

**Hillsboro Community Library
Board of Directors Meeting – Betty Reynolds Reading Room
Hillsboro Community Center
Friday, June 14, 2024, 1:30 p.m.**

President John Cornell called the meeting to order at 1:39 p.m. in the BRRR. Members present: Steve Siegfried, Collection Development Co-Chair; Deb Nicoll, Publicity/Newsletter Chair & Library Volunteer Coordinator; Lisa Curt, Fundraising/FOL Committee Chair & Library Director; Robin Tuttle, HCC Liaison; Cindy Cornell, Secretary/Treasurer; and Sherry Litasi, guest. Robbin Brodsky, Collection Development Co-Chair was absent. The quorum of five (5) board members was met.

Vice President’s & Donation Drive Reports

No report.

Secretary/Treasurer’s Report

Cindy presented minutes of the April 11, 2024, board meeting. *Deb moved and Lisa seconded that the minutes be approved as corrected. The corrected minutes were approved unanimously.* Sherry requested corrections to the spelling of her last name.

Cindy presented the Treasurer’s Reports ending May 2024. *Robin moved and Lisa seconded that the financial reports be approved as emailed and presented. The reports were approved unanimously.* Financials for May 31, 2024: \$2,144.44 in checking, \$107.39 in savings and \$6,332.65 in our Money Market account. Total funds: \$8,584.48. Total Income: \$2,282.42; Total Expenses: \$2,179.81. Total FOL Donation Drive: \$1,110.

Cindy said all Windstream services were disconnected by Ethos on May 27, 2024, when our telephone service was ported by Ethos. Terminated services include Internet, phone and website hosting; however, our old website is still available at hillsborocommunitylibrary.com. Windstream will bill for services through June 15, then issue refund check for services from May 27 through June 15. We should receive the refund check in August. Two months of our new service with Ethos is less than one month with Windstream. Internet will be billed at \$89.99/month, unlimited telephone VOIP at \$9.99/month, plus taxes & surcharges of \$1 for Internet and \$3.12 for phone.

Library Director & Fundraising/FOL Committee Chair’s Report

- *New Website.* Sherry has begun creating a new website for the HCL on Blue Host (using WordPress software) at: hillsborolibrary.org.
 - The website will have information about the library, the board, FOL donation information, a link to the catalog for patrons, board minutes and agendas, etc.
 - She would like to add several other domains to the site, i.e., the HCC, her bank, and county-wide and offered to give the library this service for no charge. She would also like to create a “support team” of volunteers to help with the upkeep/updating of the Blue Host websites.
 - John suggested that all domains who end up on the site pitch in to compensate her for the monthly/yearly charge. He also suggested that the HCL could make a donation to the Historic Percha Bank or co-sponsor an event and split the donations received. Sherry will look into a shared cost for those participating on the hosted site and let us know her preference.
 - Robin thanked Sherry for her work on behalf of the board.

- *ResourceMate (RM)*. Lisa and Sherry teleconferenced with RM regarding an online RM data hosting package, updating our present local, PC-centered program which requires regular local back up. RM would be available remotely to board members through ID and password access, with one user allowed online at a time. All RM data will be hosted on their server at their Pennsylvania data center and will be backed up automatically on a continuous basis.
 - Online data hosting will be \$325 per year for the first year, then \$265 per year after that. Catalog upload and hosting will be \$199 per year. Our support will increase to \$162 per year. (Our only yearly RM expense now is for RM Support costing \$150, plus an International Exchange Fee of \$5. The rep indicated to Lisa and Sherry that our support is now \$162.) Total expense for the online data-hosting package for the first year: \$686; following years: \$626/ year. If we should decide not to keep the online data hosting package for some reason, it will cost us \$60 to revert to the local PC version that we have now.
 - ResourceMate will prorate our support, which has been pre-paid through September 2025 when the new package becomes effective. Our next support payment will be due in September 2025.
 - Lisa said Developing Library funding will cover this yearly expense, probably by General Obligation Bonds (approved by the legislature in even years and ratified by statewide vote; funded the following year), which can be used for anything to do with repair. It will probably be \$5,000 to \$6,000 in the fall of this year. Per documentation from the NM State Library(NMSL) the HCL will also be eligible for yearly State Grants in Aid (SGIA), probably \$2,600 to \$2,800, and the Rural Libraries Endowment (RLE), about \$3,000. We also will be eligible for E-Rate funding for most of our expenses for Internet connectivity, phone service and infrastructure expenses for providing public access to the Internet.
 - Patrons can use a link on the new HCL website to access a “Patron,” read-only version of our RM program to search the catalog and check when their books are due, etc. Patrons will create their own, personal ID/passwords to access their specific account.

Lisa moved and Cindy seconded that the board approve a move to the web hosted ResourceMate package at the prices noted above. The motion was passed unanimously.

- *Community Analysis: Website Survey*. To aid in the creation of our Strategic Plan, required when we become a Public Library, Lisa suggested we do a community analysis through a survey to be posted on our website and also distributed at the library. Items suggested to be included in the survey include:
 - Questions regarding our hours. Would the community prefer common hours or the hours presently offered? If we extend our hours, to which days should they be added?
 - What categories would you like to see added to our DVD collection?
 - What kinds of programs would you like to see from the library?
 - What types of software would you like to see added to our patron computers for your use, i.e., Photoshop, Microsoft 365, etc.?
 - Would you participate in a book club at the library? What type of books would you like to discuss? Will you be willing to help coordinate?

Lisa can put something on paper in the next couple of weeks. John agreed that input from the community is helpful and that the survey is an important tool.

Collection Development Report

Steve reported that all books have been removed from the Annex except one bag of encyclopedias and some awards that have been stored there. He also noted that Cherie Salmon has closed High-Lonesome

Books in Silver City and will no longer be selling books for us. Steve will look into selling at other locations and will reach out to Rhonda at Black Cat Books in Truth or Consequences. He said someone has been considering opening a coffee shop with books for customers to peruse or buy in Harley Shaw & Patty Woodruff's building at the west end of Elenora. Debra Brandt is also offering coffee at her shop in Kingston; Steve will see if she sells books.

Collection Weeding. Lisa has been weeding the DVD collection and is about 3/5th finished with the project. She has removed 217 DVDs so far; they are available in her garage for the board to review for retention. Deb asked that Lisa make sure Blue Rays don't also have a regular DVD in the case before discarding. Her criteria for removal is condition (gone if they are old, dirty, in bad shape), when last check out and online reviews. She also considers whether the copy in bad shape should be replaced. Sherry will put up a table for the HCL at her upcoming Book Sale to be held at the Historic Percha Bank on September 7, 2024. Sherry and Lisa will get together to sort items for the sale. Any leftovers could be sold at a book table at Christmas in the Foothills (CITF) in December. The board suggested several DVDs that should not be removed, i.e., movies made in Hillsboro or Truth or Consequences by Rod McCall (Cheatin' Hearts, Lewis & Clark & George, Being Rose and Becoming Eduardo – based on a book by former Hillsboro resident LouAnne Johnson) or Patsy or Zalman King (Red Shoe Diaries *The Movie*), the movies about Sonny Hale (In Place Out of Time Documentary) and the Hillsboro P.O. (88042).

John said that Ruth Miller has books from her late husband Sam's book collection on the Southwest that she wanted to donate to Coas for proceeds to the library. Steve will contact Robbin and they will see if they are something the library may want to have or try to sell.

Publicity/Newsletter Committee Report & Library Volunteer Coordinator Report

Deb continues to publish the newsletter every other month. She will add what's changing at the library to upcoming board notes in every newsletter. She will add to July's newsletter:

- What's new at the library, including a new URL for the library website coming soon and patron access to the catalog via a link and a personal ID. Deb will check with Lisa and Sherry for a draft of this note to be inserted into Board Notes.
- Free family tickets that may be checked out to New Mexico museums and historic sites.
- Next month, she will include an announcement of free NY Times access for our patrons on our website from the NMSL.

The next newsletter will be published around July 1, 2024. Deb has a review for the upcoming newsletter. Robin suggested an idea for the newsletter: The Chihene Nde Nation of New Mexico, a sub-band of the Chiricahua Apache, has notice in the Federal Register to seek formal status as a tribe. Public comments are due August 15, 2024. The board agreed this should be posted on the bulletin board but not in the newsletter.

HCC Liaison Report

Robin will continue as liaison for the library. Lisa will bring issues to the HCC board for us, and Robin will report to the board regarding actions taken or items discussed by the HCC.

Old Business

New Banking

Cindy and John researched Citizens Bank and determined that it's online and mobile banking is as antiquated and difficult to use as WSFCU's services. They still recommend changing banks due to the excessive wait times and difficulty using White Sand's drive-thru banking services. Even with past issues, Wells Fargo has up-to-date, efficient technology. The bank requires a \$500 minimum balance to open an account and a monthly average of \$1,000 to avoid a \$10 monthly low-balance fee. At this time, its money market accounts are paying four to five percent interest and WF has a seven-month CD at 4.5%. John also

checked with Vanguard which has no time limit on MM CDs. Robin suggested that we look into favorable rates from Edward Jones that is now used by the HCC. Cindy said she will deposit income from bake sales and FOL donations in excess of what's needed to retain our checking balance at \$1,000 into the long-term MM account and retain state-funded monies which have time limits for use within the fiscal year or within three years in the regular checking account for flexibility.

Robin moved and Deb seconded that we move our funds from White Sands Federal Credit Union to Wells Fargo. The motion passed unanimously.

Future Programs

The Games Night in the HCC kitchen was fun, if not well attended. We had one patron (Sherry Hartman), three library board members (two stayed to play), one husband (Lynn Curt) and one patron who came late (Susan Roebuck) but would come if held later in the evening in the future (due to her work schedule). Refreshments provided by Lisa, Sherry H., Cindy and left-over bake sale goods were enjoyed.

Programs to be considered/scheduled:

- Harley Shaw agreed to present a program for us at the HCC. He will tell stories, read excerpts from his books and offer books for sale. We can have library flyers and donation cans available. John will ask Harley to set a date for later in the fall. We need a picture of Harley for advertising in local papers, on our website, through the HCC community calendar, free papers and local Sierra County websites. The board agreed this event might be one to co-sponsor with the HCC.
- Sherry's previously mentioned Book Sale at the Historic Percha Bank on September 7, 2024, 10 a.m. to 4 p.m., with music beginning at 4 p.m.
- Steve suggested we host a Book and Music Fair at the HCC next year. He has contacts with authors, i.e., Jan Haley, etc. This would possibly be another program to co-host with the HCC.
- Suggestions from earlier board meetings will be revisited in the future, including:
 - Additional Game or puzzle nights. Robbin purchased a puzzle keeper so a puzzle can be worked, stored and continued in the BRRR.
 - Dot Lady from T or C
 - Day of the Dead, with mariachis.
 - State Historian or ideas from listing on Humanities Council website.

Volunteer Appreciation Party

John would like to host a party in appreciation of all of our volunteers, both library volunteers and those who organize/oversee the monthly bake sales and who contribute baked goods. John and Steve will grill, Cindy will purchase side dishes, etc. The Volunteer Appreciation Party will be held on Saturday, September 14, 2024, at 4 p.m. at the Historic Percha Bank. Deb will notify all volunteers. Sherry has graciously offered the bank and use of the facility's kitchen. Robin offered to donate \$50 toward purchasing supplies and food. Thank yous to Sherry and Robin from the board. BYOB.

New Business

Pros & Cons for VP vs General Board Member

We need a VP for the donation drive; Cindy is no longer able to manage this task. Cindy will revise the current bylaws and suggest changes to establish a Technology Chair; delete the VP title, changing it to the FOL Donation Drive Chair with expanded duties; and establish a Library Director/Grants Committee Chair position. Sherry is willing to take on the role of Technology Chair, with part of her duties training everyone on the use of the new website software. Cindy will forward proposed bylaws changes to the board prior to our next meeting.

Budget

Cindy will revise a 2010 budget to include items required as a developing library as well as normal operating and collection costs. Items suggested for inclusion:

- New PCs: 1 Admin for staff; 1 PC and 1 laptop for public use. These will probably be purchased sometime in October. Sherry recommends we look at All-in-one computers. She purchased one from Costco for \$600 recently.
- RM costs
- Software
- Computer tables
- Office chairs
- Yearly/monthly Blue Host costs (WordPress software is free)
- Microsoft 365 software, an annual purchase of \$99
- Cases for CDs and DVDs
- Collection and Office Supplies
- Subscriptions
- Housekeeping
- Book Drop. Cindy will find previously discussed information regarding installing a book drop and forward it to Lisa for her review.

Housekeeping

Maree Westland has agreed to clean the main library room every two weeks when she cleans the HCC. She currently cleans the BRRR, hall and bathrooms as part of her work for the HCC. She charges \$20/hour. This would be a monthly ongoing expenditure of approximately \$40.

Deb moved and Lisa seconded that we hire Maree Westland for library housekeeping services at \$20 per hour, on an every-two-week basis. The motion was passed unanimously.

Cindy has purchased needed housekeeping supplies and will provide Maree with a key to the library room.

The next board meeting is scheduled for Friday, August 9, 2024, at 1:30 p.m. in the BRRR.

The meeting was adjourned at 4:24 p.m. upon a motion by Deb, seconded by Lisa.