



Hillsboro Community Library

Board of Directors Meeting

Meeting Held via Zoom due to Weather/Road Conditions

Monday August 17, 2026, 3 P.M.

President John Cornell called the meeting to order at 3:05 P.M. All members were present via Zoom: Deb Nicoll, Collection Development Chair; Lisa Curt, Fundraising/Grants Committee Chair & Library Director; Linda Velarde, Member at Large; and Cindy Cornell, Secretary/Treasurer. Will Kinney, Library Volunteer Coordinator & Publicity/Newsletter Chair was absent. The simple majority quorum of board members was met. John welcomed Linda to her first official board meeting; we're all glad to have her on board.

Bathroom Redo

John said everyone's input was great and he thinks the combinations of colors and materials selected turned out well. Hopefully, this upgrade will last many, many years. Deb mentioned that one of the toilet paper holders was missing a screw or bracket; John will take care of that when he finishes the paint touch-up on the stalls.

**LIBRARY DIRECTOR'S Report
(Fundraising/FOL Report)**

Lisa reported that per the State Library a library director cannot be an officer on a board, but she can attend and participate in the meetings. To be able to interact with the IRS or the State of NM regarding payroll taxes, Lisa must be a VP so she will look into that. This is not the case in other states, such as Utah. She never received the sheet defining the role of the Library Director and will try to obtain a copy. She is listed only as Library Director on our website.

Lisa reviewed a summary of the FY 2025/26 NMSL Survey she emailed to the board. In 2026:

- We had 1,316 visitors (up 13 from 1,303 last FY).
- Wi-Fi use was 515 (up from 276). This number reflects persons in the library and estimates to reflect usage by the community on the patio, parking lot or from the community park. We gave service to the whole HCC and the park this year; and nearby neighbors also have access if they want.
- PC use on site was 25 (98 last year). Fiber optic internet was made available to Hillsboro last year so that may be an explanation for this number. We were also closed for remodeling.
- We answered 137 Reference questions (320 last year). The same explanation due to widespread internet access and remodeling.
- Collection items 8,015 (6,508-up by 2,200 items); DVDs 1,022 (1,116), CDs, including books and music, 338 (399), other items 143 (241) puzzles, maps and magazines. This reflects reducing magazines over three years old.
- We have 318 registered patrons; 12 using Libby; and 12 using Kanopy. We have been removing people that no longer live in the area, those who haven't checked out in the last 8 or 9 years, and those who have passed away.
- Total number of physical items checked out was 836, plus 9 renewals for a total of 845. Online library checkouts: 206. Libby 43 eAudio books and 57 eBooks; Kanopy 106 eVideos. The online checkouts became available in January 2026 for Kanopy and February 2026 for Libby. Our overall checkouts were almost the same from FY 2024/25 to FY 2025/26.
- 289 (71) people attended 53 (10) educational programs, including one offsite traveling museum program attended by 30 people. Programs included games, movies, how to dance the 2-Step, a lesson on the Tango, two concerts and a digestive lecture.

- Grants
 - State Grant-in-Aid. We received \$3,000 and spent \$2,993.
 - Rural Library Program Grant. We received \$24,893 and spent \$24,893.
 - Rural Library Program One-Time Grant. We received \$43,860 and spent \$43,715.
 - Grants were underspent by \$152, but we haven't received feedback from the NMSL. The majority of our grant funds were spent on new furniture, computers and printers, a drop box, directional and informational signage, collection supplies and adding to our physical and online collections.

[Will entered the Zoom meeting. He didn't receive the link to join us.]

- Carmelita and Kelly (Youth Services staff) will be stopping by the library on August 27, 2026. Lisa will meet them, along with any board members who can make it.

Substitutes are needed for our two employees for the last week of August. Lisa will take the shifts unless someone really wants to work them. She wants to check ResourceMate to see if it has an option for automatic renewal. Since we don't have any fines, we lose many checkouts as nobody renews.

Lisa also reported on changes to the Reading Room (BRRR). We removed the bookshelf near the Reading Room door and bought another storage cabinet for supplies with more space for patrons to use the laminator, paper cutter, three-hole punch, etc., and a two-sided short shelving unit for games, puzzles and children's books. The new big printer in the main library room made that workspace too crowded. One of the larger blue easy chairs is now in the Kitchen game area and the other in the Principal's office along with the table and lamp. Deb suggested putting the coffee machine in the Reading Room, where people use the space for meetings. Lisa agreed we could move it and add a lamp since it's a little dark in the corner where the chair is now. Deb is pushing the book group to use the Reading Room in our library facilities, which is what the room is for.

REPORTS OF OFFICERS

Secretary/Treasurer's Report

Cindy presented the minutes of the June 10, 2026, board meeting previously emailed to all board members. *Deb moved and Will seconded that we accept the June minutes as presented. The motion was approved unanimously.*

Cindy presented the Treasurer's Reports ending July 31, 2026, previously emailed to all board members.

At the end of May total funds in checking were \$15,470.82, \$6,892.05 in the CD for a total of \$22,362.87. Income in June \$712.56/July \$21.27, including May & June bake sales, refunds, petty cash and CD interest. June expenses: \$26,657.40. \$16,825.62 from checking and \$9,831.78 on our master card account, including library furnishings and computer equipment, wages, supplies and office expenses, fees, rent/utilities, internet, collections and educational programming. July expenses: \$1,740.43. \$1,411.73 in checking and \$328.70 on master card, including equipment, housekeeping, wages, supplies and office expenses, web costs and collection purchases. Total income to date: \$28,478.03; Total expenses to date: \$68,209.85.

Lisa estimated that we have enough checking to pay employees until our next grant infusion in late December. Until then, our income from bake sales and donations we receive will be spent on ongoing expenses. Cindy said the only other bills she has now are \$99 from ResourceMate and an outstanding bill

from Demco for \$3,418. John indicated that if we are running short, the CD comes to term in October and we can pull some from that into checking if we need it. Cindy is matching OverDrive receipts. Lisa said we paid them \$1,500 and got a \$1,000 credit toward purchases. Then if you spend \$1,000 on books, they credit us \$100.

John asked what grant funds we will receive at the end of 2026; Lisa estimates we'll probably get \$27 to \$28,000 from the RLP grant and \$3,000 from State Grants-in-Aid, then Go Bonds, as well. The RLP and State Grants-in-Aid funds must be spent by June 30, 2027. We have longer for the Go Bonds funds and can use them for new shades for both library rooms, the \$1,000 yearly Kanopy fee and our collection items. We haven't paid salaries for a whole year yet, but Lisa estimates it will be about \$15,000/year.

We can't save any of the grant funds each year, and John would like to have a legacy fund or savings that we can store away for future needs. We have to increase our yearly donations from patrons to secure that. John said we need someone on the board to take that over and we need to do the donation drive every six months. We need a new email list from our ResourceMate patron list. Lisa will work from Cindy's patron list and combine it with the ResourceMate list and the HCC list. Once that's generated Deb suggested our employees can enter the emails and send out our donation drive information. John said we've come so far with services for the community, they don't know we're not flush with money because they see what we're spending. They don't understand how grant funding works and how there's a period between the end of June and early December when our funds are limited to bake sales and donations. State funds are limited on what they can be used for and can't be used for capital expenditures. Lisa will talk to Shel about what's happening on allowing rural libraries to spend grant funds in a capital manner. Will also would like an updated, accurate email list for the newsletter.

Correspondence. Road Scholar. We received a letter and poster with information from this program that combines instruction and a dedicated cruise ship to a specific port of call. Deb will post it in the library; we could mention it in our next newsletter. You can take a 10-day cruise to places in Africa, Europe, Asia, Greece, etc., and the whole ship is for the Road Scholar program. There are also online lectures or you can watch the recording for 14 days after the lecture is presented. Lisa was interested in the October lecture on the Day of the Dead for our Sunday movie in the HCC auditorium.

Lisa encouraged us to check out new stuff she put on our website: a new database, a resume program and a funny video made by some librarians about how to choose a book for their next book group. We are still not getting enough traffic on our website.

Deb moved and Will seconded that the June/July financial reports be approved as presented and explained. The motion was approved unanimously.

Collection Development Chair's Report

Deb orders nonfiction books that fit in our Southwest Collection, fiction books that she sees are very popular (on OverDrive, New York Times), especially mysteries, and also requests. Since we have no more state money at this time and we have so few people on, she hasn't purchased anything for Libby. She will spend money online when we receive more funding from the state. She uses our bake sale funds for local collections purchases and is focusing on removing DVDs that have bad reviews on Rotten Tomatoes unless it's a DVD that's been really popular with our patrons. She's also been removing nonfiction books that are politically oriented or are not being checked out. She's been taking removed items to the Deming Library, Peppers, COAS or sending them to Thrift Books for credit.

Publicity & Newsletter/Library Volunteer Coordinator's Report

Newsletter/Publicity

Will has been waiting for a review to put out the newsletter. He would like to have a review of a nonfiction book, but he hasn't found anyone to do a review yet. Lisa has read two books on Palestine and Israel, but they may be too political; it is newsworthy and current. Lisa added since we now have two laptops, we should let people know in our next newsletter that we have a laptop they can check out for a week. Will said Susan knows how to wipe the smaller laptop before people start checking it out and after they return it in case there's malware or something on it from their use. The board agreed to advertise it and maybe it will generate more people stopping by and seeing other perks the library offers. He said as far as publicity goes, he hasn't figured out what we can do other than put up flyers.

Volunteers

We have had to close the library a couple of times when our paid employees can't make a shift. We're still using our volunteers and they do step up when asked, but sometimes it's just Lisa. John suggested Will send notices out to the whole board as we would be happy to help. John said he thinks we can figure out having somebody staff the library at all times without too much trouble.

HCC Liaison Report

We still do not have a liaison to the HCC, but we can ask if the minutes can be shared with us when they come out. Anyone can attend an HCC meeting; the meetings are the second Thursday at 10 a.m. Will volunteered to ask Susan to share them with all of the board members. John has asked Barbara to send them, but he hasn't received any so far. The HCC does not put the minutes on their website.

Technology Report

Matt will be setting up the new laptop as soon as possible. To create the Microsoft 365 accounts, he will give each of us an account with their [firstinitiallastname@hillsborolibrary.org](mailto:firstname.lastname@hillsborolibrary.org). He will need a password from everyone to set you up in the system. If you forget it, you can ask him or he can send you a reset. Microsoft 365 includes Word, Excel, PowerPoint and OneNote and Teams. Everything is networked now so you can use either printer. The Ubiquity system gives us a lot more security from hackers and we have battery backups in case of storms.

John raised the subject of insurance again since the front door is not secure and we now have a lot of money invested in new equipment and furnishings. Do we know what's covered or not if we do have a loss; will the county reimburse us? Lisa said the county will not reimburse us for contents; and Will suggested we should probably have our own policy. He plans to ask State Farm to give us a quote and then we will know how to bid it with other insurance companies.

Member at Large

Linda asked if she is a voting member. She is a voting member of the board, although she's not an officer; she can decide how she'd like to help or can be assigned a task, as needed, by the board. On fundraising, Linda asked if the board has considered a table at the farm market to share information about the library and a donation box. On Saturdays, once a month or something. Lisa suggested a table next to the farm market so we don't have to pay a fee, but Cindy might be open to waiving the fee. Linda also suggested we move the table occasionally; she'll be opening the motel soon and we could put up a table there, or at the bake sale. Linda also suggested donating a session or a class to the library, and it would give the library exposure. John will ask Susan to create a poster board with library information. Lisa will redo our trifold flyer, and we could add to the poster that we have a laptop for check out by patrons, and a "What's New at the Library" section. Linda suggested we talk to Duke and Tammy about putting something at their coffee table. They could talk about the library and its services, and we could supply some candy or something to entice people to stop. Will can talk to them about it. Lisa also said we could encourage

people to get a library card, make them there (with 24/48 hours to activate) and pull up the website on the laptop. This would be a good thing to ask from our volunteers who are not active now. Will said he will send out an email to see how many might be interested in helping with this.

OLD BUSINESS

Stripe

Lisa will look into setting this up on our website and find out exactly what needs to be done.

Treasurer

Lisa would like to begin assuming the treasurer's duties. It is not unusual for the library director to do the financials and pay the bills. If we hire a library director one day, we would have him/her do the financials. Our donations would be simplified by funneling them through Stripe. Cindy and Lisa will coordinate Lisa assuming some of the treasurer's duties.

NEW BUSINESS

August Substitute Needs

Lisa will work the last week of August. Deb will take August 25.

Upcoming Educational Programming

We have to give at least one program per year. Lisa suggests beginning January 1 we once again give \$900 to the HCC to sponsor a concert or another tango class, and we need to be on the lookout for programming for the next year. Lisa talked to Sydney, a woman on the T or C Arts Council who books concerts and dance classes, and she will see if Hillsboro is interested in having that person or event come to us. *Deb moved and Linda seconded that we budget \$900 for the HCC for educational programming for next year. The motion was approved unanimously.* Lisa said this is specifically to help the HCC, and we can always do additional programming out of the grant money.

The NMSL Conference will be held October 21 through 23 in Las Cruces.

Our next board meeting is scheduled for Monday, October 19, 2026, at 3 PM in the BRRR.

(NOTE: The meeting was later changed to Wednesday, October 14, 2026, at 3 PM in the BRRR.)

The meeting was adjourned at 4:58 p.m. upon a motion by Deb, seconded by Cindy. The motion was approved unanimously.