



# Agenda

CITY CLERK'S OFFICE

DATE 8/4/15 TIME 4:07pm

SERVED BY Maria Finley

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## SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, August 11, 2015  
4:30 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
July 14, 2015
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Library Board meeting times
- VI. OLD BUSINESS
  1. Approval of updated Library Rules of Conduct
  2. Three year plan
  3. Update on Library Needs/Services
- VII. 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  
July 14, 2015  
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 Vice President Emily Dwyer at approximately 4:30 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:

<b><u>Members Present</u></b>	<b><u>Excused</u></b>	<b><u>Guest</u></b>	<b><u>Staff Present</u></b>
Rebecca Allahyari	Latifah Phillips	Wendy Hitt	Pat Hodapp, Library Director
Grace Brill	David Wagner, President		
Jan Duggan			
Emily Dwyer, Vice President			
Jose Sanchez			

**APPROVAL OF MINUTES**

Joe made a motion to approve the April 14, 2015 minutes, seconded by Grace, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

No President's report.

**DIRECTOR'S REPORT**

Pat shared with the Board that enrollment for the summer reading program was up ten percent from last year. The New Mexico Community Foundation had been informed that the Library had hoped to meet enrollment expectations and the numbers exceeded expectations.

Pat discussed the current and upcoming vacancies at the Library. She shared that some of the vacancy hours are being covered by some staff members. Requests to advertise the vacant positions have been sent for approval. Pat explained the hiring process.

Pat informed the Board that the City Budget for fiscal year 2015-2016 was approved.

The Parking Department will now be responsible for monitoring the parking lot. The security guard will no longer write citations. The security guard will have a walkie-talkie and if they

notice any parking violations happening, they will call the enforcement officer to come to the Library.

The City is working on submitting the new CIP list for next year. Pat discussed with the Board what requests were submitted for all three libraries.

### **NEW BUSINESS**

Pat handed out the Rules of Conduct and asked the Board members to review them. The Rules of Conduct will be put on the agenda to be approved at the next Board meeting.

Pat discussed the need to fill the two vacancies coming up on the Library Board. An email was sent to the Mayor to inform him of the vacancies. Pat shared that the Mayor would accept recommendations to fill the vacancies. Rebecca stated that she would review the resumes. Pat stated that she would have Maria get them ready to be reviewed.

### **OLD BUSINESS**

Grace shared that the strategic planning committee for La Farge has not been able to meet recently and therefore, nothing has been brought forward for the Board to vote on. It was suggested to look at other municipalities that are similar and look at the processes they have to get an idea for planning. The idea of having a community team to recommend a plan regarding La Farge was brought up. Discussion was held.

A request was made to look at the possibility of changing the time of the Board meetings in the fall. Pat stated it could be discussed at the next Board meeting.

### **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on August 11, 2015 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

### **ADJOURNMENT**

Joe made a motion to adjourn, seconded by Jan, which passed unanimously by voice vote. The meeting adjourned at approximately 5:22 p.m.

ACCEPTED BY:

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Emily Dwyer, Vice President

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Maria Finley, Recorder

The Library Board has established these Rules of Conduct so that library users and staff have a clean, pleasant, and safe environment. We need your cooperation to reach this goal.

The following are not permitted in the library:

- o Smoking, use of tobacco products, **use of electronic smoking devices, with or without nicotine**, eating, drinking (except water), solicitation, panhandling, sleeping, **fundraising**
- o Bicycles, roller skates, skateboards, rolling shoes, **cleats**
- o Unattended personal property
- o Animals (except service animals or animals in programs sponsored by the Library)
- o Unsupervised children 9 years of age or younger (must be accompanied at all times by a person 13 years or older)
- o Inappropriate attire (footwear and shirt required) or **bodily hygiene so offensive as to create a nuisance to others**
- o Taking photographs or video without the express permission of the subject(s)
- o Disruptive behavior, disrespect of the rights of other patrons and staff, **harassment either verbal or through actions**
- o Damage, **mutilation or** misuse of library property
- o Sexual misconduct, including the viewing or display of sexually explicit materials
- o Alcohol, weapons, activities prohibited by law
- o **Cell phone use that impinges on the rights of others**
- o **Being under the influence of alcohol or drugs**
- o **Entering unauthorized areas or remaining in the building when requested to leave**
- o **Tampering with or intentionally damaging library computer hardware or software**

RULE VIOLATIONS: Any patron not abiding by these or other rules and regulations of the library may be asked to leave the library premises. Library employees will contact the Santa Fe Police Department if deemed advisable. Any patron who repeatedly violates the library rules and regulations, or who is disruptive, or who engages in criminal behavior on the library premises shall be denied the privilege of access to the library for a period of one (1) to 180 days (6 months) by the Manager or Librarian in charge. Any patron whose privileges have been denied may have the decision reviewed by the Library Director.

The posting of these rules does not prohibit the enforcement of any applicable federal law, New Mexico statutes, or Santa Fe City ordinances as necessary.

SFPL Rules of Conduct Committee July 14, 2014

Approved by the Santa Fe Public Library Board on \_\_\_\_\_