



Agenda

SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Ave.**

Pick Room

Wednesday, October 16, 2019

5:45 p.m.

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES
September 18, 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
2. Discussion Item -- Update on Library Board Vacancies
3. Discussion Item -- 2019/20 Library Goals & Objectives

VIII. DATE OF NEXT BOARD MEETING

X. ADJOURNMENT

RECEIVED AT THE CITY CLERK'S OFFICE

DATE: October 9, 2019

TIME: 8:30 AM

**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
September 18, 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 5:50 p.m., at the Friends of the Sky Library, 4007 Old Santa Fe Trail.

Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present

David Wagner, President
Rebecca Phillips
Elizabeth Alarid
Marie Schow

Excused

Staff Present

Maria E. Tucker, Library Division Director
Gail Vigil, Recorder

Guests

Jaap Vermeulen, Friends Representative
Moiria Gehring, Friends Co-Treasurer
Katherine Lewin, Santa Fe Reporter

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Marie Schow made a motion to approve the minutes, seconded by Rebecca, which passed unanimously by voice vote.

DIRECTOR'S REPORT

Maria updated the Library Board on her being Library Director for 4 weeks and has visited the La Farge & Southside and is getting to know the staff and focusing on relationship building and Communicating with the staff which they have seemed to like. Maria shared that Brent Wagner, has started with the Southside Library as the new Branch Manager and Elena Valdez

as the P.T. Reference Librarian and informed them that the library is in the process of hiring one library tech position.

Maria stated that she has been working on Data, Positions and work flow. She said that the Library has Staffing shortages and has had to cover the desk. Maria suggested that maybe the Library can hire a floating Librarian to help cover when someone is out sick or on vacation. Maria reported on the vacancies in Tech services and how the two positions are a priority. Maria stated that she has reviewed the List of eligibles for the Tech Services Director and the Systems Manager and have found 2 she may be interviewing for the systems manager. If they are not what we are looking for then we will need to revamp the job descriptions and re-advertise. Maria said we are looking for a more user service rather than a tech services position but will continue looking into it further and will keep the board updated. Moira asked what the salary was Maria responded about \$45,000 and is looking into the budget to see how funds can be shifted.

Maria shared that she has been meeting with Tech services staff and giving them full support as they do not have a supervisor and have not had one in some time. The Godfreys report will also give some recommendations on outsourcing some of the work that's done in Tech Services, not that the staff will be replaced, but rather processes will evolve.

David asked if Maria has had access to the Godfrey's reports Maria answered, yes I have. Maria is working to put together a report with statistics and develop committees for programming, data collection, policies and procedures, these are three areas the library can work on collectively. Maria said how can we increase programming, data collection: making sure we are collecting the right information we want, statistics for the state report and also information to help us improve what the library is doing. Maria said ALA has a method, Project Outcome that includes a toolkit to help collect data and is being considered.

Maria stated that she met with the friends and some of them were interested in applying for a Big Read Grant and is excited to partner with the State Library with a joint application. A Community wide read would be really exciting and well-received in Santa Fe and a great way to bring in good programming. Moira asked if this would be State-wide in response Maria said, I don't think so, I believe it will be City and County. Moira asked who would take lead on the grant State or City. Maria responded that she was unsure, and that she did talk with Eli from the State Library and told him the City would like to apply for Big Read and he said so did the State but would not be able to take the lead and asked if the City would like to partner and take the lead. This program would be exciting and would provide an opportunity to develop new partnerships.

PRESIDENT'S REPORT

No report.

NEW BUSINESS

David shared that his time on the Board is timed out, Moira Stated that the New Mexican in the past has promoted our vacancies and would be willing to contact them to see what they could do for the Library now. David stated that we needed to elect officers and Marie stated that we just needed a quorum. Marie said that she was up to be president as long as Rebecca was willing to be Vice President. Rebecca stated that Marie needed to be nominated. David asked if someone would be willing to nominate Marie. Elizabeth made a motion, Seconded by David, which passed unanimously by voice vote. David nominated Rebecca as Vice President, seconded by Marie, which passed unanimously by voice vote. Maria thanked David for serving on the Board.

Jaap stated that he will be staying on the Friends of the Library board until filled. Marie asked if he will still be the board liaison and Jaap said Yes. Jaap stated that this will be the last year for funding with a 2 year grant witch fully funded the summer reading program this past year. Moira stated that the process will be easy to re-apply. Jaap stated that the friends are organizing for the third year in a row a trivia on October 6th on Second Street Rufina at 3:00 and challenged the board to form a team. Moira stated that her and Maria have a meeting regarding funding with Brindle and don't know what to expect and will keep everyone updated. Maria talked about the Books and babies program funded by the friends and how it was a great program and was able to stop in the program and experience it.

OLD BUSINESS

David asked if Maria has heard anything on the Library Board Vacancies.

Maria responded, yes, we received the official memo that Richard Ryan has been appointed By the County Commissioners in January. The Resolution has been sent over to the City clerk and still needs to go the Mayor for approval. Maria stated that she will be working with the City Clerk to get it on the next Council agenda for approval. Maria said that we will have Richard on board and the second appointment should be in October. Maria shared that she had a press release for Kyra to review so it could be sent out requesting 2 vacancies for the City and asked if that was accurate. Marie shared she thought just 1 but realized that Carlo has moved over to the County so that would leave 2 vacancies to fill. Maria stated that as soon as Kyra reviewed and approved the Press release it would be sent out and encouraged everyone to spread the word. Moira asked if the person needed to live within City limits, Maria responded Yes. David asked if Richard Ryan sent his application in, Maria answered Yes, and also called Richard to see if he was still interested in serving on the board and Richard said Yes and sounded very excited.

Maria handed out a draft timeline when Godfrey's will be here and stated that she wanted to make sure the dates would work for everyone as this is just a proposal and are working to get this to council on October 30th. Maria said that she spoke with Dick & Brad and they asked her for clarification on what areas we want the report to focus on and Maria asked them for as

much information they can give based on all the data they have collected as well as from the focus groups etc. Maria gave a breakdown of what was told to Godfreys as being most important and said locations and the long range planning for our facilities is very important to us, sustainable funding and funding sources, a plan for how we should proceed on future library funding is very important to us. Outreach and program plans and bilingual librarians and underserved librarians, the tech service outsourcing and staff recommendations, marketing, recommendations for collections. Communication of goals and how we go forward with that and recommendations for continuing this strategic planning process. Rebecca asked, how can we engage with other libraries and what our service district is? Maria said I can ask Godfreys about that. David said that Godfreys made an observation regarding our programs at the Library. Maria said it would be great to see more programs utilizing our staff to build teen programs and not spend so much time on the desks, Maria felt like they can be doing so much more in building our community and outreach. Maria shared that there was a comp and class study done within the City. Maria mentioned the comp and class study that reclassified Library Assistants to Library Techs and how this is an issue that needs further exploration. Maria mentioned that the Library is having problems with removing books from our collection that have been withdrawn. They must be sent to auction and are many are stored in various storage areas. Maria said that Ann Bentley contacted our City Attorney to see if there are any type of rules or regulations on how to change this process. Maria stated that she has contacted other libraries in New Mexico to see what there process is and is hoping so that we can streamline the process. Jaap said that the friends of the Library now have an office at the Library. Moria asked, where is it, Jaap responded, upstairs in the Main Library, the doors have been fixed with locks, there is a computer with a printer very nice.

David asked if Maria was familiar with the County funding situation, Maria said somewhat and she would like to learn more about it. A discussion of potential funding mechanisms took place. David stated that this is something Godfreys would look into for us as well and should be in the report. Rebecca shared that she was a little confused about the Godfreys schedule and who is welcome at the meetings. Maria said that the Library board would be a part of the presentations and is trying to clarify with Godfreys about the process. Maria asked for clarification about the steering committee. Maria said that the goal is to present the report to council on October 30th and to please let her know if anyone had any questions. Jaap asked if the meetings will be held in the evening and Maria responded yes, so you may want to pencil in the evenings on these dates. Maria stated that Dick asked for some information on the State report and Maria stated she will be responding back to him.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on October 15 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.

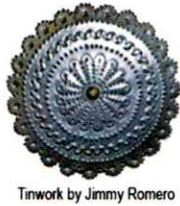
ADJOURNMENT

Rebecca made a motion to adjourn, seconded by Marie, which passed unanimously by voice vote. The meeting adjourned at approximately 6:45 p.m.

ACCEPTED BY:

David Wagner, President

Gail L. Vigil, Recorder



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Santa Fe Public Library Board Report September 2019

Library Division Director

The State Grants in Aid Report was denied due to a late submittal. I submitted a letter of appeal to the State Library and attended a hearing on October 12. Our appeal was approved.

Library Division Director, Sanchez-Tucker met with representatives from Godfrey's and Associates to provide feedback on the draft of the Library Planning Study. The Steering Committee, Members of the Friends of the Library and The State Librarian provided input to the consultants in order to give them direction for the final report.

The City of Santa Fe Wellness and Benefits program and the Santa Fe Public Library are teaming up to create a City Book Club. We believe that the joy of reading a good book is something to share and discuss with your fellow city employee members, as well, as a good way to get to bond with your co-workers and make some new friends within our workplace. This partnership is a great way to promote the value of our public library resources to City staff. Librarian, Kristen Martinez will be facilitating the book club discussions.

Library Division Director, Maria Sanchez-Tucker has been meeting with various vendors in order to gain more information about library services and collections that we currently offer to the public. These informational meetings will help provide information to guide future budgeting for collections and library services.

Library Division Director, Sanchez-Tucker met with Kyle Mason to discuss Emergency Management partnering with the libraries to get Santa Feans registered for the Alert Santa Fe emergency notification system and the new Code Blue initiative.

Work is now underway to repair and replace the pavers in the front of the Main Library. This is an improvement that many have remarked on positively and that they are pleased to see it taking place.

I have been having difficulty retrieving all of our statistics and compiling. Some passwords were not provided. Next month, a comprehensive set of key data will be provided.

Staffing Update

Brita Sauer, Library Services Director for Main resigned as of October 6, 2019.

The Tech Services Director and Systems Manager position are still vacant. I am currently working on a proposed organizational chart in order to define positions with staff vacancies in order to maximize staff efficiencies and propose changes for the future.

Main Library Programs and Events

Main held four Books and Babies Programs with 119 participants.



Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Tinwork by Jimmy Romero

Four Preschool Storytime sessions were provided with 38 participants.

A computer coding workshop was provided with 35 participants.

Two school groups visited with 18 participants.

Four chess club sessions took place with 52 participants.

Oliver La Farge Branch

The Friends purchased some new furnishings for La Farge and the patrons have responded very positively to them. We have the new seating in the lobby, near the reference desk, and in the new YA room. The YA room is getting used quite a bit, especially weekdays after school lets out. It is common to see a group of teens hanging out and lounging on the furniture and relaxed. I am hoping to get additional new furniture to replace the remaining older items.

Both the Community Room and the YA room should be painted in the next two weeks. We removed the old panels that were in the community room and will hang picture railing up so that art can be exhibited in there. The community room is being painted a light blue grey and the YA room is being painted a very dark blue. The panels that were removed from the community room are currently in storage and will eventually be rehung in the non-fiction area.

Christina Stephenson, met with Parks last week and they advised her that they are scheduling our two courtyards for refurbishment, including pulling out all the old plants from the beds, reconditioning the soil, and establishing new native plants and grasses in the planters.

The Santa Fe Library is celebrating *Teentober*, promoting resources for teens. Our enthusiastic teen reader Vanessa won September's Owlcrate at the La Farge branch library!

September's box was full of spooky fun. Check out a Young Adult book at the La Farge circulation for your chance to win October's Owlcrate!

La Farge staff promoting our YA collection with a monthly giveaway for 6 months of the Owl Crate

box <https://www.owlcrate.com/> when

someone borrows a YA material they can get an entry into the monthly drawing! The response has been positive.





Tinwork by Jimmy Romero

Santa Fe Public Library

Community Services Department, City of Santa Fe, New Mexico

Our children's Librarian Michele Reich is at her home in San Miguel de Allende and while there she is working on a project with the Sister Cities program making connections with their library. One of the projects is to get a pen-pal program set up with the children of San Miguel and Santa Fe.

The old mish-mash of odd shelving behind the circulation desk has been replaced with a new range for the holds. It has opened up the work space and made it more efficient for staff.

Southside Branch Library

The Southside Library is hosting an Indie Author Day on Saturday October 12 from Noon-5. The program celebrates authors, publishers, readers and all who love books. Librarian, Ann Bentley organized the event and will participate in a Library Question and Answer session about how indie authors and libraries can work together in the book community.

Tuesday's Science After School started back up in September.

Friday Afternoon Art at the South Side Library had 41 attendees on 9/27. Families worked with clay to create outstanding creations.



Thank you notes received

- Library staff member Walter Cook was very helpful.
- A thank you note from Girls Inc. was received.
- Jessica Gulliford from LaFarge Library organized and presented a wonderful Harry Potter Day at LaFarge on July 31. It was a wonderful experience for the children and myself. Many, including, employees, came in costume. I would like to request for more experiences like this, created by Jessica and expand them to the other libraries. Jessica's work, creativity and decorations were extraordinary and should be rewarded.