



Agenda

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DATE 11/4/15 TIME 8:38am

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, November 10, 2015
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
September 8, 2015
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 1. Approval of 2016 Library Board meeting dates
 2. Approval of 2016 Library Holiday closings
- VI. OLD BUSINESS
 1. Update on Library Board vacancies
 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
September 8, 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 President David Wagner at approximately 5:47 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>
David Wagner, President		Mary Schruben	Pat Hodapp, Library Director
Rebecca Allahyari		Julia Nathanson	
Grace Brill			
Latifah Phillips			
Jose Sanchez			

APPROVAL OF MINUTES

Rebecca stated she thought it was important that the concerns and suggestions made by the guest, Mary Schruben, at the meeting last month be reflected in the minutes to be part of the record. Pat stated they would be captured in the minutes. Rebecca made a motion to approve the August 11, 2015 minutes, seconded by Grace, which passed unanimously by voice vote.

Suggestions and concerns made by Mary Schruben made August 11, 2015:

- La Farge might be moved to a less accessible location
- Needs accessibility for school children—need resources after school and Saturdays as they do not have access to school libraries for those times
- Will put this issue in her neighborhood association newsletter
- Where is a place on St. Mike's that is on a bus line, and is bigger and more accessible
- Free parking is a must
- Ask City Council to organize meetings like done for re-districting, in every district
- Met with Mike Duty who did a 1997 study to re-do Tino Griego pool
- People need a place to congregate; community space
- Make board appointments to represent sections of the City of Santa Fe
- Add members only with professional qualifications
- Advertise on KSFR, KSuave
- Do not lose the identity of the users in the mid-City; La Farge users
- Set up meetings once a week weeknight and even open on Sunday to hold a meeting

PRESIDENT'S REPORT

The guests were informed they would have time to speak after agenda items were discussed.

David shared that he and Grace met individually with Councilor Trujillo and Councilor Dominguez to discuss the concerns about the Library and future plans. Both Councilors were interested in the idea of planning. Councilor Trujillo suggested creating a resolution for the City to put together a feasibility study. He also suggested asking the Friends if they could help with some funding. In response to David's question, Pat stated that he could send the request to Wendy and Lucinda. David stated that Councilor Dominguez had the same suggestions. Grace shared that Councilor Dominguez asked if they were just looking at the La Farge issue. Grace informed him that they were looking at what the needs were system wide. Grace shared that the question of cost was brought up. She shared she was researching that information. David stated he would prepare the resolution and send it to the Board for review. In response to a question regarding the resolution, Pat shared the resolution could be sent to the Board to review. Any action taken on the resolution would need to happen at the next meeting.

The Board was informed that there is a 20 year master plan which was done for the Library in 1997; there is not an electronic copy. The Community Foundation was brought up as a possible source of funding for the feasibility plan as well. In response to Grace's question, Pat shared that the State Library is doing a State wide feasibility study starting in January which the Legislature approved to fund. They are doing assessments of all the Libraries in the State. The idea of having public meetings where community input is given was discussed.

DIRECTOR'S REPORT

Pat shared that Patricia Seavey has been hired as the Library Services Director at Main. Patricia Seavey has experience with managing buildings, children's and reference. A job offer has been made to fill the Library Section Manager at Southside which is over circulation. Rebecca Abbott, the children's librarian, at Main has retired. The Library is still at bare level staffing. Some staff from other sections in the Library have been filling in to provide service to the public. Paper work has been submitted to HR to advertise for the vacant positions.

The City is planning a grand opening event for SWAN Park which will be held on September 19. It is the new park located on Jaguar and 599. The Library will be there from 11 a.m. - 5 p.m. along with every City agency to provide information to the community. The children's librarian at La Farge, Walter Cook, is working with the Friends on this project.

Pat discussed the different programs scheduled for the fall. She shared that these programs inspire kids to read.

It has been requested that departments start working on their budgets in December. Pat shared that the ICIP request has gone to City committees. She requested \$1.2 to \$1.4 million for La Farge and \$375,000 for Main. In response to Grace's question, Pat shared that the Finance committee receives the list from recommendations made by Department Directors. Pat went over the requirements for requests being submitted to the Legislature.

Pat shared that the City is facing a \$15 million shortfall and they will be looking at what is essential and what is not. Library staff is gathering information to do a comparison among other cities the same size of Santa Fe. She explained that the American Library Association has set standards based on a city's population.

In response to a question about library board recruitment, Pat informed the Board that the advertisement was re-posted. Pat shared where the press release was posted. It was suggested to ask the County Commissioners and City Councilors for a recommendation. Pat stated that if the Board decided to ask the Councilors, it would have to be sent to all Councilors at the same time. Pat shared that in the past, Councilors have been informed of the vacancies on the Board. When there is a County opening, the County Commissioners are asked for recommendations. The idea of having a Board member report back to the Councilors was brought up; this would keep Councilors informed of any information regarding the Library. It was suggested to send an email to all of the Councilors informing them there are only two vacancies, let them know what skill sets are needed and that there would be a selection process. Pat stated she would welcome a rough draft from anybody before the request is sent out. Rebecca stated she would work on a rough draft. It was suggested to wait on sending the request to County Commissioners since there isn't a County vacancy. The question of what skill sets the Board was looking for came up. The skills mentioned were technology, literacy, urban planning, finding somebody who knows how to navigate City government and understand how it works, somebody who is involved in the community and is aware of community issues and has an open mind. Rebecca stated she would email the rough draft to the Board for feedback. She stated she would also have a paragraph prepared to be sent to the County Commissioners if it is decided that one needs to be sent to them. In response to David's question, Pat shared that she informed the Mayor there were two vacancies and asked if he could make appointments to the Board. The Mayor asked Pat to send him recommendations. It was mentioned to copy the Mayor as a courtesy. It was agreed to extend the deadline to October 15, 2015. The idea of sending the press release to neighborhood associations was brought up.

Pat informed the Board that the Library would be closed at 1:00 pm on September 11 and closed September 12 and September 13 due to Fiestas.

NEW BUSINESS

None

OLD BUSINESS

Planning was discussed in President's report.

Pat shared that the Main Library basement has been re-wired for data. The first floor at Main is scheduled to be re-wired after January. There are also plans to re-wire the second floor.

COMMENTS FROM GUESTS

David gave Julia Nathanson an opportunity to speak. Julia stated that she heard through the grapevine that La Farge was in trouble. She has been in the community for thirty some years and her children went to school here and used the Library as well. She also mentioned that her granddaughter volunteers at La Farge. The information she heard made her upset and her reason for coming to the Board meeting was to find out more information. She shared that she has been on committees and knows how City Hall works. She stated that by coming here she did get some answers and feels that the Library Board is on the right track. She agrees that it is a community problem. She also

agreed that there are good people on the neighborhood association boards. She was upset because she never heard anybody mention or talk about the Library being in trouble. She stated she thought that part of the problem was that the community didn't know about it. She stated that she felt that all of the Councilors should be involved. She also felt that as a part of the community that more people from the public needed to get involved. It was shared with Julia that David and Grace were meeting with the Councilors to share with them the idea of a process to get community input and to move forward.

In response to Julia's question regarding what the problems were, it was shared that the La Farge lease is up in 2017 and since the recession, the Libraries have faced budgeting and staffing issues. Pat discussed the facility needs at La Farge and what has already been done. Mary stated she lives in the La Farge area and location is important. The main population comes from the seven schools within walking distance and neighborhoods to the south, east and west. Mary shared that there are many kids that get sent to the Library to do their assignments that the school libraries cannot handle. Mary believes the other population is the elder population living in the neighborhood. Regarding the neighborhood and homeowners association lists, Mary suggested getting in contact with Noah Berke who works in the Land Use department and Leonard who works in the GIS department. The lists could be used to send out notices informing people about any public meetings happening regarding the Library. A request could be sent out asking that they send a representative to attend a meeting to comment on Library services.

In response to Mary's question regarding the 2012 and 2014 GO Bond money, Pat informed Mary that the money was dedicated for books and computers.

Mary brought up the planning process from 1997. She stated that there was an architect by the name of Michael Duty who put together a proposal for the La Farge Library building and Tino Griego pool and rebuilding the whole thing. She stated she thought that he still has the set of plans and didn't think the plans should be thrown out or abandoned. After discussion was held, Pat shared that at a City Council meeting there was a report from the Mayors Teen Advisory committee. Pat shared the results of the survey.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on October 13, 2015 in the Pick Room, at the 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

Joe made a motion to adjourn, seconded by Grace, which passed unanimously by voice vote. The meeting adjourned at approximately 7:00 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder

Library Holiday Closings, 2016

Date	Holiday	Main	La Farge	Southside
Fri, Jan 1	New Year's Day	Closed	Closed	Closed
Mon, Jan 18	Martin Luther King Jr. Day	Closed	Closed	Closed
Mon, May 30	Memorial Day	Closed	Closed	Closed
Mon, July 4	Independence Day	Closed	Closed	Closed
Mon, Sept 5	Labor Day	Closed	Closed	Closed
Fri, Sept 9	Santa Fe Fiesta	Closed at 1pm	Closed at 1pm	Closed at 1pm
Sat, Sept 10	Fiesta	Closed	Open	Open
Sun, Sept 11	Fiesta	Closed	Closed	Open
Mon, Oct 10	Columbus Day	Closed	Closed	Closed
Fri, Nov 11	Veterans Day	Closed	Closed	Closed
Thur, Nov 24	Thanksgiving	Closed	Closed	Closed
Fri, Nov 25	Presidents' Day (Observed)	Closed	Closed	Closed
Sat, Dec 24	Christmas Eve	Closed at 1 pm	Closed at 1 pm	Closed at 1 pm
Sun, Dec 25	Christmas Day	Closed	Closed	Closed
Mon, Dec 26	Christmas Day (Observed)	Closed	Closed	Closed
Sat, Dec 31	New Year's Eve	Closed at 1 pm	Closed at 1 pm	Closed at 1 pm
Sun, Jan 1, 2017	New Year's Day	Closed	Closed	Closed
Mon, Jan 2, 2017	New Year's Day (Observed)	Closed	Closed	Closed

() Approved

() Not Approved

Brian K. Snyder, City Manager

Date

**SANTA FE PUBLIC LIBRARY
LIBRARY BOARD 2016 MEETINGS
MEETINGS ARE HELD 2ND TUESDAYS AT THE MAIN LIBRARY AT 5:45 PM**

January 12th

February 9th

March 8th

April 12th

May 10th

June 14th

July 12th

August 9th

September 13th

October 11th

November 8th

December 13th