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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, March 13, 2018
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
January 9, 2018
February 27, 2018
- IV. PUBLIC COMMENT
- V. PRESIDENT'S REPORT
- VI. DIRECTOR'S REPORT
- VII. NEW BUSINESS
 - 1. Friends Board Report
- VIII. OLD BUSINESS
 - 1. Update on Library Needs/Services
- VIII. DATE OF NEXT BOARD MEETING
- X. 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
January 9, 2018
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.
Latifah Phillips
Rebecca Phillips
Marie Schow
David Wagner, President

Excused

Carlo Brady
Susan Gilbert

Guest

Wendy Hitt

Staff Present

Pat Hodapp, Library Director
Maria Finley

APPROVAL OF MINUTES

Rebecca Phillips asked for clarification, should the statement, *The library has received no requests for patron information and library usage through the Homeland Security act or other agencies*, be listed under Director's report. Pat shared that the statement is always reflected in the minutes. If the statement is not reflected in the minutes, it means a request for patron information was made.

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

PRESIDENT'S REPORT

David brought up the ethics training video that was created by the City Attorney's office, and sent out to Board members. The topic of e-quorum was brought up. David shared that e-quorums are created when an email is sent to Board members and a Board member replies to all. He stated that is not allowed. David also brought up the topic of seating arrangements at Board meetings. It was clarified that the only people allowed to sit at the table are, Library Board members, Library staff, and the representative from the Friends.

The other topic brought up was in regards to public comment. Pat explained the rules for when members of the public attend a Board meeting and wish to speak. She shared that members of the public are allowed to speak at the time that allows for public comment. The members of the public are not allowed to engage in the discussion amongst Library Board members, unless a Board member asks an individual to share information.

DIRECTOR'S REPORT

Pat updated the Board on vacant positions and recent hires within the Library. She shared that paperwork has been submitted to request approval from the City Manager to hire for the Main Library Services Director position and the Main Library Section Manager position.

Pat discussed the heating issues at Main and Southside. Heaters were purchased for the Children's room at Main due to the 57 degree temperature. The heat was turned off at Southside due to a leak in the boiler for the radiant heat. The issues are being addressed.

The Spanish Bi-lingual Books and Babies pilot program has started at La Farge and Southside. Pat stated that the program is being funded through the Santa Fe Community Foundation Baby Fund. Sarah Guzman has been contracted to run the program for six weeks. Ms. Guzman will also be responsible for outreach. If the program is successful, it will be offered through the summer and fall.

The Library is in the process of working with many groups to host new programs. The Work Job Force program is scheduled to be held at Southside and they will be assisting teens with finding jobs. The other program is Creative Startups of Santa Fe and they will be assisting small business owners and individuals interested in business startups.

The Library will be receiving a donation of 1,000 children's books from Fulcrum Publishing of Golden, Colorado. Pat shared in speaking with Bob Baron, book publisher and founder of Fulcrum Publishing, she informed him of the Library's needs and he committed to donating books. Mr. Baron is also a former Library Board President of the Denver Public Library. Books not added to the Library's collection will be used as giveaways. Pat stated she would like to have a book fair and give away books to all who attend.

NEW BUSINESS

Wendy reported that the Friends will have their annual meeting on January 23rd at 1:30 pm at Southside. The guest speaker will be Jennifer Levin. She stated that the Friends Board has changed their meeting time to evenings from 5:00 - 6:30 pm, however the meetings will still be held on the fourth Tuesday of each month. Wendy stated she will be leaving the Friends Board at the end of January. At this time, she does not know who the representative to the Library Board will be. The Library Board thanked Wendy.

OLD BUSINESS

In response to David's question regarding the RFP, Pat shared that the document the Library Board worked on has been put into the format required by Purchasing and has been sent to Legal and Purchasing for review. The document will be brought back to the Library Board to review and approve. In response to a question regarding the appendices, Pat stated that the appendices will not be included with the RFP document. A training will be held for vendors and they will be allowed to ask questions.

Pat explained that the evaluations will be done by the Library Board and City staff only. The City does not allow for outside groups to participate. She shared that the timeline for the RFP and evaluation point system are being worked on.

David brought up the fundraising efforts to raise money for the Library planning study and stated that efforts should continue. He reported that the fundraising letter that was sent out brought in under \$1,000. Discussion was held.

Library needs and services was discussed in Director's report.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on February 13, 2018 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 Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:40 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder

**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
SPECIAL BOARD MEETING
February 27, 2018
Santa Fe, New Mexico**

PROCEDURES

A special 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

David Wagner, President
Rebecca Allahyari, V.P.
Latifah Phillips
Marie Schow

Excused

Carlo Brady
Susan Gilbert
Rebecca Phillips

Guest

Staff Present

Pat Hodapp, Library Director
Maria Finley

NEW BUSINESS

Pat presented the RFP format, on PowerPoint, to the Board members. She shared that the language provided by the Library Board was included in the RFP and has been approved by the Purchasing department and the Legal department. Pat reviewed the calendar and explained the next steps. In response to a question regarding technical assistance training, Pat shared that library staff answer questions at the technical assistance training.

After the Board members reviewed the format for the RFP, discussion was held. The Board asked for clarification on some RFP processes. Pat stated she will contact Purchasing for clarification and follow-up with the Board members. David made a motion to approve the RFP format, seconded by Rebecca, which passed unanimously by voice vote.

ADJOURNMENT

Rebecca made a motion to adjourn, seconded by Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:35 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder