at the library desk and for the volunteer training session in the kitchen. We can’t use the laptop for patrons or volunteer training as ResourceMate can’t be loaded on a computer used by the public, and it’s too large for patrons to move to the BRRR. Sherry is in the process of loading programs on the computer now. Microsoft 365 was complimentary with this purchase for one year.
* Sherry is looking at a new Lenovo 978 laptop with Windows 11 for patrons to eventually replace the old computer on the patron desk until the tower computer arrives. She will let us know what she finds. We can then give away the two older computers now in use in the library.
* Lisa said the $5,000 from the NM State Grants-in-Aid can be used to purchase computers in addition to the USDA DLT grant computers. She doesn’t know when those will be distributed, but the second laptop will be used on the desk with the printer in the interim. It will then be available for patrons to move to the BRRR for use.
* Lisa turned in the NMLF grant Final Report (for books and music CDs).

*Library Budget Review.* Lisa presented items she researched that can be purchased with our RLE funds. The board moved to the main library room to review proposed budgeted items and needs she has identified. The total proposed is $14,526, plus between $600 and $6,000 for refinishing the floor in the library room. Attachments

* New bookshelves, tables and storage. Lisa found two (2) double-sided shelving units with adjustable shelves from Demco (H 60”) to replace the DVD shelves. We would keep the lower shelves behind the desk until we can afford to replace them and give away the particleboard shelves on either side. The file cabinet goes; Lisa researched a cabinet for storage of books pending cataloging, collection supplies, copy paper, cleaning supplies, coffee supplies, etc. She found a Joni-Craft 2-door storage cabinet from Demco.
* New desk. We need a new desk in the future, but it can wait depending on the cost of already identified needs.
* New Equipment. Lisa found new chairs, desk, tables, computers and a laminator for the main library room. The present chairs will be offered to the community. Sherry found some chairs locally and will look in Tucson, AZ, for additional chairs from Costco.
* Items to offer to community. Offer the file cabinet, computer tables, rolling cart now holding books to catalog and supplies (next to table under the windows). Items will be posted in town and on our website; townspeople can put their names on an item they would like and pick it up when new items arrive. They will have one week to retrieve it or it goes to resale/charity.
* Floor Refinishing*.* Lisa has budgeted from $600 (do it ourselves) to $6,000 (use a professional) for refinishing the library floors. The library will have to close during the floor refinishing.
	+ *John will talk to friends in construction in Las Cruces to get Stout’s reputation in the industry and then consult Stout Hardwood Floor Company* for a bid. If the shelves are removed, all books must be boxed and labeled. Lisa will contact Kristin Boren to see if we can store materials and furniture in the auditorium while work is being completed. We will reach out to Zephyr Anders to see if he and his business partner, CJ, would like this work.
	+ Deb suggested we look at carpet tiles instead of refinishing the wood floors. Carpet would be quieter and individual tiles could be removed and replaced as necessary for stains and damage. She will look into what this will involve and report to the board.
	+ An alternative: Laminate flooring.
* Front Doors*.* We also need to repair and refinish the front doors to the library wing. Lisa suggested we talk to Jude Warner, a former shop teacher. The doors must be refinished according to historical architectural standards. This would also require closing the library and putting up plywood while doors are being refinished. The best option would be to do both floors and doors at the same time to limit the time the library must be closed. *Lisa will contact Jude.*
* Children’s Section. Lisa will box up and store juvenile/youth books and movies.
* Other considerations. Lisa suggested we save replacing the cart next to the desk and removing the information center for the future. The board discussed moving the DVDs to the BRRR, along the north wall and moving the pictures to the hallway. We also need to do more weeding of things that don’t/haven’t been checked out for a long time. All funds from the RLE grant must be spent by June 30, 2025. Lisa has researched replacement chairs (10) for the BRRR. She will check with the HCC to see if they need the chairs presently used in the BRRR. John urged we should wait on purchasing them and see if we can clean stains instead.
* Drop Box. The price of the drop box has increased about $60 from two weeks ago. Lisa will contact the seller to see if we can negotiate the former price.
* Sherry and Robin recommended office chairs they found at Staples in Las Cruces. Lisa said the chairs should not have high backs and not be vinyl. The most comfortable chairs are mesh for air flow, that rollers need carpet or mats and to check reviews before buying.
* The board voted individually on each item on Lisa’s Amazon cart list and approved all but the office and conference room chairs. Lisa will order everything except the chairs, including: the laminator, laminating paper, interior box for book drop and the book drop.

**HCC Liaison Report**

Robin emailed the board her report reviewing subjects covered by the recent meeting.

**Technology Chair’s Report**

Sherry reiterated that she purchased the 17” laptop and presented her receipt to Cindy for reimbursement. She also reported that Lisa now has her own Blue Host email account and password so she can access the website to make changes and additions.

**Old Business**

***Bylaws review and approval***

The board reviewed the most recent changes to the bylaws. *Sherry moved and Lisa seconded to accept the changes to the bylaws as presented. The motion was approved unanimously.* Cindy will send the finalized bylaws to board members and for positing for the community. The board will sign the bylaws at the next annual meeting.

***Proposed budget***

See above discussion.

***Website Payment Link***

The board discussed different methods of payment that can be used to make donations and/or purchases at library sales (bake sales, CITF, etc.). Sherry will check out PayPal and Square for non-profits to see pricing; patrons can always make donations by check or cash if they prefer.

***Volunteer Training***

Responses from volunteers showed Tuesday, January 28, 2025, to be the favored day for this training. Training will begin at 10 a.m., break for lunch at noon and resume for those interested in more specific training from 1 to 3 p.m. Megan from the General Store Café will provide a buffet for $10/person or plated servings for $12/person. The board chose a buffet-style menu of butternut squash and turkey/avocado sandwiches. Iced tea and lemonade will be provided and we will make coffee, as well.
The library will provide plates, silverware, cups, etc. Lisa will contact the HCC to reserve the kitchen and auditorium. Lisa is redoing the manual; Cindy will work on the cataloging sections and filing instructions.

***Thank You for Robbin and Steve***

Lisa proposed we give a $50 gift certificate to Robbin and Stan and one to Steve for their favorite restaurants. John will check with Steve’s friends for a favorite of Steve’s. Lisa will send a certificate to Robbin and Stan.

***Future Programs***

Lisa wants to offer gardening programs every week in March. The board discussed several suggestions for programs:

* Garden Design. Lisa said Cindy Yarmal has agreed to hold a program on garden design in March. Lisa offered her a small honorarium or giveaway from the library to participants (seeds). Lisa will follow up with Cindy.
* Native Plants. Sherry suggested we talk to Nicol Trushell and Steve. They have helped her with her native plants. She will talk to them about a program.
* Robin recommended we talk to Master Gardeners of New Mexico about the list of programs they offer. Cindy recommended Cami Cosper and will ask her about a program. Deb said Kathleen Blair does strawbale gardening. Robin will send Cindy a phone number for the Native Plants Society of New Mexico, Las Cruces Chapter. We can offer them an honorarium or seeds or little plants to give participants.

***Cards & Flyers***

Cindy presented proposed library cards with both plain and small line borders. A majority of the board liked the borders. Cindy will make a change to the spacing for the ID and reprint the cards for library patrons. The board did not have any changes to the most recent flyer emailed to them. Cindy will print flyers for the library desk and bake sales on pastel colored paper. As we are seeking new board members for two positions and the flyers will be changed, she will print a modest amount at this time.

**New Business**

***Fiscal Agent***

When adding Deb to the bank account, John, Cindy and Deb learned that Wells Fargo cannot act as a Fiscal Agent for the library. Cindy will consult with a friend who works for Sierra County Finance Department. If she doesn’t have an answer, Cindy will call the Finance Department to see if they will fill that role for the library.

***Annual Meeting***

The 2024 annual meeting is scheduled for March 8, 2025, at 2 p.m.

***Nomination of officers and standing committee chairs***

The board as a whole will act as our nominating committee. Positions that will be posted: Secretary/Treasurer, Publicity/Newsletter Committee Chair, Volunteer Coordinator, Member-at-Large. John, Cindy and Deb will run for their current positions. John or Cindy will confirm with Will that he’s still interested in serving on the board, and Cindy will stop by to visit with Virginia. Nominations will be solicited via the January/February newsletter and will be posted on the website and library bulletin board.

***Annual Donation Drive***

Cindy and Sherry will coordinate to bring Sherry up to date on the specifics of the drive. The drive will again be via email, posting on the website, flyers and newsletter. This approach was very successful last year.

***Library’s priorities for Sierra County’s 2025 Maintenance Budget***

This grant will be in March for projects for the Volunteer Fire Department, the park bathrooms, a shower for emergency workers, victims displaced by natural disasters, flood control, the CC kitchen and then the library. The library’s priorities:

* Windows which must be repaired and refurbished under historical building guidelines.
* HCC liability and content coverage for $100,000 to cover content.

The next board meeting is scheduled for Friday, January 31,2025, at 1:30 p.m. in the BRRR.

*The meeting was adjourned at 4:13 p.m. upon a motion by Sherry, seconded by Deb. The motion was approved unanimously.*