La Cienega Valley Library Board Meeting
July 14, 2026, 6:40 p.m.

Present: Andrea La Cruz-Crawford, Caroline Knapp, Joni Clemens, Pam Romero (virtual)

AGENDA:

1. Approval of agenda. Caroline Knapp motions to approve, Joni Clemens seconds, passes unanimously.

2. Approval of June meeting minutes. Joni Clemens motions to approve, Caroline Knapp seconds, passes unanimously.

3. Discussion of volunteer needs and shifts:

- Caroline Knapp reports that we have three schedule changes among the volunteers: Joni Clemens isn't able to do Saturdays 11–1:30, Antoinette Skrak isn't able to do every other Monday 9–12, Alicia Jones has to move from Thursdays at 3–5:30 to Wednesdays or Fridays. Andrea La Cruz-Crawford suggests that Alicia and Caroline could double up on Fridays if need be. Caroline Knapp has already asked Mary Ellen Lawrence if she can take the Monday shifts and is waiting for a response; Caroline Knapp will also ask Susan Sheldon if she is able to take a shift, ideally Saturday or Monday; Andrea La Cruz-Crawford will ask another community member if she would be able to do a Saturday shift.
- Caroline Knapp reports on renewed training needs for volunteers and says she'll schedule a volunteer training for late July or early August.

4. Discussion of policies regarding facility use:

- We will review policies from other libraries, but our general idea is that for community service groups we'll ask for a small donation but not require it, whereas for non-community service groups we will have a small, required fee. All groups will need to have a library volunteer willing to let them in and out, as we won't be giving out our code, so that event scheduling will have to be subject to volunteer availability.

5. Discussion of management duties during library events:

- Andrea La Cruz-Crawford reports that we've been made aware by the county of issues with library volunteer and library guest behavior when events are

happening in the community center. Pam Romero reports on a recent incident with a library event volunteer that catalyzed this concern. Andrea La Cruz-Crawford will speak with this event volunteer; Caroline Knapp will clarify with volunteers that our policy is not to have access to the kitchen and community room during rental events as well as to be welcoming to rental event guests and county staff.

- Andrea La Cruz-Crawford will have a conversation with Deborah Leyba and other county personnel regarding expectations. Since we will sometimes need access to the storage closet and the kitchen, we may ask the county to share their calendar for the community center, so we can plan our closet access not to overlap with community center events.
- We agree that we'll put up a sign in the library at the door to the hallway, clarifying that there is no access to kitchen or community room, and will ask county about putting up similar signs in the hallway.

6. Grant discussion: Andrea La Cruz-Crawford met with Aspen Coriz-Romero and Shel Neymark on July 13 regarding grants and donations. She is currently working on getting three major grants and a large donation. Caroline Knapp volunteers to help edit or proofread applications as needed.

Our goal is to have $10,000–15,000 in our account in order to effectively use the county funds of $70,000/yearly that will arrive in July 2027. This will allow us to hire a part-time library director with assurance that we will have sufficient funds to pay them while waiting for reimbursements from county.

The grants and donations:

a. Rural Library Establishing grant ($5,000, application due July 31, funds should be received early August). Our odds of getting this are very good.
b. Santa Fe Community Foundation grant (usually $10,000, application due August 16). We'll try to pitch a historic preservation project. Even if we don't get this grant it will qualify us for their list of organizations, which could lead to further donations.
c. PNM grant ($7,500–15,000, rolling deadline through October). Aspen has put together most of this grant and it just needs to be reviewed. These are one-time and need to be spent within a year.
d. Private donor ($10,000 in seed money, likely given by the end of 2026). Shel Neymark has put us in touch with an anonymous donor; to get this donation, we would need a document from a county saying that the county is contracting with

us to provide library services for county residents. Pamela Romero points out that we could use the Eldorado library's documentation.

7. Closet update and discussion. Andrea La Cruz-Crawford reports that nearly all the unwanted books have been donated and the closet is much more clean. In August, we'll need to find people to help finish the cleaning and build the wire shelves. Once it is cleaned out, we can ask Becky Dickens for art kits we can store there and we can move in the coffee supplies, etc. Caroline Knapp will finish reviewing the dozen or so boxes of books that remain in the closet, so that remaining unwanted books can be donated; she'll put these into boxes or bags so we can keep the plastic tubs and bankers boxes. Andrea La Cruz-Crawford notes recent finding that bookstores and thrift stores aren't allowed to receive books with library markings; Caroline Knapp will ask Susan Sheldon for suggestions on this.

8. Volunteer appreciation event scheduling and planning. Andrea La Cruz-Crawford suggests that we do this at the end of August. She points out that we can't use the hoped-for grant money for this and says she is willing to pay for this personally; board members who are volunteers offer to pay for themselves. We agree that it would be ideal to find an inexpensive but festive catering option and discuss neighbors who might be willing to host us. Pamela Romero will investigate catering and hosting options and we will schedule a date based on this.

9. Items from the Board

- Caroline Knapp reports on June 12 meeting with Carmelita Aragon, Eli Guinee, and Joseph Angelo from the NM State Library. They clarified that we are best off applying for Establishing Library status in 2026 (a simple application, $5,000), then applying for Developing Library status next year (a more involved application, likely $3,000). Prior to the application, we need to email Carmelita Aragon our 501c3 docs and our state nonprofit and any other establishing documents; she'll send us a substitute W-9, which we'll need for the application. Carmelita Aragon would like to meet with us in August or September to discuss preparing for the Developing Library application, due July 2027. By October 1, we'll need to have a library director, set up interlibrary loan, and ensure that our data collection is correct; during the coming year we'll need to create a strategic plan, and may want to create a collections policy and a community needs assessment.
- Wi-fi update: The county has completed the wifi setup and SFC Guest is our new wifi address; Caroline Knapp will share this info with volunteers. It's a slow

service; Andrea La Cruz-Crawford has asked the county to upgrade it so that we can have movie nights, etc.

- Computer programs update: Andrea La Cruz-Crawford's brother is working on this. The laptop is working again; Caroline Knapp will let the volunteers know.
- Collection and weeding updates. Caroline Knapp reports that we have about five boxes of good donated books (mostly adult fiction and kids books) to add to the collection. With Demetria Martinez and Mary Ellen Lawrence, she will weed (mostly in adult fiction) to make room for these new books. We agree that we will not weed New Mexico history or Spanish-language/bilingual books. Caroline Knapp reports that she has reached out to Amy Padilla at NMSU for help with Spanish-language acquisition planning, as well as to Op.Cit and Gumdrop for help with general collection planning.
- Recruiting to board. Caroline Knapp suggests that she could ask Susan Sheldon and Mary Ellen Lawrence about joining the board; we agree to do this.
- Reading group: Andrea La Cruz-Crawford reports that Carol Cooper, Mary Dixon, and Susan Reid are interested in starting a reading group. Caroline Knapp will send an email to them offering to help get them launched.
- Reading program event: Caroline Knapp asks for suggestions for this event, scheduled for July 31. We discuss having simple snacks, prizes, and maybe a few games or art projects; Caroline Knapp will ask Mary Dixon if she wants to help and will ask Becky Dickens if she would be willing to lead an art activity.
- Game nights are scheduled for July 17 (Caroline), July 31 (Mary), August 14 (need volunteer) and August 28 (Andrea). Caroline Knapp will update the flyers and website with the new dates.

14. Items from the Public. None.

ADJOURN, 8:25 p.m.