



VILLAGE OF MAGDALENA
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AGENDA
NOTICE OF REGULAR MEETING OF THE VILLAGE OF MAGDALENA BOARD OF TRUSTEES
MONDAY, JANUARY 13, 2020
VILLAGE HALL 108 N. MAIN STREET 6:00 PM

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
 - a. REGULAR MEETING – DECEMBER 23, 2019
6. APPROVAL OF CASH BALANCE REPORT
7. APPROVAL OF BILLS
8. MAYOR'S REPORT
9. CLERK'S REPORT
10. APPOINTMENT OF VACANT TRUSTEE POSITION FOR A FOUR YEAR TERM
11. DEPARTMENT REPORTS
 - a. EMS
 - b. FIRE
 - c. MARSHAL
 - d. JUDGE
 - e. PUBLIC WORKS
 - f. LIBRARY
12. APPROVAL OF APPOINTMENT OF CLERK/TREASURER
13. APPROVAL OF APPOINTMENT OF MARSHAL
14. APPROVAL OF APPOINTMENT OF FIRE CHIEF
15. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF RESOLUTION NO. 2020-01, OPEN MEETINGS
16. DISCUSSION & POSSIBLE DECISION CONCERNING APPROVAL OF RESOLUTION NO. 2020-02, INSPECTION OF PUBLIC RECORDS
17. EXECUTIVE SESSION - THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION: MOTION & ROLL CALL VOTE TO GO INTO EXECUTIVE SESSION AND THAT, PURSUANT TO NEW MEXICO STATE STATUTES SECTION 10-15-1, ONLY THE FOLLOWING MATTER WILL BE DISCUSSED IN CLOSED SESSION:
 - a. JOINT UTILITY WORKER
 - MOTION & ROLL CALL VOTE TO RETURN TO REGULAR SESSION
 - MOTION & ROLL CALL VOTE THAT MATTERS DISCUSSED IN CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN MOTION FOR CLOSURE, AND THAT NO FINAL ACTION WAS TAKEN, AS PER NEW MEXICO STATUTES SECTION 10-15-1
18. DISCUSSION & POSSIBLE DECISION CONCERNING HIRING OF JOINT UTILITY WORKER

- 19. PUBLIC INPUT – 1 TOPIC PER PERSON - 3 MINUTE LIMIT
- 20. ADJOURNMENT

NOTE: THIS AGENDA IS SUBJECT TO REVISION UP TO 72 HOURS PRIOR TO THE SCHEDULED MEETING DATE AND TIME (NMSA 10-15-1 F). A COPY OF THE AGENDA MAY BE PICKED UP AT THE VILLAGE OFFICE, 108 N. MAIN STREET, MAGDALENA, NM 8725. IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WHO IS IN NEED OF A READER, AMPLIFIER, QUALIFIED SIGN LANGUAGE INTERPRETER OR ANY OTHER FORM OF AUXILIARY AID OR SERVICE TO ATTEND OR PARTICIPATE IN THE MEETING, PLEASE CONTACT THE VILLAGE CLERK AT 575-854-2261 AT LEAST ONE WEEK PRIOR TO THE MEETING OR AS SOON AS POSSIBLE.

**MINUTES OF THE REGULAR MEETING OF THE VILLAGE OF MAGDALENA
BOARD OF TRUSTEES
HELD MONDAY, DECEMBER 23, 2019 AT 6:00 PM**

DRAFT

Mayor Richard Rumpf called the meeting to order at 6:00 p.m.

PRESENT: Mayor Richard Rumpf, James Nelson, Lynda Middleton, Donna Dawson, Clark Brown, Veronica Chavez – Clerk/Treasurer, Attorney Kathy Stout

GUESTS: Simon Armijo, Della Armijo, Kayla Scartaccini, Mike Danielsen, Clarice Armijo, Layla Lower, Silas Ritter, Emery Ritter, Brody Ritter, Carleen Gomez – Deputy Clerk

Mayor Richard Rumpf requested that Attorney Kathy Stout lead the gallery in reciting the Pledge of Allegiance.

APPROVAL OF AGENDA: Ms. Dawson motioned to approve the agenda as presented, seconded by Mr. Brown. The motion carried unanimously.

APPROVAL OF MINUTES: Mrs. Middleton motioned to approve the minutes of the Regular Meeting of the December 9, 2019, as amended, seconded by Ms. Dawson. The motion carried unanimously.

APPROVAL OF CASH BALANCE REPORT: Mrs. Middleton motioned to approve the cash balance report, as presented, seconded by Ms. Dawson. The motion carried unanimously.

Mrs. Middleton encouraged the Trustees to use the Cash Balance Report to help monitor the budget.

APPROVAL OF BILLS: Deputy Clerk Gomez stated that she would like to add an invoice from the following vendor: Socorro Electric Cooperative in the amount of \$4,055.73.

Ms. Dawson motioned to approve the bill list with the addition, seconded by Mr. Brown. The motion carried unanimously.

Consultant Pharmacist of NM	\$431.50	Konica Minolta	\$229.66
O'Reilly Auto Parts	15.26	Pitney Bowes	214.86
Presbyterian Medical Services	142.00	Romero's Tires	25.78
Route 60 Trading Post	100.00	Socorro Electric Cooperative	4,055.73
Sierra Propane	482.41	Socorro County Manager's	3,465.12
Waterway of New Mexico, LLC	1,630.31		

MAYOR'S REPORT

Mayor Rumpf stated that he would be meeting with Mr. Joseph Herrera from Socorro Electric as well as a streetlight vendor. He stated that the meeting would be to discuss the street lighting and look at options. Mayor Rumpf stated that a Light Analysis will be done by a company in Albuquerque that the Socorro Electric Cooperative uses. Mrs. Middleton encouraged the Board to look into getting solar streetlights.

Mayor Rumpf thanked Trustee Lynda Middleton and Municipal Judge Kayla Scartaccini for their service to the Village of Magdalena. Mayor Rumpf presented both with a plaque in appreciation of their dedicated service.

CLERK'S REPORT

Clerk Chavez was pleased to report that the reimbursement for the Street Project in the amount of \$75,000.00 had been received.

SWEARING IN OF NEWLY ELECTED OFFICIALS TO TAKE THEIR SEAT AT THE FIRST REGULAR MEETING IN JANUARY 2020

Municipal Judge Kayla Scartaccini presented Ms. Donna Dawson with an Oath of Office and swore Ms. Dawson in to take office as Trustee for a four-year term. Municipal Judge Kayla Scartaccini also presented Mr. Simon Armijo with an Oath of Office and swore Mr. Armjo in to take office as the new Municipal Judge for a four-year term.

Mayor Rumpf stated that new terms would begin January 1, 2020.

DISCUSSION & POSSIBLE DECISION CONCERNING PROPOSED CONTRACT WITH JACOB FINCH FOR UTILITY OVERSIGHT

Ms. Dawson questioned why we would not be able to just use Mr. Fred Black with the New Mexico Rural Water Association. Mayor Rumpf stated that Mr. Black will still be coming around at least two times per month. He stated that the main reason for a contact with Mr. Finch is to keep the Village compliant. Ms. Dawson asked if the Joint Utility Workers were ready to test for the certificates that are needed for compliance. Mayor Rumpf stated that they should be preparing for the tests. He added that there is a high failure rate on these tests, and he has been in contact with the correct people to have this looked into.

Mrs. Middleton motioned to approve the proposed contract with Mr. Jacob Finch for Utility Oversight, seconded by Mr. Nelson.

Mayor Rumpf suggested that Clerk Chavez request a roll call vote:

Mrs. Middleton – AYE, Ms. Dawson – NAY, Mr. Brown – AYE, Mr. Nelson – AYE

The motion carried by majority.

Mrs. Middleton took this time to commend Mr. Finch for all that he has done as the Joint Utility Manager for the Village of Magdalena. She stated that he would be sorely missed.

DISCUSSION & POSSIBLE DECISION TO HIRE ASSISTANT CLERK

Mayor Rumpf presented the name of Ms. Sabrina Aragon to hire as Assistant Clerk.

Ms. Dawson motioned to approve the hire of Ms. Sabrina Aragon as Assistant Clerk, seconded by Mrs. Middleton.

Mayor Rumpf suggested that Clerk Chavez request a roll call vote:

Ms. Dawson – AYE, Mrs. Middleton – AYE, Mr. Nelson – AYE, Mr. Brown – AYE

The motion carried unanimously.

PUBLIC INPUT – 1 TOPIC PER PERSON – 3 MINUTE LIMIT

Mayor Rumpf took this time to wish everyone a very Merry Christmas!

Ms. Dawson motioned to adjourn the meeting at 6:20 p.m., seconded by Mr. Nelson. The motion carried unanimously.

Respectfully Submitted,

Veronica Chavez
Clerk/Treasurer

Richard Rumpf
Mayor

Minutes Taken By:

Carleen Gomez, CMC
Deputy Clerk

Carleen Gomez

From: Michael Bisbee <michael_bisbee@yahoo.com>
Sent: Thursday, January 9, 2020 1:05 PM
To: Carleen Gomez
Cc: Cody Kersey
Subject: VILLAGE of MAGDALENA FIRE / EMS REPORT December 2019

VILLAGE of MAGDALENA FIRE / EMS REPORT December 2019

EMS

EMS responded to 4 calls in December, 2019

FIRE

12/9/2019 - Respond re. 18-wheeler rollover MM 103 Highway 60
12/9/2019 - Assist Magdalena Marshall in search for missing person
12/14/2019 - Extinguish fire at Rodeo Grounds caused by improper disposal of ashes
12/26/2019 - Respond re. flatbed truck rollover MM 118 Highway 60

Two Community Service responses; assist Village charitable food distribution
participate in 'Festival of Light' parade

Best Regards, Michael Bisbee; Chief Fire / EMS

Magdalena Marshal's Office

Monthly Report	Month: Dec	Year: 2019
Marshal Zamora	ID#:Mag-1	
Total Miles Driven:		
GENERAL CALLS:	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	6	270
TRAFFIC CITATIONS: State Statutes		
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS		
FELONY ARRESTS		
MISDEMEANOR ARRESTS		
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	3	
JUVENILE CASES		
DOMESTIC CASES		
CRIMINAL DAMAGE / PROPERTY	3	
<u>ASSISTANCE CALLS:</u>		
AMBULANCE/FIRE		
PUBLIC SERVICE	8	
NM STATE POLICE		
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
<u>OTHER:</u>		
ALARM CALLS	2	
FINGERPRINTING		
Driving Tests		
Misc. Cases	10	
TOTALS:	32	270

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : December Year: 2019

License Number: G93062
 Make and Model: FORD EXPID.2015

Report due in NO LATER THAN THE 10th OF THE MONTH								
Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1								01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4								04 General Supplies
5								05 Interior Maintenance
6	57246	57416	170	19.1	51.85			06 Lubrication
7								07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10								11 Wash and Wax
11								(Attach Copy of Invoices)
12								Invoice No.: _____ Amt.\$ _____
13								10
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16								Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18								Invoice No.: _____ Amt.\$ _____
19	57416	57574	158	18	47.15			Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22								Invoice No.: _____ Amt.\$ _____
23								Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27								Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29								Code: _____ Date: _____
30								Invoice No.: _____ Amt.\$ _____
31	57574	57822	248	23.2	58.45			
Totals			576	60.1	157.45			

I certify that the above is correct to the best of my knowledge.

Signature:  Title: MARSHAL

Magdalena Marshal's Office

Monthly Report	<u>Month: December</u>	<u>Year: 2019</u>
Deputy Valenzuela	ID#:Mag-2	
Total Miles Driven:	1480	
GENERAL CALLS:	<u>AMOUNT</u>	<u>REVENUE</u>
TRAFFIC CITATIONS: Village Ordinances	3	158
TRAFFIC CITATIONS: State Statutes	0	
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS		
D.W.I. ARRESTS	0	
FELONY ARRESTS	1	
MISDEMEANOR ARRESTS	0	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	8	
JUVENILE CASES/CYFD	1	
DOMESTIC CASES	0	
CRIMINAL DAMAGE / PROPERTY	1	
Larceny	1	
ASSISTANCE CALLS:		
AMBULANCE/FIRE	1	
PUBLIC SERVICE		
NM STATE POLICE	2	
SHERIFF'S OFFICE		
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS	0	
FINGERPRINTING		
Driving Tests	0	
Misc. Cases	2	
TOTALS:	20	158

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : December Year: 2019

License Number: G
 Make and Model: Chevy Sil

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Mainte
1								01 Chass
2		64520		15.5	42			02 Electri
3								03 Engine
4								04 Gener
5								05 Interio
6								06 Lubric
7								07 Miscel
8								09 Tire P
9								10 Tire R
10								11 Wash
11								(Attach C
12								Invoice N
13								3 7
14								Invoice No.
15	64520	64994		21.76	57			Invoice No.
16								Code:_____
17								Invoice No.
18								Code:_____
19								Invoice No.
20	64994	65244		22.09	55			Code:_____
21								Invoice No.
22								Code:_____
23								Invoice No.
24								Code:_____
25								Invoice No.
26								Code:_____
27	65244	65495		21.04	53			Invoice No.
28	65495	65657		13.61	34.31			Code:_____
29								Invoice No.
30	65657	65857		16.87	\$42.50			Code:_____
31	65857	65982		11.31	28.5			Invoice No.
Totals		1480		122.18	312.31			

I certify that the above is correct to the best of my knowledge.

Signature:  **Title:** Deputy Valenzuela

verado

Finance Section

is Maintenance
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ation
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and Wax

copy of Invoices)
o.: _____ Amt.\$ _____

: _____ Amt.\$ _____

: _____ Amt.\$ _____

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: _____ Amt.\$ _____

: _____ Amt.\$ _____

: _____ Amt.\$ _____

: _____ Amt.\$ _____

: _____ Amt.\$ _____

Magdalena Marshal's Office

Monthly Report	Month: December	Year: 2019
Deputy Marshal D. Coslin		
Total Miles Driven:		
GENERAL CALLS:	AMOUNT	REVENUE
TRAFFIC CITATIONS: Village Ordinances	10	1072
TRAFFIC CITATIONS: State Statutes	1	5
CRIMINAL CITATIONS		
ANIMAL CONTROL CITATIONS		
TRAFFIC ACCIDENTS	2	
D.W.I. ARRESTS	1	
FELONY ARRESTS	3	
MISDEMEANOR ARRESTS	3	
12 HOUR HOLD ARREST		
CRIMINAL INVESTIGATIONS	5	
JUVENILE CASES	2	
DOMESTIC CASES	2	
CRIMINAL DAMAGE / PROPERTY	3	
ASSISTANCE CALLS:		
AMBULANCE/FIRE	5	
PUBLIC SERVICE	2	
NM STATE POLICE	3	
SHERIFF'S OFFICE	3	
NM FISH & GAME		
US BORDER PATROL		
US FOREST SERVICE		
OTHER:		
ALARM CALLS	4	
FINGERPRINTING	0	
Driving Tests	2	
Misc. Cases		
TOTALS:	51	1077

MAGDALENA MARSHAL DEPARTMENT
MONTHLY VEHICLE EXPENDITURE REPORT
 For the month of : December year: 2019

License Number: G97489
 Make and Model: Chevy Silverado

Report due in NO LATER THAN THE 10th OF THE MONTH

Date	Beginning Mileage	Ending Mileage	Miles Traveled	Fuel Gallons	Amount	Motor Oil Quarts	Amount	Maintenance Section
1	68306	68528	222	22	59.68			01 Chassis Maintenance
2								02 Electrical Maintenance
3								03 Engine Maintenance
4	68528	68626	98	17	48.03			04 General Supplies
5								05 Interior Maintenance
6								06 Lubrication
7	68626	68738	112	17.5	47.45			07 Miscellaneous
8								09 Tire Purchase
9								10 Tire Repair
10	68738	68882	144	20.4	53.47			11 Wash and Wax
11								(Attach Copy of Invoices)
12	68882	68956	74	15.2	39.91			Invoice No.: _____ Amt.\$ _____
13								Date: _____
14								Invoice No.: _____ Amt.\$ _____
15								Date _____
16	68956	69045	89	12.2	30.36			Invoice No.: _____ Amt.\$ _____
17								Code: _____ Date: _____
18	69045	69156	111	19.6	51.41			Invoice No.: _____ Amt.\$ _____
19								Code: _____ Date: _____
20								Invoice No.: _____ Amt.\$ _____
21								Code: _____ Date: _____
22	69156	69230	74	19.2	46.65			Invoice No.: _____ Amt.\$ _____
23	69230	69308	78	14.4	36.34			Code: _____ Date: _____
24								Invoice No.: _____ Amt.\$ _____
25								Code: _____ Date: _____
26								Invoice No.: _____ Amt.\$ _____
27	69308	69424	116	18.1	45.77			Code: _____ Date: _____
28								Invoice No.: _____ Amt.\$ _____
29	69424	69511	87	19	48			Code: _____ Date: _____
30	69511	69635	124	17.9	43.33			Invoice No.: _____ Amt.\$ _____
31								
Totals			1329	212.5	550.4		0	

I certify that the above is correct to the best of my knowledge.

Signature:  Title: Deputy Dylan Coslin

Librarian's Report DECEMBER 2019

	DECEMBER 2019	DECEMBER 2018
Days Open	19 (110 hours)	19 (115 hours)
Days Closed (other than norm)	2 (Christmas Eve + Day)	2 (12/24 & 12/25)
Visitors	308 (240 + 68 @ events)	537
Museum Visits	6	15
New Patrons/Library Cards	10 (9 Adults + 1 Kid)	3
# of Volunteers	2 people	8
Volunteer Hours	10 hours (3 days)	15

Events:

	DECEMBER 2019	DECEMBER 2018
Number of Events	6	5
Total # of People (for events)	68 (26 Kids + 42 Adults)	133

Date:		# of People:
5-Dec	FOL Meeting	5 Adults
6-Dec	Code Club Canceled	--
13-Dec	Code Club	2 Kids
14-Dec	Santa Claus @ Library	20 Kids + 15 Adults
14-Dec	Electric Light Parade Setup/Take down	8 Adults
20-Dec	Code Club	3 Kids + 2 Adults
27-Dec	No Code Club - Holidays	--
31-Dec	Kwanzaa	12 Adults + 1 Kid

Circulation

	DECEMBER 2019	DECEMBER 2018
# of Books	139 (4 J • 3 Y • 1 YA)	173
# of DVDs	115	291
# of Books on CD	15	7
Total Books/DVDs/Audio	269	464
# of eBooks	115 (15/36 consortium)	62 (17-33 consortium)
# of Online Audio	31 (22/35 consortium)	25 (22/33 consortium)
Total eBooks/Online Audio	146 (15/36 consortium)	87 (19/33 consortium)
Total Circulation	415	551
ILL Processed	15 (2 books + 1 DVD + 12 Articles)	8 books + 10 articles

Computers/Wi-Fi

	DECEMBER 2019	DECEMBER 2018
# Computer Sign ins	51	86 (134 hours)
Total Wi-Fi Users*	288	N/A
Total Unique Wi-Fi Users**	65	N/A
Avg. # Wi-Fi Users per day	9	N/A
Avg. Usage per User	3.09 GB data	N/A

*Total Wi-Fi Users = How many people logged on each day over the month. People who use the Wi-Fi on more than one day are counted for each day.

