

# **El Rito Public Library**

## **Board Meeting Minutes**

**January 10, 2026**

### **Meeting Opening**

- The meeting was called to order at 12:25 pm.
- Present at the meeting were Directors Vicky Broadus, Lynne Gudes (via Zoom), Sid Gudes, and Dave Warren, as well as Team Leader Jill Weber. (Team Leader Gabe Lopez joined the meeting later while in progress.) There were no other attendees at the meeting.
- Four out of seven voting members of the Board being in attendance, a quorum of the voting members of the Board was established.
- Motion was made and passed unanimously to accept the minutes from the November and December meetings.

### **Automated External Defibrillator Committee Report**

- Phillips model AED has been ordered and arrived, currently sitting on Jill's desk.
- Lynne will meet with a contact upon returning from Hawaii to arrange CPR and AED training for staff and patrons. Training sessions will be opened to the community with a maximum capacity of 10 people per course.
- Board discussed offering CPR and AED training on two weekends to accommodate more community members.
- Placement decision was made to install the AED at the circulation desk rather than in the office for better emergency access.
- Wall mount system may include an alarm that sounds when opened to alert others of an emergency and provide security.
- Committee will remain active until CPR and AED training for staff is completed and community training sessions are scheduled.

### **Financial, Compliance, and Risk Report**

#### **Financial Status**

- Library holds \$37,100 in Century Bank, \$74,800 in Fidelity, \$1,100 in GO Bonds, \$15,000 in CD at UMB Bank (formerly New Mexico Bank and Trust), and \$4,000 in PayPal from auction credit card payments. The credit card balance is \$4,200, due at the end of January.
- Total cash available amounts to \$128,700 compared to \$127,300 the previous month.
- Revenue totaled \$12,800 in December, with approximately \$6,500 from auction gross income and remainder from qualified charitable distributions from IRAs and end-of-year giving.
- Expenditures in December reached \$10,900 including \$4,200 for payroll, \$1,600 for three months of accounting services, \$1,500 for circulating collection books and DVDs, and \$1,400 for E-Rate consultants. E-Rate application cost of \$1,400 will result in savings exceeding the investment through reduced internet and equipment licensing fees over a five-year period.
- Current internet service costs \$26 monthly for 250 megabit/second speed, which adequately supports multiple users streaming content simultaneously

#### **Grant Status**

- One-time state grant of \$43,000 has \$13,000 remaining after spending \$30,800, not including recently ordered AED and upcoming chair purchases.
- New Mexico Children's Foundation grant shows \$400 remaining from original \$4,500 after spending \$4,100 on children's programs and toys.

- United Way grant has \$1,400 unspent from \$13,000 received, with remaining funds allocated for toys and custom children's chairs from local woodcarver.
- GO Bond funding shows discrepancy between library records (\$13,100 spent) and County records, with new Apple computer purchase of \$1,200 planned to utilize remaining funds.

#### **PayPal Credit Card Processing**

- PayPal denied request for mobile card scanner due to insufficient monthly transaction volume.
- Library can only process credit cards by manually entering card numbers into PayPal mobile app, as demonstrated successfully during the auction.
- Physical card scanner would cost \$500 without meeting volume requirements, deemed not cost-effective for library's limited credit card processing needs.

#### **Compliance**

- COROS annual report filing with Attorney General was initially rejected multiple times due to processing errors, but library is now in compliance after persisting with the AG's office.
- Department of Workforce Solutions has reinstated library's unemployment insurance coverage starting January 1, 2026 at 1.08% of gross salary (approximately \$800 annually).
- Previous self-insurance arrangement posed risk of paying unemployment claims directly from library funds, making the insurance premium a reasonable risk management expense.

### **State Funding**

#### **Spending Requirements and Challenges**

- Library must spend all state funds by June 30th or face penalties including potential loss of state funding for next year.
- Dave plans to address anti-donation clause restrictions with state legislature, arguing for rural library exemptions similar to other granted exemptions.
- Total remaining funds to spend include \$13,000 from one-time grant, \$24,000 from regular rural library grant, and \$11,000 in Grants-in-Aid, totaling \$48,000.
- Projected spending includes \$24,000 for six months of payroll, \$6,000 for AED and chairs, \$2,000 for computer equipment, and \$3,000 for accounting services, leaving approximately \$13,000 unallocated.

#### **Outdoor Recreation Grant Timeline and Implementation**

- Grant agreement signed in December provides 18-month spending period for \$27,000 project.
- Original proposal covers spring through fall programming but flexibility exists to extend into following year if needed.
- Jill and Mary will meet with Mesa Vista school superintendent to coordinate scheduling and avoid conflicts with school activities.
- Invoice has been submitted to Outdoor Recreation Division with payment expected in January.
- Paid staff guide has been identified in La Madera with extensive experience working with children in outdoor settings.

#### **Medical Emergency Preparedness**

- Discussion revealed existing first aid kit needs updating with fresh supplies and medications.
- Gabe confirmed kit exists but contains outdated materials that should be refreshed.
- Board agreed to upgrade medical supplies using state funds to ensure proper emergency response capabilities.

### **Bylaw Amendment for Board Member Attendance**

- Motion passed unanimously to require prospective Board members to attend their first meeting in person rather than via Zoom.
- Change ensures better interaction assessment and evaluation of candidates' suitability for Board service.
- Board members may continue using Zoom for regular meetings when traveling, but initial candidate evaluation requires physical presence.

### **Fundraising Event Financial Reporting Policy**

- New policy requires head of finance approval before publicly disclosing fundraising event totals to ensure accuracy.
- Policy addresses confusion during auction when gross numbers were shared before accounting for expenses, leading to inflated expectations.
- Net proceeds available for spending differ significantly from gross revenue, making accurate reporting essential for proper financial planning and community expectations.

### **Library Team Leader Report**

#### **Library Operations and Programming Updates**

- After-school program will resume January 20<sup>th</sup> after one-week postponement, with toddler program timing to be coordinated.
- Kent Collection cataloging is approximately half complete, allowing scheduling of collection opening while finishing remaining items.
- Book club launch is planned for March with Jill leading the initiative.
- Community movie screening scheduled for end of January with promotional flyers being distributed to area post offices.
- Considering posting "Know Your Rights" posters regarding ICE visits at the library.

#### **Facilities Maintenance and Improvements**

- Leak identified in staff bathroom requires roof repair around pipe penetration area, postponed due to cold weather and snow cover.
- Shelf installation near main office computer delayed pending acquisition of smaller drill bits to ensure secure mounting for heavy paper storage.
- Community room/kitchen lighting improvement project scheduled for week of January 19<sup>th</sup> with contractor availability confirmed.
- Chair replacement program underway for main room and meeting room with sample chairs ordered from three vendors for evaluation.

#### **Staffing Coverage and Scheduling Challenges**

- Carole has been working every day due to limited coverage options, creating unsustainable workload.
- Cece's availability remains limited due to husband's care needs, though she continues cataloging work from home.
- Christine Trujillo declined regular position due to husband's health but remains available for emergency coverage of one to two hours.
- Board discussed need to advertise for part-time librarian position covering one to two days per week at \$17 per hour.

#### **Library Hours Adjustment**

- Evening hours from 5-6 PM on Thursdays and Fridays discontinued due to minimal usage (only two patrons over several months).
- Regular hours restored to improve staff work-life balance and reduce unnecessary operational costs.

- Changes will be communicated through website updates, library announcements, and local newspaper notification.
- Board may reconsider extended hours after daylight saving time begins and weather improves.

#### **Executive Session**

- The Board entered Executive Session via a unanimous vote.
- Board addressed concerns about staffing levels and team leader responsibilities.
- The Board exited Executive Session via a unanimous vote.

#### **Meeting Closing**

- The next Board meeting was set for Saturday, February 14, 2026, at noon.
- Sid motioned, Dave seconded, to adjourn the meeting.
- The meeting was adjourned at 2:03 pm.