

**Hillsboro Community Library
Board of Directors Meeting – Betty Reynolds Reading Room
Hillsboro Community Center
Thursday, April 11, 2024, 11 a.m.**

President John Cornell called the meeting to order at 12:15 p.m. in the BRRR (lateness due to earlier meeting with New Mexico State Library [NMSL] staff). Members present: Robbin Brodsky, Collection Development Co-Chair; Deb Nicoll, Publicity/Newsletter Chair & Library Volunteer Coordinator; Robin Tuttle, HCC Liaison; Lisa Curt, Fundraising/FOL Committee Chair & Library Director; Nina Roberts; and Cindy Cornell, Secretary/Treasurer. Steve Siegfried, Collection Development Co-Chair was absent. The quorum of five (5) board members was met.

John introduced Nina Roberts, a prospective new board member. *Cindy moved and Robbin seconded that the board appoint Nina to the vacant position of Vice President/FOL Donation Drive Committee Chair. The motion was passed unanimously.* Nina shared her background with the board. She moved to NM two years ago from Montana and has three children, and nine grands.

Vice President's & Donation Drive Reports

Cindy reported our FOL donations to date are \$600. She will provide Nina with documentation.

Suggestions for donation drive:

- Robbin suggested having a Bunco game, similar to SCARS' yearly fundraiser. (*We cannot charge a fee if we want to use this to meet our educational programming requirement under the Developing Library guidelines.)
- As our outreach by email has not been greatly successful, the board should review the patron list and contact donors from the last "normal" drive prior to the COVID-19 pandemic.
- *Robin said Sherry Latisi (Catherine Wanek's sister) has offered the Kingston Museum to hold a fundraising event, along with a program. She is now owner of the museum.
- The board agreed that at any programs we could provide the new HCL tri-fold flyers to encourage donations, a donation jar and refreshments, but we will not require a "suggested donation" amount to attend.
- John suggested imbedding the donation-level portion of the tri-fold flyer into every newsletter. Deb will do that beginning with the May 1 newsletter, along with a note from the Board regarding whatever program we will have in June.
- Robbin suggested we publicize in the newsletter that patrons dedicate their "Walmart Roundup" amounts to the HCL. We can apply through DEED/Walmart/nonprofits. Due to the ineffectiveness of our emails, she also suggested using postcard mailers to distribute important information to the community.

Secretary/Treasurer's Report

Cindy presented minutes of the January 29, 2024, board meeting. *Robin moved and Deb seconded that the minutes be approved as emailed and presented. The minutes were approved unanimously.*

Cindy presented the Treasurer's Reports for January 2024. *Robin moved and Nina seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.*

Regarding Cindy's request for reduction of rate, Haley Robinson notified her that our documents are being reviewed; we should have a discount on taxes and fees approved soon. Windstream credited the \$30 charge for a statement copy.

Collection Development Report

Robbin reported that the credit balance with Coas remains at \$3,800 and we need to continue to give out Coas certificates.

Fundraising/FOL Committee Chair's Report

- Lisa talked to the HCC about co-application of a matching grant from the **Westaf Western Grant for Performing Arts**. The HCC is not able to co-apply this year, but may pursue this next year or in the future. Lisa said this grant will fund programs such as adult puppetry.
- Lisa will apply for a \$1,500 matching grant for additional books on CD and music CDs under the **New Mexico Library Foundation Grant**. This grant covers items such as expenses for staff to attend leadership conferences, collection development and kids programs. It funds up to \$2,000 per grant.
- Once our new website is up and running, Lisa will be able to access the **Foundation Center** on the NMSL website to find additional monies available to a developing library. She must access this website from the physical library building.

Lisa suggested and the board agreed that we help the HCC with future grant funding. Cindy will give the WSFCU grant information to Lisa so she can apply.

Publicity/Newsletter Committee Report & Library Volunteer Coordinator Report

Deb continues to publish the newsletter every other month. She will add to upcoming board notes:

- If someone wants to make a request for a book or other material, use the request sheets available at the library desk or send requests to hbolib@gmail.com.
- If Harley Shaw agrees to provide a program, as soon as we get a date, Deb will publicize that in the newsletter.
- Deb will add the donation page from the tri-level flyer to all newsletters in the future.

Cindy will inform Deb so she can let all volunteers know the names of patrons who will receive a Coas' certificate for their platinum donation. The signed certificates are under the desk calendar. We have two new volunteers: Deb Harrison and Sherry Latisi. With our funding through the Developing Library process, we may be able to hire a part-time, paid "volunteer" in the future and provide one more paid job in the community.

Add to May/June newsletter Notes from the Board: recruiting FOL volunteers for book sales during the May Mother's Day Sale. (This idea was from Lisa at the January 29, 2024, meeting.)

HCC Liaison Report

Robin will check into a missing contribution made by the Hillsboro Historical Society for their use of the BRRR. The \$300 contribution is to be divided equally between the HCC and the HCL. She passed around copies of the last HCC meeting. Since there are still gaps around the AC units, Lisa will ask her husband Lynn to see if he can address the problem. Robbin said if he can't, Zephyr and CJ have formed a new handyman business called Handy Helpers. They charge \$30/hour for both of them; customer provides materials. She will continue to check into insurance coverage for our portion of the building, its contents and accident liability. The HCC Annual Meeting is April 27, 2024, at 6 p.m. They will have loaded baked potatoes; the community is asked to bring salads or desserts.

Old Business

FOL Donation Drive

See items marked with an * in the Vice President's Report above.

Puzzle Keeper

Robbin will purchase a puzzle keeper for the BRRR from Amazon. The cost is approximately \$30.

Developing Library (Library Director's Report)

Cindy will send hard copies of information requested by Carmelita Aragon; Lisa will mail a new W-9. Lisa needs access to the library's statistics from October 1, 2023, to present for the Annual Report to the NMSL.

Developing Library Requirements:

- Lisa will create a new statistics sheet to include the number of times per shift that volunteers answer reference questions. She will also provide an explanation sheet for volunteers.
- The library needs to create a survey to ascertain community interests, or have volunteers ask patrons when they are in the library.

Programming ideas:

- *See suggestions for FOL funding under Vice President's report above.
- Program of his choice by Harley Shaw, with a sale of his books, donation jar, flyers and refreshments. John will contact Harley. We need a good lead time to thoroughly publicize this program: advertising in Kingston, Las Cruces and Truth or Consequences newspapers and on the Sierra County website. If we can change our website, a notice should be put on there, as well. Robbin will give the date to the HCC board for email notification to the Hillsboro community. To use the auditorium, the HCC will charge \$50. The board will try to set the program before the end of June.
- Game or puzzle night at the library. Robbin will purchase a puzzle keeper so a puzzle not yet completed can be rolled up and stored until someone wants to work on it again. We should advertise refreshments for the community along with the date and time.
- Lisa suggested we contact the Dot Lady from T or C to present a program. There will be a cost per person for supplies.
- Robbin suggested a program on the Day of the Dead, with mariachis.
- Lisa also suggested a program by the State Historian.
- Use Coas personnel for a program; put signs advertising programs at our bake sales and also for ongoing FOL Donation Drive. (This idea was from Lisa at the January 29, 2024, meeting.)

Past Library Matters/Suggestions

The board agreed to discontinue discussion of the \$100 scholarship for Hillsboro's graduating seniors as there are no students meeting this requirement and the \$10 certificate as Hillsboro's child population is so limited. Cindy confirmed she is uploading past HCL Board minutes and reports to the library's external hard drive for access by community members. It will also be available for ResourceMate backup in place of the three USBs now utilized.

New Business

Ethos & Website Change Status

Robin reported on the April 10, 2024, Special Meeting of the HCC. Several Hillsboro residents have reported dropped phone calls and issues with Windstream and Ethos interference after Ethos installation. Robin will talk to Paul Tooley regarding this. John talked again to Amber with Ethos; they are still installing cable in Kingston and will not begin further installations until that is completed.

The board discussed using HCL funds to purchase Starlink. It would probably require a free-standing pole and not building installation. Lisa has this service; it was a \$600 initial equipment charge and \$120 per month. John will call and talk to the county regarding requirements for an historic building and will investigate Hughes Net use in Hillsboro and costs as they will do the installation. Deb has Hughes Net and is happy with their upgraded, service with no limit on data usage; she will talk to Tony about costs. Cindy will contact Kristin Boren regarding satisfaction of Hughes Net by people in Hillsboro and any information on dates for further installations there.

Robbin is happy with Go Daddy website service. It is \$79 per year for domain name and less than \$100 per month. Robin suggested we talk with Sherry Latisi regarding performing IT services for the library. Lisa said we should confirm our Internet and new website provider before contacting Sherry.

Cindy inquired about using our tax-free status for Amazon purchases. Robbin said Amazon doesn't recognize our tax-free status as New Mexico gross receipts tax is not eligible.

The next board meeting is scheduled for Friday, June 14, 2024, at 1:30 p.m.

The meeting was adjourned at 2:03 p.m.