



# Agenda

## SANTA FE PUBLIC LIBRARY BOARD MEETING

La Farge Branch Library  
1730 Llano Street  
Community Room

Wednesday, March 13, 2019  
5:45 p.m.

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. APPROVAL OF MINUTES  
February 20, 2019
- IV. PUBLIC COMMENT
- V. DIRECTOR'S REPORT
- VI. PRESIDENT'S REPORT
- VII. NEW BUSINESS
  1. Discussion Item – Friends Board Report
- VIII. OLD BUSINESS
  1. Discussion Item – Update on Library Planning Study
- 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.**

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: March 6, 2019

TIME: 12:33 PM

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
February 20, 2019  
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:

**Members Present**

David Wagner, President  
Rebecca Allahyari, Vice President  
Marie Schow  
Rebecca Phillips  
Carlo Brady

**Excused**

**Staff Present**

Jeffrey Donlan, Interim Library Division Director  
Maria Finley, Recorder

**Guest**

Jaap Vermeulen, Friends Representative

**APPROVAL OF AGENDA**

Rebecca Phillips made a motion to approve the February 20, 2019 agenda, seconded by Marie, which passed unanimously by voice vote.

**APPROVAL OF MINUTES**

Rebecca Phillips made a motion to approve the January 16, 2019 minutes, seconded by Carlo, which passed unanimously by voice vote.

**DIRECTOR'S REPORT**

Jeff brought up the Director's report that was provided in the packet and asked if there were any questions. The Board thanked Jeff for the report. Jeff shared he is working on creating a budget report to give to the Board and hopes to have that available soon.

Jeff brought up the library staff vacancies and shared paperwork has been submitted to Human Resources to request to advertise the vacancies. He is also working on revising the job descriptions for the current vacant positions. The job descriptions will need to be approved by Human Resources before the positions can be advertised.

Due to Bae Smith's resignation, Jeff said he is trying to get a contract through a current vendor to take over some of the maintenance work that she did. Since the scope of work is different, it has been sent to Legal for approval.

Jeff reported on the hole in the parking lot at Main. He shared that it has been re-filled and will be re-paved. He said he was given estimates from an engineer to re-pave the parking lot, however, nobody seems to know who is going to pay for it. Jeff shared the library does not have the funds to pay for this.

Jeff reported on the budget and shared that Kyra is in the process of reviewing the entire Community Services budget. He said that the Finance department requested more information regarding itemizing and justifying certain lines within the library's budget. He shared that Maria and Gail worked on the request to provide them with the requested information.

David brought up La Farge and shared he has seen the re-design of the main area and said it is nice. He asked about the area in the back of La Farge and shared that a patron wrote to him to complain about that area and a couple of patrons who hang out there. David said it is out of sight of the reference librarian and asked if anything can be done about that. Jeff shared that part of Tina's efforts in re-designing should take care of the problem and explained there is additional re-arranging going on. David said he mentioned to the patron that they need to notify staff right away about any problems.

### **PRESIDENT'S REPORT**

David brought up the Library Board vacancy for the City seat and shared that Elizabeth Alarid has been notified that she is being recommended to fill the City vacancy. Jeff said the recommendation has been sent to the Mayor. In response to David's question if there has been notification about the County representative, Jeff said no.

In response to David's question about inviting Elizabeth to the next Library Board meeting as a guest, he was informed he could.

### **NEW BUSINESS**

Jeff went over the Library Board vacancies and term limits. He shared that David's term will expire July 2019. Rebecca Allahyari said she will be termed out and asked if David will also be termed out. It was shared that David has also served two consecutive terms. Marie and Rebecca Phillips were informed that they are serving their first full term. Carlo was informed that he can submit a letter and resume asking to be re-appointed to serve his first full term.

Jaap reported that the Friends had their annual meeting and shared that he is now the Friends President, Linda Mowbray is Vice President, Moira Gehring is Treasurer, Eva Borins is Corresponding Secretary, and Suzie Santaella is Recording Secretary. He also shared that an administrative assistant has been hired and that it is a paid position. He said he will send the Library Board her contact information once she is settled in.

Jaap shared that they are looking at the storage areas in the library used to store books for book sales. He said they are working to streamline the process and hoping to take as little space as possible. He said it is a big operation that brings in \$78,000 a year and has around 100 volunteers. Discussion was held.

## **OLD BUSINESS**

David brought up the planning study and shared that the first steering committee meeting is on February 28<sup>th</sup>. In response to David's question about Godfrey's schedule, Jeff said they arrive at noon on Tuesday, February 26<sup>th</sup> and will be leaving in the afternoon on Thursday, February 28<sup>th</sup>.

Jeff shared he is working on a schedule for the consultants to visit each library site, have staff focus groups, and stakeholder meetings with the Hispanic community as well as the Spanish Immigrant Task Force committee. He said the consultants want to focus on the Spanish speaking community this time because one of their consultants will be here to conduct the interviews. Jeff shared they are anticipating challenges with arranging times to meet with these groups. One of the challenges is due to conflicts during the legislative session and the other challenge is that these groups have participated in many studies over the winter and may not want to participate with this study.

In response to Rebecca Phillips question regarding the composition of the steering committee, Jeff said the committee includes himself, David, Kyra, Jaap, and another Friends representative, Marcus.

## **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on March 13, 2019 in the Community Room, La Farge Branch Library, 1730 Llano Street, 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**

Carlo made a motion to adjourn, seconded by Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:20 p.m.

ACCEPTED BY:

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David Wagner, President

\_\_\_\_\_  
Maria Finley, Recorder

## Director Report

### Library Board meeting March 2019

1. Library board vacancies
  - a. City appointment filled by Elizabeth Alarid, as might be evident at our meeting. County appointment approved by county but not submitted yet to the Mayor's office.
2. Library planning study
  - a. First visit by the Godfrey's team of consultants Feb 26-28. They visited each branch taking lots of notes and visiting with staff and patrons. Had two staff focus groups, one with professional staff and one with support staff. Two public meetings, one with a couple of representatives of groups that work with immigrant families and one with parents picking up children from the Monica Roybal youth center. Then met with steering committee to summarize their findings to date and review the schedule.
3. Staffing
  - a. With luck, by the meeting date I can report the posting of at least a few of our vacancies.
  - b. With further luck, I'll be able to report the approval of additional duties so that our cataloger, Ally, can pick up ordering books, etc., and keep us going in Tech Services. This simple thing became a painstaking process somehow.
  - c. Current staff vacancies to fill (same as last month):
    - i. Library division director
    - ii. Technical services director
    - iii. Library systems administrator
    - iv. Library services director (branch manager at Southside)
    - v. Acquisitions librarian (a new proposal, for a position we used to have)
    - vi. Part-time reference librarian (temporary position, but trying to reclassify)
4. IT
  - a. Signatures are being collected, at last, on the contract for our library software vendor to do some of Bae's system maintenance work until we can replace her.
  - b. Should have the quote soon for adding security gates at La Farge, made possible now because of the staff's rearrangement of the space there. We'd like to do this during this fiscal year.
5. Facilities
  - a. Southside—The same nagging things remain—broken PA system and a constant alarm tone from the server room.
  - b. Main—Front door hinge broke but was fixed the same day, which was a nice response from Maintenance. Lots of capital projects suggested for next budget, including roof, HVAC, elevator upgrades, parking lot door, staff doors, exterior woodwork.
  - c. La Farge—Nagging problem with false fire/security alarms. Awaiting some rearrangement of shelving plus the removal of a wall to make a Young Adult area.
    - i. Interesting meeting with reps from Santa Fe Watershed Assoc. about fixing and adding to the "rain gardens" installed around La Farge to collect parking lot runoff.
6. Budget
  - a. Maria and Gail did a LOT of work throughout the budget development process answering questions from above and fine-tuning our proposals. The departmental budgets are submitted, so we await our next instructions.