**Total Unique Wi-Fi Users = How many different people used the Wi-Fi over the month – each person only counted once, regardless of days used.

Other:

I'm changing the way I monitor time used for computers, so I don't have that data to report for December. Once I get the system worked out, I'll bring it back.

Our new internet software from Meraki tracks users and usage of the library's Wi-Fi. And I finally figured out how to run a report. So ta-da! Wi-Fi Stats!

12/6/2019 – Ivy went to Summer Reading Workshop held by State Library in Belen. Took Village vehicle. Library kept open by volunteers.

**Respectfully Submitted,
Ivy Stover,
Library Director**

Librarian's Report 2019 Year in Review

	2019	2018
Days Open	240 (1,388 hours)	247 (1,521 hours)
Days Closed (other than norm)	22	15
Visitors	5,206	7,610
Museum Visits	293	241
New Patrons/Library Cards	65	82
# of Volunteers	89	116
Volunteer Hours	362	350

Events:

	2019	2018
Number of Events	92	57
# Kid's Events	50	--
Total # of People (for events)	989	1,571
Total # Adults @ Events	579	--
Total # Kids @ Events	422	--

Circulation

	2019	2018
# of Books	1,620 (J 255 – Y 138 – YA 25)	2,293
# of DVDs	2,073	2,932
# of Books on CD	75	85
Total Books/DVDs/Audio	3,768	5,310
# of eBooks	1,183	1,275
# of Online Audio	466	436
Total eBooks/Online Audio	1,649	1,711
Total Circulation	5,417	7,021
ILL Processed	50 items	114

Circulation 2018 = 24% online items & 76% physical items.

Circulation 2019 = 30% online items & 70% physical items.

Computers

	2019	2018
# People Signed In	813	1,101
# Computer Hours	1,130	1,727

Wi-Fi Stats – 9/23/2019 to 12/31/2019

(Equipment which tracks usage was not installed until the end of September.)

Total Users*	1,064
Total Unique Users**	141
Avg. # Wi-Fi Users per day	10
Avg. Usage per person	5.05 GB
Total Data Transferred	711.58 GB

*Total Wi-Fi Users = How many people logged on each day over the month. People who use the Wi-Fi on more than one day are counted for each day.

**Total Unique Wi-Fi Users = How many different people used the Wi-Fi over the month – each person only counted once, regardless of days used.

Notes:

Yvonne Magener left the library at the end of May. During the interim between library directors, volunteers kept the library open at an abbreviated schedule.

Ivy Stover started working in the Library June 19th and was officially agreed to be hired by the Board of Trustees June 24th.

This year's Summer Reading Program went from July 1st through August 10th, and had 13 children, 3 teens, and 5 adults registered. Six Craft-Time events were held, as well as one End-of party.

As of September 1st, the library schedule was changed to Tuesday-Friday 11am-5pm & Saturdays 10am-3pm, at Ivy's request and as approved by the Board.

At the end of September, new internet equipment, including fiber optic cables, were installed in the library. From October on, the library and our patrons have enjoyed faster, more reliable speeds. Filters were instated on the library computers to bring the library up to CIPA standards, which allowed us to apply and be accepted for E-Rate government funding. E-Rate assisted with the cost of the equipment and installation, as well as our monthly internet costs. The process for this project began in December 2018 by Yvonne. The library is part of a group of other libraries/schools, called West Central Consortium, which also received internet upgrades. This consortium served as a pilot program for New Mexico State Library, which thanks to the success of our library and others in the consortium, has since implemented measures to bring all public libraries in the state up to better internet standards. On October 22nd, a party was held at the library to celebrate the new installation, and the success of the consortium as a whole.

Ivy went to the New Mexico Library Association/Mountain Plains Library Association joint conference 10/30-11/1.

From 11/20/2019 – 12/10/2019 I put out a survey about when to have events at the library. I got 40 overall responses – 10 in person and 30 online. Saturday afternoons were chosen as the best time, so I will be trying to schedule speakers then. For 2020, I'm going to try to schedule one speaker/event at the library per month, to encourage attendance.

Thank you very much for this opportunity to serve you.

**Respectfully Submitted,
Ivy Stover,
Library Director**



RESOLUTION № 2020-01

OPEN MEETINGS

WHEREAS, the Village of Magdalena Board of Trustees met upon notice of a duly published meeting at 6:00 P.M. on January 13, 2020 at Village Hall, 108 N. Main Street, Magdalena, New Mexico as required by law; and,

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to - 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or their policy-making body of any state or local public agency held for the purpose of formulating public policy, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and,

WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and,

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the Village of Magdalena Board of Trustees to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees.

1. All meetings shall be held at Village Hall, 108 N. Main Street, Magdalena, New Mexico 87825 as detailed below or as indicated on the meeting notice.
2. Unless otherwise specified, regular meetings shall be held twice a month, on the second and fourth Mondays of the month at 6:00 p.m. The agenda will be available to the public at least seventy-two (72) hours prior to the meeting as specified in Paragraph 6 below.
3. Special meetings may be called by the Mayor or a majority of the members upon seventy-two (72) hours notice. The agenda shall be available to the public at least seventy-two (72) hours prior to any special meeting as specified in Paragraph 6 below.

4. Meetings required by the federal or state government of Village officials to close-out projects or funding such as grants, or to give or receive input, as grants, that are required to be held open to the public will require the same notice as contemplated by Paragraph 6 below.
5. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of the citizens or to protect the public body from substantial financial loss. The Board of Trustees will avoid emergency meetings whenever possible. Emergency meetings may be called by the Mayor or a majority of the members upon twenty-four hours notice, unless protecting the Village of Magdalena from substantial financial loss or a threat to the health, safety and property of the residents of the Village requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten (10) days of taking action on an emergency matter, the Mayor on behalf of the Board shall report to the New Mexico Attorney General's office the action taken and the circumstance creating the emergency unless the made pursuant to a declaration of state or national emergency.
6. For the purposes of regular meetings and special meetings described in paragraphs 2 and 3 of this resolution, notice requirements are met if the notice of the date, time, place and a copy of the agenda is posted at Village Hall, 108 N. Main St., Magdalena, New Mexico 87825 and the Village's web site www.villageofmagdalena.com. Copies of the written notice shall also be mailed, faxed or emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. For the purposes of emergency meetings described in paragraph 5 of this resolution, notice requirements are met if notice of the date, time, place and copy of agenda is posted at Village Hall, 108 N. Main St., Magdalena, New Mexico 87825 and the Village's web site www.villageofmagdalena.com. Notice shall also be given by telephone, facsimile or email to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
8. In addition to the information specified above, all notices shall include the following language: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting please contact the Village Clerk/Treasurer, clerk@villageofmagdalena.com, phone (575) 854-2261 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Village Clerk/Treasurer if a summary or other type of accessible format is needed.
9. The Board of Trustees may close a meeting to the public only if the subject matter of such discussion or action is exempted from the Open Meeting requirement under Section 10-15-1 (H) (1 through 10) of the Open Meetings Act.

- A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of Trustees taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
 - B. If a closed meeting is conducted when the Board of Trustees is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members of the general public.
 - C. Following completing of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
 - D. Except as proved in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a close meeting shall be made by vote of the Board of Trustees in an open public meeting.
10. A member of the Board of Trustees or any of its Boards may participate in a meeting by means of a conference telephone or other similar communications equipment when it is difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting participate in meetings of the Board of Trustees by means of conference telephone.
11. All prior resolutions concerning this subject matter are hereby repealed with the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Magdalena Board of Trustees approve this Resolution on this 13th day of January 2020.

