

**Hillsboro Community Library
Board of Directors Meeting – Betty Reynolds Reading Room
Hillsboro Community Center
Saturday December 20, 2025, 2 P.M.**

President John Cornell called the meeting to order at 2:02 P.M. Members present in the BRRR: Deb Nicoll, Collection Development Chair & Publicity/Newsletter Chair; Robin Tuttle, HCC Liaison; Lisa Curt, Fundraising/Grants Committee Chair & Library Director; Will Kinney, Library Volunteer Coordinator; Sherry Litasi, Technology Chair. John Cornell, President, and Cindy Cornell, Secretary/Treasurer attended by Zoom. The simple majority quorum of board members was met.

Secretary/Treasurer's Report

Cindy presented discussed minutes of the October 11, 2025, board meeting previously emailed to all board members. Lisa asked that the minutes be corrected to remove the \$50 charge for performance fees when showing movies with Kanopy. Most are free. *Lisa moved and Deb seconded that the October minutes be approved as emailed and corrected. The minutes were approved unanimously.*

Cindy discussed the Treasurer's Reports previously emailed to all board members. Highlights of the reports – Ending in November, we have \$47,126.23 in checking and \$6,768.80 in the CD for a total funds of \$53,895.03. We received a net refund of \$514.69 from Demco for taxes on April purchases (\$8,210.80 refunded; re-charged no tax amount of \$7,696.11). We received the one-time Rural Library grant of \$43,859.65 in August and State Grants-in-Aid of \$3,000 in November.

The board discussed funds received and spent in December to date, including expenditures for a new vacuum, with extra battery and extended warranty. The RLE Grant for FY 25/26 of \$25,893.41 should be in the mailbox; also not deposited yet is \$584 from the CITF Bake Sale from December 6, 2025. There is a donation check from Joanna Schafer in the desk for \$100.

Go Bonds funds go directly to the county and we request purchase of items through them.

Lisa moved and Deb seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.

Collection Development & Publicity/Newsletter Committee Reports

Collection Development & Publicity/Newsletter. Deb has nothing to add.

Library Volunteer Coordinator Report

Will has nothing new to report.

HCC Liaison Report

Robin emailed to board members her report from the last HCC meeting, and she has nothing new to add.

Technology Chair Report

Sherry had no report for this month.

Library Director & Fundraising/FOL Committee Chair's Reports

Budget.

Cindy said \$682 will go back into the budget due to a lower price for the vacuum; she also asked about the \$99 charge from RM/Jaywil on November 24th. Lisa said the charge is to verify our patrons are ours for OverDrive and Kanopy. This will be a monthly authentication charge. To use Kanopy, patrons need +

To enter the entire patron barcode specific to them. The first numbers (2 1991 00000) are the code for our patrons in the system; the last four digits will be the specific number assigned by RM to each patron.

Kanopy will be available to patrons on our website on January 1, 2026. Lisa will try setting up her account and logging in to see how it works; she will send out instructions to all patrons and tell them to email, stop by or call the library for their patron number or if they need any help. She will provide the first part of the instructions to the desk, as well. OverDrive has a consortium of which we will be a part, and we will be able to access any materials in the consortium purchased by other libraries in the state. Their patrons will be able to access the materials we have purchased, as well. We can buy our own private copies of certain materials for our patrons' use only, such as items that are very popular.

Lisa asked if anyone has any objections to any items in the budget. There were no objections. She hasn't received the bid for the front door restoration yet so hasn't added the cost for that. We also need someone to paint and plaster walls and asked for any suggestions for contractors. Cindy asked if the windows and doors are the main priority. Our front doors are the first priority for us, but we are waiting for Fred for work on them. He does the historic restoration on windows and doors for the county.

The HCC hasn't begun any work from the grant money for the HCC repairs/restoration. The HCC windows need to be done first as the staples are rusting out, causing glass to fall out. It may in be the distant future before the county will get to this. Lisa, Deb, Robin and Will agree we need to go ahead with the library doors restoration. Sherry thinks the windows and holes in the walls also need to be addressed. The board discussed using a local Hillsboro contractor, but he only accepts cash. As we can't pay cash for anything from our grant work, we will not be able to use him. John asked if contractors need special certification/licenses to do this type of restoration work? There are certain methods that must be used, but no special licenses are required. John will start talking with his contacts in Las Cruces for a recommendation. Lisa said there is a contractor in Kingston, Craig Stookey. He did work at the Elephant Butte Inn and at the museum. John will contact him to see if he has time available and, if so, to set up an appointment for a bid on the work.

Lisa has been looking at replacing flooring in the bathrooms and has been searching sheet vinyl since it has an historic look. *She will send the link for what she's found so far to all board members.* Materials will cost a little under \$2,000, using three sheets of vinyl for each bathroom. We must find someone who is familiar with this installation so it's installed correctly. Lisa suggested we start with the men's restroom; the women's restroom is a lot more work as there are four toilets to be removed and stalls to work with. Sherry suggested we use vinyl planking instead of sheet vinyl; *she will send what she used to the board.* We can also get recommendations from Craig re the proper vinyl needed.

Lisa asked if there was anything we forgot to add to the budget. Robin suggested the software Lisa wants to load into the library computers. We should be able to get a very good rate as we are a library and a non-profit. Patrons have already requested that we purchase Publisher and Photoshop among others, and we should purchase Microsoft 365 to put on all our computers. Once purchased, it may be loaded on a total of five (5) computers. *Lisa asked Sherry to look into what kind of deals Microsoft would give us. Cindy will email Sherry about \$58 charge from BlueHost that we don't recognize.*

Employee hiring. Lisa sent the job posting and questions for interviews to the board. The job description doesn't have to be published in a newspaper; posting it in town and on our website is enough. Lisa and John will do the interviewing. Lisa will post the job right after Christmas, and after two (2) weeks will start interviewing. She hopes to have the two employees trained by the end of January. She will also send out a note to all volunteers right before posting the job letting them know we hope they want to stay on as

substitutes and conveying that they will make good board members in the future. Applicants will have to go to our website to print the application form.

The budget has two proposals: (1) costs through end of June and (2) costs for July through January 1. We don't know much money we will have remaining at the end of the year; we can adjust what we spend by creating yearly contracts for employees. Twenty hours per week is in the budget now, with employees starting at the end of January. Once hired, we will pay them by check and give them a statement for FICA, Social Security, etc. This information can be handwritten. Lisa would prefer to pay once a month.

We should prepay anything we can so it falls within our FY 2025/2026 June 30th deadline, including things like Ethos, ResourceMate, etc. Salaries can be paid monthly as salary is earned from January through June, and before the end of June in a lump sum for contracted hours falling in July through December. The last month's salary can be adjusted to account for any days missed.

Lisa wants us to consider starting an endowment. It's a way to grow our money, while using the interest earned for expenses. The Rural Library Endowment was started by Shel Neymark of NMRLI to insure enough funds from the endowment's interest to pay rural libraries each year. Lisa doesn't believe we will continue to receive the entire \$24,000 we receive now from RLE funds so an endowment will help with shortfalls. The HCC has a small endowment. If we start a library endowment and it grows bigger, we will be able to use annual interest to fund our expenditures.

We need to cancel our PayPal account so both Lisa and Cindy have access. We can do this by creating a new email address for admin purposes so that it will be easier to obtain secondary verification to access accounts. Sherry suggested we use the email with our BlueHost account. *Lisa will look into a new email account.* We plan to use the hbolib@gmail.com account for everyday use by library staff and substitutes to correspond with patrons and the new email for admin use by the board.

Volunteer Appreciation

We need to schedule a date for our annual appreciation of volunteers. Will said the new café owner offered us use of the café for the luncheon if we pick a day she is closed. Lisa offered her home again. Robin suggested it may be easier for people not to have to drive out to Berrenda. Will and John discussed having this catered like we did at last year's volunteer training session. All board members agreed to have the café cater the event. John said we can pick a Tuesday-Thursday from January 27th through 29th. Lisa suggested the last week of January. Will offered to find out which days are best for Megan.

Old Business

See above discussions.

New Business

See above discussions.

Our next board meeting is scheduled for Saturday, February 21, 2026, at 2:15 p.m. in the BRRR.

The meeting was adjourned at 4:04 p.m. upon a motion by Deb, seconded by Will. The motion was approved unanimously.