



Agenda DATE 12/15/17 TIME 3:50p

PREPARED BY Marie Flitney

APPROVED BY [Signature]

**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

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

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
November 14, 2017
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
  1. Friends Board Report
- VII. OLD BUSINESS
  1. Report from RFP/Planning Subcommittee
  2. Update on Library Needs/Services
- VIII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
November 14, 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 5:45 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:

<u>Members Present</u>	<u>Excused</u>	<u>Guest</u>	<u>Staff Present</u>
Rebecca Allahyari, V.P.	Latifah Phillips	Moira Gehring	Pat Hodapp,
Carlo Brady		Wendy Hitt	Library Director
Susan Gilbert		Leslie Levin	Maria Finley
Rebecca Phillips			
Marie Schow			
David Wagner, President			

**APPROVAL OF MINUTES**

Susan made a motion to approve the September 12, 2017 minutes, seconded by Rebecca Allahyari, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David brought up the draft RFP document and thanked all who worked on it. The Board discussed the next steps regarding working with the City. The make-up of the RFP/Planning subcommittee was brought up and Moira stated that she would like to serve on that committee. After discussion was held, it was agreed that language needed to be added to scope of services to include, prioritization, timelines, and cost projections. A recommendation was made to have representatives from the Library, Library Board, Friends Board, and Community members in addition to City staff, to serve on the committee to review and evaluate the proposals. It was also agreed that the dollar amount should not be listed in the RFP and that the study should include that all facilities in Santa Fe County will be looked at.

**DIRECTOR'S REPORT**

Pat reported on the success of the Literary dinner event. She shared that the literary committee would like to meet to start planning for next year's award. Pat stated that it was requested by the Mayor to have George RR Martin and N. Scott Momaday each give a presentation for the general public later in the year. Discussion was held on possible venues for the presentations. A suggestion to have these presentations as fundraising events to benefit the library was brought up and discussed.

Pat reported that the City has completed a compensation and class study and every position in the City is being reviewed. The study should be completed by March.

Pat updated the Board on current vacancies within the Library and shared that paperwork has been submitted to hire for three library technicians.

## **NEW BUSINESS**

Margret Baca, Library Technical Services Director, handed out packets of her presentation to the Board members. She stated that Technical Services is located in the basement at Main with a total of eight staff members. She stated that staff responsibilities include ordering and processing library materials, purchase orders, contracts, licensing agreements, and bill paying. She stated that she was there to explain the library materials budget and the selection process.

Margret explained that the Library's materials budget comes from four different funding sources; City funds, County MOU, State (GO Bond and State Aid), and the Friends. She discussed the different budget cycles for each of the funding sources. Margret brought up the GO Bond and stated that the library is in the process of spending the 2014 GO Bond and accepting the 2016 Bond which will be spent over the next three years. Pat shared that the Bond is voted on by voters statewide. The GO Bond dollar amount is set by the Legislature committee. The Library gets a portion of the Bond amount based on the Library Service Area, which is the City of Santa Fe and not Santa Fe County. Margret stated that this year the Bond is \$185,000. Bond money is used for the benefit of the public and cannot be used for maintenance or ongoing costs. Margret brought up State Aid and shared that the dollar amount ranges from \$13,000 to \$17,000, depending on the fortunes of the State. That amount is sometimes divided into two payments and has less restrictions than the GO Bond. She shared that the Library relies on the Friends to pay for direct purchases when purchase orders are not available through the City.

Margret described the collection and went over the collection development policy and criteria for selecting materials. She shared that most of the professional librarians have selection assignments for their area. In response to a question regarding patron requests for materials, Margret stated that the library does take requests. Margret went over the digital collection and discussed what the library has. She shared that if there is enough money from State Aid, the library will look into sources for e-magazines.

Margret brought up circulation trends and stated that this year is the first year the print circulation has gone down but was more than made up for by digital collection. She shared that it has been difficult to find funding for digital.

Margret went over the catalog and discussed all of the resources. She shared that a new discovery layer was launched. This was due to all of the digital content being added, and the old library catalog was outdated and not responsive. She stated that PIKA is a great product and credited Bae Smith for finding it. Margret explained how to search for library materials using the new catalog.

In response to a question regarding e-books and if they are considered a good value, Margret went over the pricing models for e-resources and explained the different pricing structures.

Margret discussed the different sources that librarians use to select library materials and e-content which include; professional journals and reviews, awards and reputable "best"

lists, coverage in popular press, and patron requests. She also discussed how orders are submitted and then processed.

Margret brought up that library staff uses the CREW (Continuous Review, Evaluation, and Weeding) manual from the State Library of Texas as a guideline for weeding library materials. The manual contains formulas, by Dewey classification, for determining when certain materials should be weeded. For example, medicine should not be older than three years and biography can be kept up to 10 years.

Margret brought up review of digital resources and shared that she and Bae gather statistics to look at usage and cost of e-resources. The statistics show what the cost per use is and how many times the item circulated. The statistics help staff determine which resources to keep and possibly bolster.

Margret shared that trying to provide physical and digital resources is straining the library's limited budget. She informed the Board that a \$30,000 increase in budget was requested and received in software subscription from the City. That money will be used to pay for maintenance fees for software. She stated that the Friends support is increasingly critical due to the City's financial situation and the additional requirements being put into place by the City.

In response to a question regarding how much is allocated toward digital versus print, Margret stated it was around twenty percent for digital. In response to a question regarding if there are plans to change that ratio, Margret shared it will be driven by circulation and cost per use. It will be looked at every year to determine at that time how print is and shared that the money goes where the people want. She stated that the Library is hoping to get additional funds for Hoopla due to increased usage.

The Board thanked Margret for her presentation. Pat informed the Board that Margret will be retiring in January.

Friends Report – Wendy did not have a report at this time.

Pat handed out and went over the Meeting Room Policy revisions and asked for approval. Rebecca Phillips made a motion to accept the changes to the revised Meeting Room Policy, seconded by David, which passed unanimously by voice vote.

Pat went over the Library Holiday closings. David made a motion to approve the Library Holiday closings, seconded by Susan, which passed unanimously by voice vote.

David made a motion to approve the 2018 Library Board meeting dates, seconded by Rebecca Phillips, which passed unanimously by voice vote.

## **OLD BUSINESS**

There was no report on library needs and services.

## **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on December 12, 2017 in the Pick Room, 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 Susan, which passed unanimously by voice vote. The meeting adjourned at approximately 7:25 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder