



# Agenda

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## **SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Main Library  
145 Washington Avenue  
Pick Room**

**Tuesday, December 8, 2015  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
November 10, 2015  
November 16, 2015
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Outreach to Schools
  2. Main Library Rewiring - closure January 1 - 18, 2016
- VI. OLD BUSINESS
  1. Update on Library Board vacancies
  2. 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  
November 10, 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 5:45 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:

<b><u>Members Present</u></b>	<b><u>Excused</u></b>	<b><u>Guest</u></b>	<b><u>Staff Present</u></b>
David Wagner, President		Karen Hazlewood	Pat Hodapp, Library Director
Rebecca Allahyari		Mark Hazlewood	
Grace Brill		Wendy Hitt	
Latifah Phillips			
Jose Sanchez			

**APPROVAL OF MINUTES**

Grace made a motion to approve the September 8, 2015 minutes, seconded by Joe, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

David informed the guests that they would have time to make comments after agenda items were discussed.

David stated he would like to move to New Business for approval of the items listed. Pat went over the 2016 Library Holiday closings and Library Board meeting schedule. In response to Joe's question regarding the half day given for Fiesta's, Pat stated that it is a City tradition and half days have always been given. Grace made a motion to approve the Holiday closings and Library Board meeting dates, seconded by Rebecca, which passed unanimously by voice vote.

David shared that Councilor Trujillo informed him that he would be submitting the resolution for an overall study of Libraries to the City Attorney's office for review. David has not heard back from Councilor Trujillo. Wendy stated that the Friends passed a motion at their Board meeting supporting a planning study focusing on the operation and development of the Santa Fe Public Library encompassing the next twenty years and that such support consists of time by member volunteers and a contribution financially in an amount to be determined by the Board. David informed Wendy that it was not in the resolution but could be added. He stated that it was important to Councilor Trujillo to show community and Friends of the Library support. David stated he would notify Councilor Trujillo of the change. Wendy stated she would email David a copy.

**DIRECTOR'S REPORT**

Pat handed out a draft of the Library's 2016 budget request to the Friends. She also provided this year's budget request for comparison. Pat informed the Board that the

budget cycle ends December 31. In response to Rebecca's question, Pat shared that there is a nine percent increase. Some areas were cut so that the budget for technology and online needs could be increased. The budget was reviewed very carefully to make the changes and sent on to the Friends for consideration. In response to David's question regarding the endowment, Pat stated that the Library Board controls all gifts, endowments and funds that come through the Library per the City Ordinance establishing the Library Board. The Friends hold the money for the Library and that is why a budget is presented to them.

Pat would like to have more discussion regarding the Friends of the Library budget, endowment and MOU between the Library and the Friends, at the next Library Board meeting. She would also like to establish a plan where the Friends endowment committee provides a report to the Library Board every six months.

The Library is now offering Freegal which provides streaming and downloadable music. It is popular among all age levels. Another online service that the Library is looking to get is Hoopla. This service provides streaming video and a different database of songs.

Pat informed the Board that the Main Library will be closed to the public for fourteen days, starting January 1 through January 18. HEI will not allow the public to be in the building while working on this project. During this closure the first floor will be re-wired to get better data connectivity. Management is working on a plan for staff who work at Main. Some staff may be reallocated to La Farge and Southside. Some staff will stay at Main to work on projects. A press release will be sent out to inform the public. The information will be posted on the website, blog and facebook.

## **NEW BUSINESS**

New Business was discussed in President's report.

## **OLD BUSINESS**

In response to David's question regarding the interviews for potential Library Board candidates, Rebecca stated there would be one more held on Wednesday. She shared there were good strong candidates. Pat informed the Board that they could have a special meeting for a brief meeting to finalize which candidates would be sent to the Mayor for consideration and appointment. The Board agreed to meet on Monday, November 16, 2015 at 3:00 p.m., which passed unanimously by voice vote.

Latifah shared ideas on how to partner with the public schools to get more school kids excited and involved with Library programs. Discussion was held. Pat shared that they do outreach with the schools to get kids in the Library. The Friends also pay one bus trip per class for the Santa Fe public schools. The cost per bus trip is \$100.00. The classes are brought to the Library where kids get a Library card, hear a story, and check out a book. Pat discussed the outreach done for the summer reading program. She shared the number of kids participating in summer reading increased by fifteen percent. In response to Grace's question regarding who would be responsible for coordinating this effort, Pat stated she didn't have staff at this time. She shared that it possibly could be coordinated once the new hires for the La Farge children's librarian and the Southside Branch manager were approved. Walter Cook, children's librarian at Main and Patricia Seavey, Library Services Director for Main could also be involved. Pat stated that having the Friends involved would be important. The Board agreed to have this on the agenda for the next Board meeting to discuss.

## **COMMENTS FROM GUESTS**

David gave the guests an opportunity to speak. Karen Hazlewood shared that she moved to the City of Santa Fe three and one half years ago. She spends a lot of time at Southside and some time at Main. She stated she has had ongoing problems with the Library's data system. She reported in emails to Ms. Hodapp and some City employees the ongoing problems. She stated it is very difficult to find out what is in the Library. She gave the Board an example of a most recent data system problem she came across. In response to Grace's question, Pat stated that staff do enter the books into the catalog using MARC records from the Library of Congress. She shared that she has not run across any major problems and would check with staff. Ms. Hazlewood stated that she brought her husband because he has a Masters in Computer Science and is a former Dell executive.

Mark Hazlewood shared his thoughts with the Board and stated what he found in doing various checks in the system. Mr. and Mrs. Hazlewood both expressed their frustration with the Library's database system. It was explained to Mr. and Mrs. Hazlewood that Library catalogs rely on MARC subject headings. Any keyword system can only search what is in it. Library of Congress may not reflect every possible keyword. Patrons can search by author, title, subject or keyword in a title or series. Mr. Hazlewood stated that he believed that the Library's database had several features that were lacking. Rebecca shared her experience with using the Library's database. She shared that occasionally she has had to re-enter and go in a different way with a different term or she looks on Amazon to get key words to enter into the database. In response to Grace's question regarding complaints about the actual technology, Pat shared this was the only complaint she had received on this issue. She informed the Board that the particular system is used by hundreds of Libraries around the country and explained how materials are entered into the system. She stated she would have the Library Services Director in Technical Services look into it.

In response to Mr. Hazlewood's question regarding budget, Pat shared in addition to the City budget, the Library receives funding from the Friends of the Library, State GO Bond, State Aid and the County. All of the funds are spent on staffing, books, technology and programming.

## **DATE OF NEXT BOARD MEETING**

The next regularly scheduled meeting will be held on December 8, 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 6:47 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder

**MINUTES OF THE  
CITY OF SANTA FE  
PUBLIC LIBRARY BOARD MEETING  
SPECIAL BOARD MEETING  
November 16, 2015  
Santa Fe, New Mexico**

**PROCEDURES**

A special meeting of the City of Santa Fe Public Library Board was called to order on this date by President David Wagner at approximately 3:20 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  
Grace Brill  
Jose Sanchez

**Excused**

Latifah Phillips

**Guest**

**Staff Present**

Pat Hodapp, Library Director

**NEW BUSINESS**

The Board members re-reviewed the resumes of the five applicants interviewed. They all agreed there were many good applicants to fill the two vacancies. Discussion was held on the interviews that took place and the different strengths the potential candidates could bring to the Board. The Board decided to narrow the candidate pool to four candidates. They decided it would be best to send all four candidates to the Mayor since there would be an upcoming vacancy next year. After discussion was held, Joe made a motion to submit the four candidates to the Mayor in rank order, seconded by Rebecca, which passed unanimously by voice vote.

**ADJOURNMENT**

Rebecca made a motion to adjourn, seconded by Joe, which passed unanimously by voice vote. The meeting adjourned at approximately 3:40 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder