

**Edgewood Community Library Advisory Board Meeting**  
**Thursday July 21, 2022**  
**171B New Mexico 344**  
**Edgewood, New Mexico 87015**

**Roll Call**

Present were Vice-Chairman Kenny Adams, Board members Willie Ellis, Linda Kissinger, and Librarian Operations Manager Rachel Martinez.

Not present was Board Secretary Sandy Madsen.

Chairman Kenny Adams called the meeting to order at 6:30 P.M.

Kenny read the mission statement.

**Approval of Minutes**

**MOTION:** Willie made a motion to approve the minutes as presented.  
Linda seconded the motion.

**VOTE:** All board members voted aye.

**Treasury Report**

Rachel presented the treasury report.

Rachel stated that the fiscal year ended June 30, 2022, and we are now in fiscal year 2023. Rachel also stated that we have until September 30 to spend the \$17,828.00 in grant money that the library received from the Federal American Rescue Plan Act. As of this meeting, the library has spent about \$7000.00 of the funding still has \$10,651.54 left to spend. The deadline to spend the funds is September 30. Rachel would like to purchase more manipulatives, completely revamp the learning backpacks, and make one last e-book and audio book order to refresh our collection with the remaining funds. Linda wanted to know if Rachel is going to take her librarian certification test, and who pays for it.

Rachel stated yes, she will as soon as it is available, and it will cost the Town \$20.00. She also plans on taking the Certification 2 test even though the Town of Edgewood's population is well under 10,000, and she is only required to have her level 1 certification.

Linda asked if the new Librarian would have to take the test.

Rachel stated the new hire Brandyn does not have to take the test. Only library directors are allowed to get certified.

## **Communications**

There were no communications.

## **Report of the Librarian**

Rachel presented the librarians report. Rachel stated that she was only able to get the monthly report done at this time. She stated at the October Advisory Board Meeting, she will have the FY22 Quarter 4 report and the FY23 Quarter 1 report.

Willie wanted to know if Rachel was having any issues with the summer programs in the library.

Rachel stated that there were just some minor ones, but overall, everything went smoothly.

Linda stated she felt that the councilors for the summer program were handling the children very well.

Linda stated that the restrooms are not working at all.

Rachel stated that TLC has finally come out and are fixing the problem for good.

**MOTION:** Linda made a motion to accept the report of the librarian.  
Kenny seconded the motion.

**VOTE:** All board members voted aye.

## **Unfinished Business**

Kenny Adams and Sandy Madsen were approved by the Town Commissioners to be on the Library Advisory Board. Item closed.

The community assessment was due at the end of the last fiscal year, but because the library was in transition, it did not get completed. Rachel contacted Carmelita at the NM State Library to get an extension on the deadline because it is a requirement for our State Grants and Aid funding. Rachel stated that for the community assessment the library had 4 different questions for patrons to answer. We gave out prizes to the people who completed all 4 questions. The questions were basically to see what peoples wants and aspirations were in life. Rachel has gathered all of those responses, assigned a theme to each response and determined if there is a common theme or themes throughout all of those responses. From this information she will come up with service responses for the library that will be in line with the common themes and what the community wants in

programming and library offerings. She will then narrow the service responses down to what the library can actually do and offer based on budget, personnel, time, and effort. From there she will submit a report to the NM State Library and update Edgewood Community Library's strategic plan on those findings.

### **New Business**

There was a discussion on buying two wheelchairs for the library. One to be checked out, and one for in library use only.

Linda stated that we should try the wheelchair out before we buy it - Sit in it, wheel it around, etc.

The board liked the idea on buying 2 wheelchairs for the library. Item open.

There was a discussion on buying a TV for the library by the circulation desk to put event flyers scrolling along the screen so patrons can see what's going on in the library while they are waiting to check out at the circulation desk. She stated this was the new Librarian's idea and believes it is a good one. Item open.

### **Announcements**

Rachel stated that as of July 7, 2022, Andrea is no longer the Library Operations Manager for Edgewood Community Library. Rachel is officially the new Library Operations Manager. The Librarian position has also been filled by the Town. The new Librarian's name is Brandyn Burke.

**The next Library Advisory Board meeting will be held at 6:30pm on Thursday October 20, 2022 in the library.**


### **PASSED AND APPROVED ON THIS 20th DAY OF OCTOBER 2022**

**MOTION:** Linda made a motion to adjourn the meeting at 7:02 P.M.  
Willie seconded the motion.

**VOTE:** All Board members voted aye.



Sandy Madsen  
Board Secretary



Vice-Chairman  
Kenny Adams