Attest:

Mayor Richard Rumpf

Veronica Chavez
Clerk/Treasurer



RESOLUTION NO. 2020-02
INSPECTION OF PUBLIC RECORDS

WHEREAS, the Board of Trustees of the Village of Magdalena, met upon notice of a duly published Regular Business meeting on January 13, 2020, at 6:00 P.M. at Village Hall, 108 N. Main Street, Magdalena, New Mexico 87825, and,

WHEREAS, Section 14-2-7 of the Inspection of Public Records Act (NMSA 1978, Section 14-2-1 to -12) states that each public body shall designate at least one custodian of public records who shall: Receive and respond to requests to inspect public records, provide proper and reasonable opportunities to inspect public records, and provide reasonable facilities to make or furnish copies of the Public Records during usual business hours; and,

WHEREAS, Article 9 Section 14 of the Constitution of the State of New Mexico holds in part that, “the state nor any county, school district or municipality” shall, “make any donation to or in aid of any person, association or public or private corporation...”; and,

WHEREAS, the reproduction of public records by electronic or traditional means is an expense to the taxpayers of the Village both financially and through the use of staff time; and,

WHEREAS, NMSA 1978, Section 14-2-9 (1993) provides that a Custodian of Public records of the State or one of its political subdivisions, “(1) may charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law; (2) shall not charge fees in excess of one dollar (\$1.00) per page for documents eleven inches by seventeen inches in size or smaller; (3) may require advance payment of the fees before making copies of public records; (4) shall not charge a fee for the cost of determining whether any public record is subject to disclosure; and (5) shall provide a receipt, upon request”; and,

WHEREAS, the public and staff would benefit from having all copying fees accessible in one resolution and updated as needed;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Magdalena that the following Inspection of Public Records Procedures is hereby adopted.

Section I. Designation of Custodian of Public Records

The Board of Trustees designates Veronica Chavez or current Village Clerk/Treasurer as its custodian of public records.

Section II. Duties of the Public Records Custodian.

The Custodian of Public Records shall:

- A. Receive and respond to requests to inspect Village public records;
- B. Provide proper and reasonable opportunities to inspect Village public records; and
- C. Provide reasonable facilities to make or furnish copies of Village public records during usual business hours.

Section III. Submission of Public Records Requests

- A. Requests to inspect public records should be submitted to the records custodian, Veronica Chavez, Clerk/Treasurer located at 108 N. Main Street, (575) 854-2261, (575) 854-2273 (facsimile), clerk@villageofmagdalena.com.
- B. In accordance with the Inspection of Public Records Act, a person desiring to inspect public records may submit a request to the records custodian orally or in writing, though the procedures and penalties prescribed by the Act apply only to written requests.
- C. A written request must contain the name, address and telephone number of the person making the request.
- D. Written requests may be submitted in person or sent via US mail, email or facsimile.
- E. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

Section IV. Procedures for Inspection

- A. The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen calendar days after the records custodian receives the inspection request.
- B. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request.
- C. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen calendar days after the records custodian received the request for inspection.

Section V. Inspection Fees

If a person requesting inspection would like a copy (paper or electronic) of a public record, a reasonable fee may be charged, as detailed in the list below, which the records custodian may request be paid before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

A. Hard Copy Rates

- a. \$0.50 per page (black and white)
- b. \$0.75 (color)
- c. \$0.75 (two sided black and white)
- d. \$1.00 (two sided color)
- e. \$15.00/hr. for research and retrieval of general electronic data

B. Electronic Data (exists in electronic format at time of request)

- a. \$10.00 per CD
- b. No fee to email existing documents

C. Documents Scanned or Faxed

- a. \$2.50 per document scanned to electronic format (for documents that do not exist in electronic format at time of request)
- b. \$2.50 per document faxed (for documents that exist in hard copy format at time of request)
- c. \$2.50 per document faxed plus copy fees (for documents that do not exist in hard-copy format at time of request)

D. Postage Fees

- a. Actual fees associated with mailing request via USPS certified, return receipt.

Section VI. Application

This Resolution applies to all records in the Village for which fees and/or procedures have not been set by statute.

APPROVED, ADOPTED, AND PASSED on this 13th day of January, 2020.

Richard Rumpf
Mayor

Attest:

Veronica Chavez
Village Clerk/Treasurer