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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, May 10, 2016
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
April 12, 2016
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 - 1. Approval of revised Circulation Policy
- VI. OLD BUSINESS
 - 1. Update on Library Needs/Services
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

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**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
April 12, 2016
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., 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> |
|-------------------------|------------------|--------------|------------------------------|
| Rebecca Allahyari | Latifah Phillips | Wendy Hitt | Pat Hodapp, Library Director |
| Grace Brill | Jose Sanchez | | |
| Rebecca Phillips | | | |
| David Wagner, President | | | |

APPROVAL OF MINUTES

A correction to the March 8, 2016 minutes was made to reflect that under adjournment, Grace did not second the motion to adjourn; Rebecca Phillips seconded the motion to adjourn.

Rebecca Phillips made a motion to approve the corrected March 8, 2016 minutes, seconded by David, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David asked Pat if the Mayor had the Resolution for the feasibility study and Pat stated he did. In response to David's question regarding the Resolution and when it would be presented to City Council, Pat stated that the Resolution might be presented sometime in June once the City's budget is in place. Pat informed the Board that budget meetings would be taking place next week.

In response to Rebecca Allahyari's question regarding the feasibility study, Grace stated that there will need to be a process and a goal to be able to work towards what a system-wide Library will look like and what services are provided. Grace stated that discussion has not been held on what Library services are needed and what the cost would be if La Farge is moved to the Fogelson building. Rebecca Phillips suggested looking at what the service needs on that side of town are and what it might look like and then focus on a facility. After discussion was held, Grace stated she would send the Board members the planning draft for their feedback.

DIRECTOR'S REPORT

Pat brought up the Culture Connections workshop and presentation held at Southside. She stated that this was something that the Board could follow as an example and have a workshop with the focus on Libraries and Library needs.

Pat handed out the budget expenditure sheet and stated that the Library was asked to show the cost to run each Library. Pat went over the expenditure sheet.

Pat informed the Board about the current vacancies throughout the Library and shared that a plan to reduce Library hours would need to be put into place if the positions are not filled. The plan would need to be approved by the City Council.

Pat brought up that new Board member, Anna Naruta-Moya, resigned from the Library Board. She stated she would follow up with the Mayor to recommend another candidate. Grace stated that her term expires this July and suggested advertising soon to be able to fill her vacancy. She also stated she would be happy to continue to be involved if there is a larger committee structure for some of the planning that goes beyond the Board. In response to Rebecca Phillips question regarding vacancies, Pat stated that Joe, Rebecca Allahyari, David and Latifah's terms are up, however they can be renewed. She shared that Joe has informed the Board that he will not be renewing his term.

Pat invited the Library Board to the volunteer appreciation party being held at Main on April 26, at 2:30 in the Community Room.

Pat shared that there were two incidents of violence; one at La Farge and the other at Southside.

Pat provided the Board with an update on the Literary Award. She stated that she is working with Debra Garcia, the Director from the Arts department, to see if the Literary Award could be given along with the Mayor's Excellence Award. Pat will keep the Board informed as more details become available.

Pat shared that the Spanish/Bi-lingual Books and Babies program started and is being held at Southside on Saturdays. It went very well. The caregivers were polled to see if the current time worked and found that Saturday morning was not the best time. Due to the response, an evaluation will be done to find the best day and time for this program.

NEW BUSINESS

Rebecca Phillips made a motion to nominate Rebecca Allahyari for Vice President, seconded by Grace, which passed unanimously by voice vote.

Pat handed out and went over the revised circulation application for approval. David made a motion to approve the revised circulation application, seconded by Rebecca Phillips, which passed unanimously by voice vote.

OLD BUSINESS

Pat brought up the wiring problems at La Farge. She shared that patrons are having problems using the wireless printing. Pat shared that it has been brought to her attention that staff and public computers at La Farge may go down within six months. Pat shared that the Library is working on a contract, with a company that works with Useful, to provide new public copiers and printers. La Farge will not be included due to the wiring problems.

During the enrollment process for the summer reading program, the children's staff will be keeping track of which schools have the most kids participating in the program. In response to Rebecca Phillips question regarding if the Board still needed to help prepare a presentation for the School Board, Pat stated that it was not something that could be done right now and handed out a revised proposal to replace the plan. After discussion was held, Rebecca Phillips made a motion to accept the revised proposal regarding celebrating school participation, seconded by David, which passed unanimously by voice vote.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on May 10, 2016 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

Rebecca Phillips made a motion to adjourn, seconded by Grace, which passed unanimously by voice vote. The meeting adjourned at approximately 6:58 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder