Hillsboro Community Library

Board of Directors Meeting – Betty Reynolds Reading Room

Hillsboro Community Center

**Friday, January 31, 2025, 1:30 p.m.**

President John Cornell called the meeting to order at 1:38 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 simple majority quorum of board members was met.

# Secretary/Treasurer’s Report

Cindy presented previously emailed minutes of the December 27, 2024, board meeting to all board members. *Lisa moved and Deb seconded that the December minutes be approved as emailed and presented. The minutes were approved unanimously.* Cindy presented previously emailed minutes of the January 6, 2025, zoom board meeting to all board members. *Robin moved and Lisa seconded that the zoom minutes be approved as emailed and presented. The minutes were approved unanimously.*

Cindy presented the Treasurer’s Reports ending December 2024. *Lisa moved and Robin seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.* Financials for December, 2024: $17,603.40 in checking; $6,627.65 in the CD account; total funds: $24,231.05. Total December income: $17,626.09; December expenses: $1,036.15. Total from Annual Donation Drive: $1,417. Cindy also reported that Cherie Salmon is considering retiring and will be sending annual, not quarterly payments in the future. The Wells Fargo CD term expires on February 28, 2025. The board considered under what terms we would continue the CD. *Lisa moved and Sherry seconded that we roll the funds in the CD into a new one-year CD, depending on new rates. The motion was approved unanimously.*

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

**Library Volunteer Coordinator Report**

Deb spent under $100 this month on new collection items. She is actively and extensively weeding anything in the collection that has not been checked out in five (5) years, many longer than that. The weeded books are mostly trade paperbacks; Deb is taking these to Peppers in Deming.

* She sent a $30 box of books to Thrift Books for credit. They occasionally give us the cheapest item on an order for free.
* Lisa indicated that we are getting rid of all particle-board shelves and her husband Lynn will reinforce the small bookcase in the BRRR for large picture books. The rest of the juvenile collection will be shelved on the bottom shelves on the east wall beneath the books on CD.
* We will have an Open House/Grand Reopening after the floors are refinished and new furniture and shelving has been added.

*Publicity/Newsletter.* Deb has two reviews for upcoming newsletters: a review by Kathleen Blair on Fire Weather and a review of the book series *Three Body Problem* by Lisa. Lisa has donated the first book and Deb will purchase the other two in this series.

* Jan Richmond suggested that in lieu of a book review we email everyone in the community for short “blurbs” about their favorite books and combine them into a column for one or more of our newsletters. Deb will send out emails to request these.
* Deb contacted the Sierra County Extension Office (NMSU) for programs on native plants relative to Doña Ana, Grant and Sierra Counties. Robin noted that the HHS is contracting with, she believes, Nicole Trushell for a landscape design for the open space between the new Carriage House and the HHS Museum. Perhaps we could sponsor a workshop on landscape design from Nicole.
* Deb also said Kathleen Blair and Jan Richmond want to do a small hands-on workshop on birding, limiting attendance to six (6) people. Deb will put this in the newsletter and Lisa will put a notice on the HCL website; those interested should email Jan to sign up.
* Lisa said she talked to Cindy Yarmal about a workshop on designing a garden. She will be gone until mid-February and will talk to Lisa when she returns. A workshop at the beginning of to mid-April would still work.
* Deb suggested Lisa contact Kathleen about a strawbale gardening workshop. Lisa would like to hold off on that program until next year.

*Volunteers.* Deb will contact Will Kenny regarding the open Volunteer Coordinator board position and get back to the board if he is still interested.

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

*Fundraising/Grants.*

Library Budget Update and New Expenditures*.* In addition to the items discussed at the last board meeting, Lisa has researched items that may be purchased from the RLE grant and NM Grants-in-Aid funds.

* LibraCraft DF Mobile Starter with Flat Shelves (60” H x 37” W x 24” D). Item W13773310/Demco. $3,518 for two, plus shipping; Price: $4,018 (with casters). These are double-sided shelves. Ships in 45 days.
* Demco FLEXplore QS Table Rect (22-34” H x 60” W x 30” D). Item W13839320. Two each @ $429; Price: $858.
* Ironwood Cabinet w/5 Adjust Shelves (72” H x 48” W x 24” D). Item W13754510. Already assembled. Price: $1,999. This can be placed between the two tables to not block vents.
* Demco FLEXplore Teacher Desk. Double drawer storage. (30” H x 66-3/4” W x 23-3/4” D). Price: $1,259.
* Total: $8,134 plus shipping. Lisa will receive a quote from Demco on all of these items.

Lisa has ordered two library signs with directional arrows and two (2) signs showing 24/7 Wi-Fi access available at the library from Desert Exposure Printing, a print shop in Williamsburg. Deb suggested she see if the Wi-Fi information could be printed at the bottom of the library signs to avoid having the smaller signs removed by the highway department. Lisa has also ordered one (1) 16” x 20” green & white “OPEN” sign and one (1) 16” x 20” red & white “CLOSED” sign for the front windows and two magnetic signs for the book drop reading, “LIBRARY RETURN.” The owner is working up a bid for us. We previously discussed raising a library flag to let the community know when we are open. He can also make flags, but Lisa will check to make sure that there will not be a problem with the HCC before we order one.

Lisa tried to get a discount on the library drop box without success. By signing up for their email list, she will receive a 10% discount. She has also put in a quote to hold the price but has not yet heard anything back.

The only other items outstanding from the proposed purchase list are the blue/gold chairs, our lowest priority at this time. The cost for 10 chairs is $455. We also need to purchase shades for the windows in the BRRR.

We are still waiting to hear if we will receive one (1) or two (2) computers from the USDA Distance Learning and Telemedicine (USDA DLT) grant. Lisa will let us know when she hears more. If we only receive one tower computer, Sherry will purchase another laptop for the second patron desk. This one can be moved to the BRRR if a patron choses to do so.

The total we will receive from the RLE and State Grants-in-Aid (SGA) programs is $21,636, including $16,636 from RLE and $,1500 and $3,500 from SGA. To date, we have discussed expenditures of approximately $9,200 and $6,000 for furnishings, equipment and floor refinishing, totaling $15,200. We need to purchase proper wheels (roller blade wheels at $40/chair) for the library chairs so they won’t mar the finish on the wood floors. John will talk to Stout for a recommendation. Also to consider: new vacuum and mat for front entry.

Once we have the new desk, books & flyers can be moved and Magazines and ILL reserves can be put on the library computer desktop with an icon for easy access.

Stout will remove the old carpeting and trim out the flooring.

**HCC Liaison Report**

Lisa is working with the county manager on the grant for the HCC building. She will meet with a committee on Tuesday to tour the building and prioritize repairs that need to be done on the inside. This grant is a matching grant. The HCC has no events upcoming. David is unhappy with concert attendance; he is meeting with Catherine Wanek to work on sourcing upcoming artists. Lisa is encouraging the board to seek grants for concerts. They realize the cost of the concerts is too high. John noted that the largest cost is paying for the entertainment and the HCC needs to cover the cost of the band/artist. He suggested that someday the library can contribute some money toward that cost. The board will employ an electrician to move the routers higher on the walls.

**Technology Chair Report**

Sherry has found shades at a company she is familiar with, Shades R Us; but, they do not make shades that are long enough for the windows. The prices are good; 48” x 84” - 7/8” shades are $121 each. She will do more research for four (4) honeycomb, heat blocking shades measuring at least 93” x 43” and get back to the board.

Sherry has found a 15” laptop computer for approximately $300. *Sherry moved and Deb seconded that the board approve an expenditure of not more than $400 for a 15” laptop computer. The motion was approved unanimously.*

**Old Business**

***Approval of Prior New Purchases Budget***

*Sherry moved and Deb seconded that the board approve purchases presented under the budget at our last meeting up to the amount we have and will receive under the RLE and SGA grants. The motion was approved unanimously.*

***Fiscal Agent***

John will talk to Shel Neymark, Rural Libraries Association, about our need for a fiscal agent and who can act as one on our behalf.

***Annual Donation Drive***

Cindy will send Sherry an email with past letters and email addresses of patrons so she can initiate this year’s drive.

***Robbin and Stan Thank You***

Lisa purchased two $50 gift certificates to one of Robbin’s and Stan’s favorite restaurants, Le Rendez-vous Café in Las Cruces. She brought a card for everyone on the board to sign, and John will mail these.

**New Business**

***Volunteer Training Session***

John said the training session went great and thanked Lisa for putting it together, preparing documents and being the main speaker; and he also gave thanks to everyone for helping with the preparation: Sherry for arranging the delicious catered lunch prepared by Megan Kinney and Deb and Cindy for their help with cataloging docs and training. Deb said everyone she spoke to was very positive and learned something new.

***Birding Program – February 10, 2025***

See above previous discussion under *Publicity/Newsletter* above.

***Appointment of Volunteer Coordinator***

Several board members spoke to Will Kinney regarding his interest in being on the board and found that he is still interested in a board position. Deb will tell him about the Volunteer Coordinator position and see if he will agree to be appointed to that position. She will let the board know what he says.

***Santa Fe Literary Festival***

The festival will be held May 16-18, 2025, in the Santa Fe Community Center. Admission is $25 for New Mexico residents (regularly $55). Kathleen is writing a blurb to put in our next newsletter.

***Floor Work***

John met with Merrick from Stout about doing work on the floors of the auditorium and kitchen at the same time as they do the library floors. He said there is not enough “meat” left on the planks to sand. The cracks can be filled in with wood putty and the floors can be cleaned and resealed. This would have to be redone every three (3) to (5) years.

John has scheduled the floor work in the library to begin on April 7, 2025. The work will take one week to complete. On April 14th, things can be moved back into the library.

The next board meeting is scheduled for Friday, March 28, 2025, at 1:30 p.m. in the BRRR. The Library’s Annual Meeting is scheduled for Saturday, March 8, 2025, at 2 p.m. in the BRRR.

*The meeting was adjourned at 3:56 p.m. upon a motion by Deb, seconded by Sherry. The motion was approved unanimously.*