



Agenda

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, September 12, 2017
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
August 8, 2017
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
 - 1. Technical Services Presentation-Margret Baca
 - 2. Friends Board Report
- VII. OLD BUSINESS
 - 1. Update on Library Needs/Services
 - 2. Update on Resolution for Library Planning and Feasibility Study
- VIII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
August 8, 2017
Santa Fe, New Mexico**

PROCEDURES

A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by President David Wagner at approximately 5:50 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present

Rebecca Allahyari, V.P.
Susan Gilbert
Latifah Phillips
Rebecca Phillips
David Wagner, President

Excused

Guest

Wendy Hitt

Staff Present

Pat Hodapp, Library Director
Maria Finley
Chris Sanchez, Interim
Comm.Serv.Director

APPROVAL OF MINUTES

Rebecca Phillips requested a one word change from the to a to clarify that the Board would like to have a Library Board meeting held at La Farge once construction was complete.

Susan made a motion to approve the July 11, 2017 minutes with the one word amendment, seconded by David Wagner, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David updated the Board on the progress of the Resolution for the Planning and Feasibility study for the Library. He shared that the Resolution passed Public Works and was pulled for discussion at Finance. The discussion at Finance was in regards to funding from the City and the need for the County's involvement. Chris shared with the Board that he spoke to the Finance Director and was informed that matching funds from the City will come from the General fund.

In response to a question regarding the process for a request for proposal, Chris stated that he and Pat will work on a rough draft. The rough draft will be presented to the Library Board for review to make sure everything is captured in the RFP. Once it is endorsed by the Board, advertising for the RFP can be done. Funding for the study will need to be in place. David shared that with the money raised to date and the matching funds from the City they are close to the amount needed for the study. He stated that fundraising efforts will resume. Pat suggested having Board members and Grace Brill assist in writing the RFP.

In response to a question regarding evaluation of RFP's, Chris stated once the proposals are available, they will be sent to the Board members for evaluation. After a decision has been made, it can be brought back to the Library Board for approval. In

response to a question regarding advertising the RFP, Chris informed the Board that the City's Purchasing office will release the RFP through their channels and will have a thirty to forty-five day turnaround for submission. Once Purchasing receives the proposals, they will call Pat to let her know they are ready. David stated that he has a list of groups that he would like to inform about the RFP. Chris stated that once the RFP is published by the Purchasing office, Pat can send a copy to the Board to be able to send the information through their channels.

In response to a question regarding updates to the City on progress, Chris stated once the RFP is complete and a proposal is selected, Pat will draft a professional services agreement. The professional services agreement will have deliverables listed so that the consultant hired can come back to the Board and the City to show the progress of the work being done. In response to a question regarding the final report and recommendations made by the consultant, Chris stated it would be brought back to the Library Board to be endorsed and sent on to City Council for their approval. Chris shared that he would like to have a three to five year plan to help outline exactly where libraries should be. If the City Council endorses the plan, it will give him the ability to allocate money where it is needed when working on budget. David thanked Chris for guiding the Board through the process.

DIRECTOR'S REPORT

Chris handed out the Community Services Department's Core Values and discussed the importance of each Core Value and having these values in place. Chris stated he wanted to establish a foundation that Community Services could work from. Discussion was held.

Pat reported that Patricia Seavey is retiring and her last day is August 17. She shared that Patricia has been with the City for ten years. She was hired at Southside as the Branch manager and has been the Director of Main for two years. Pat shared that the staff at Main will be having a Potluck on August 16 and invited the Board members to attend. In response to a question regarding Patricia's position, Pat shared that a staff member has accepted to be the interim Director at Main until a hire is in place.

Pat reported that the State Annual Report is ready to be submitted to the State Library. In response to a question about the Board receiving a copy, Pat shared that a copy can be provided.

Pat updated the Board on current vacancies and hires. Pat also mentioned that Margret Baca, Director of Technical Services will be retiring in February. Pat stated she would like to be able to have a hire in place for at least a month so that person can be trained before Margret leaves. In response to a question regarding Margret's presentation to the Board, Pat shared she is still planning on having Margret present.

Pat reported that planning is underway for celebrating Main's 30 year anniversary and La Farge's 39 year anniversary. The celebrations will be held sometime in the Fall.

Pat updated the Board on the GED program that is available from the Gale Company and shared that Chris is taking the information to the Public Schools to see if they would like to work on this project.

Pat updated the Board on the progress being made with groups focused on helping teens look for jobs and educational opportunities. She shared that Southside will be providing meeting room space to Workforce Solutions.

NEW BUSINESS

Wendy reported that the Friends Board will not be meeting this month and shared upcoming events. She informed the Board that the Friends are still working on a strategic plan. She shared that efforts to recruit new Friends Board members is underway.

OLD BUSINESS

Pat reported that La Farge has re-opened and briefly discussed the work being done. Estimated completion date for the construction is set for the end of September.

The update on the Resolution for the Library study was discussed under President's report.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on September 12, 2017 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 5:45 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

ADJOURNMENT

Rebecca Phillips made a motion to adjourn, seconded by David, which passed unanimously by voice vote. The meeting adjourned at approximately 6:48 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder