



Agenda

DATE 4/4/18 TIME 4:16 p

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, April 10, 2018
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES
March 13, 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
March 13, 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 5:51 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.	Carlo Brady	Linda Mowbray	Pat Hodapp, Library Director
Latifah Phillips	Susan Gilbert		Maria Finley
Marie Schow	Rebecca Phillips		
David Wagner, President			

APPROVAL OF MINUTES

Marie made a motion to approve the January 9, 2018 and February 27, 2018 minutes, seconded by David, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David reported that the RFP was issued on Monday, March 12th. He shared that the RFP has been widely disseminated throughout the US on Listservs such as ALA and others. Former Library Board members, Grace Brill and Josh Finnell, assisted in disseminating the information.

The Board members went over the proposal schedule for the RFP. Some members expressed concern that the dates between April 26th and May 8th was too short of a notice to contact the top three firms to set up interview times. After discussion was held, it was agreed that Pat would contact Purchasing to see if dates could be changed. Pat stated she would inform the Board members of the decision.

Pat informed the Board that the interviews with the top three firms will be scheduled as a Library Board meeting. The three interviews will all be held in one day and will need to start at an earlier time than regular Library Board meetings. It was explained that the interviews are more like presentations where the top three firms present their proposal. If the Board members have questions regarding the proposal presentations, they may ask questions at that time. The evaluation process of the presentations was explained. Pat will keep in contact with the Board members to make sure all are informed and updated on the RFP process.

In response to a question regarding if the interviews have to be in person or can be held over the phone, or done through Skype, Pat stated she would find out and share the information with the Board.

DIRECTOR'S REPORT

Pat reported on the teen job fair held at Southside through Workforce Solutions. She shared it was a success with a total of eighty-six kids in attendance and one hundred and fifty jobs available to apply for. Workforce Solutions will be returning to Southside on Monday, March 19th to provide a workshop on résumé writing, interview skills, and tips on how to dress for an interview. In addition to this job fair, the Chamber of Commerce will have a job fair at the Convention Center on April 5th. The job fair will be open to teens and adults.

Pat brought up the 40th anniversary celebration for La Farge Branch. The celebration will be held on Saturday, March 17th from 1:00pm-4:00pm. Pat shared that Pen La Farge will be there to speak at the event.

Pat updated the Board on the Creative Startup program being held at the Southside Branch Library. Pat shared that classes are geared to help participants interested in starting a business. The classes begin in early April.

Pat reported that the old media room, now being called the Explore! Center, is being painted. Once the room is ready, it will be used for children's programming. In addition to library programs, ITT will be using the room for staff training.

Pat reported on the coding class held over the weekend and shared that there were thirteen kids who took part. Pat shared that the classes are taught by Mark Gallasi and he plans to offer more coding classes.

NEW BUSINESS

Linda reported that there was a survey in the Friends January Newsletter. One of the questions asked was to find out what people thought the Friends strengths and weaknesses are. Linda shared that the Friends are working on a plan to have potlucks for the members to participate in. This will be a good way for all members to meet each other. Linda mentioned a webinar she took on ways to thank volunteers. She shared research was done in Canada and they found that volunteers most value handwritten notes of appreciation.

OLD BUSINESS

The Board was updated on results-based accountability and informed that surveys are being done at all three libraries. The survey is currently in paper form and will also be done using survey monkey. The surveys are geared to find out how much was done, how well it was done, and if anyone is better off.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on April 10, 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

David made a motion to adjourn, seconded by Rebecca Allahyari, which passed unanimously by voice vote. The meeting adjourned at approximately 6:55 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder