



CITY CLERK'S OFFICE  
*Agenda* DATE *9/14/16* TIME *11:15a*

PREPARED BY *Maria Finley*

RECEIVED BY *[Signature]*

**SANTA FE PUBLIC LIBRARY BOARD MEETING**

**Southside Branch Library  
6599 Jaguar Drive  
Community Room**

**Tuesday, September 13, 2016  
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES  
July 12, 2016
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
  1. Friends Board report
- VI. OLD BUSINESS
  1. 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 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:

**Members Present**

Rebecca Allahyari, V.P.  
Grace Brill  
Nina Callanan  
Latifah Phillips  
Rebecca Phillips  
David Wagner, President

**Excused**

Jose Sanchez

**Guest**

Wendy Hitt

**Staff Present**

Pat Hodapp, Library Director

**APPROVAL OF MINUTES**

Rebecca stated she would like to include, as part of the record, that at the June 14, 2016 Board meeting, the Board expressed concern that the Library is being asked to somehow address the budget shortfall and would have negative consequences for a staff that has really been stepping up the last few years in times of difficulty and the Board does not want the staff further stressed or unable to feel they can do their job to the best of their ability in the way they would like to.

David made a motion to approve the June 14, 2016 minutes, seconded by Grace, which passed unanimously by voice vote.

**PRESIDENT'S REPORT**

None

**DIRECTOR'S REPORT**

Pat stated that she met with Debra Garcia y Griego, Director of the Arts Commission, and was informed that the Arts Commission Board approved presenting the Mayor's Literary Award at the City's Mayor's Excellence Awards. Pat stated she plans to schedule a committee meeting to go over criteria requirements before sending out a press release for nominations. Rebecca Phillips stated she was not available until August 10, and suggested asking someone else to serve on the committee. In response to Pat's question regarding who would like to serve on the committee, Nina stated she would. Nina shared her work schedule and informed Pat when she would be available. Pat stated that the award would have to be a plaque as the Library is not allowed to give a monetary award. Pat stated she sent an email requesting times when committee members could meet.

Pat informed the Board that she currently serves on a committee for the State Library and Library Association. They are working on an assessment of Libraries throughout the State. There will be an all-day session held on October 30, 2016 with Legislators and

key people. The survey that is being done in the State will start the discussion for funding and budget needs for all Libraries. She shared that the Friends are contributing \$500.00 toward the cost of the assessment. Save the date invitations were sent and the Mayor was the first to RSVP.

Pat stated she was asked for information on a Library district. She shared that there has to be legislation before it can move forward and it also requires a public vote. After discussion was held, the Board agreed to have David send the planning letter to the Mayor and copy Pat and the City Manager. They also agreed that the letter should include requesting time for a presentation to the Governing Body. In response to Latifah's question regarding what the request is for, David stated it is for the study to start the dialogue about funding. He also shared that the goal is for the Board to help form a committee which would then be appointed by the Mayor.

## **NEW BUSINESS**

The Board members welcomed Nina Callanan. David provided Nina with background information regarding La Farge and shared that the Library Board has been working on requesting funding for a study to be able to come up with a plan for the future of the Library system. In response to Nina's question regarding the assessment being done by the State, Pat stated that there has not been an assessment of Libraries in the State in twenty years. The Library is awarded GO Bond money and the Legislature has been reducing the amount of money every year of how much can be asked in the Bond. State Aid is also another funding source that has been cut. Pat shared there is a concern for Libraries around the State of getting stable funding. The assessment will help provide sound statistics and information to the Legislature and also to individual funding bodies. Pat provided Nina with information from the last study which was done in 1999. She shared that the study helped show that there was a need for the Southside Library.

Grace made a motion to keep David Wagner as President and Rebecca Allahyari as Vice President, seconded by Rebecca Phillips, which passed unanimously by voice vote.

## **OLD BUSINESS**

The City's CIP program accepted the Library's request for La Farge for wiring and for the restrooms to be brought up to ADA standards. Pat shared that she would be receiving and reviewing the paperwork this week. The City has budgeted \$75,000 for the project. Pat did not know the cost for the ADA bathrooms. Main's second floor will also be re-wired. Pat is waiting to hear from the City on when the projects will begin.

Pat stated that the Media room at Main is being cleared out and cleaned. The Friends moved the boxes of books being stored there and facilities maintenance staff cleaned the carpet. Staff are coming up with different ideas for use of the Media room.

The carpet in the gallery at Main will be replaced. A donation was made by the Reichman family to purchase new carpet. The gallery is named for their grandmother. The Community room carpet will also be replaced; the carpet will be paid for with CIP money. When the project begins, the top floor will be closed for up to ten days.

In response to Latifah's question regarding the CIP budget for La Farge, Pat shared that the public request to keep La Farge open put the City in a position to come up with a solution. The City signed a lease with the Schools for another forty years. They are willing to upgrade La Farge because it is needed and they are working on a plan for the future.

Pat informed the Board that there have been two more resignations since her last report. This brings the vacancy total to nine positions. She has been informed that a meeting with the City Manager has been set. She shared that paperwork requesting to advertise for the vacant positions has been submitted for approval. Library technicians from La Farge have been helping at Main since Main is down eighty hours of circulation staff. In response to Nina's question regarding if the vacancies were the same type of position, Pat stated that they are all different positions. If these vacancies are not approved to be filled, services within the Library will need to be re-evaluated. Due to the lack of staff in children's, summer reading has decreased. There were expectations for an increase of ten percent; however, it decreased almost ten percent due to longer wait times and staff not being able to promote the program to patrons as much as they would have liked to.

In response to Grace's question regarding the Board vacancy, Pat stated that the vacancy for the City seat was advertised for and closed on July 8. The County will be making their recommendation to the Mayor once they make their decision. Pat stated she would send out the applications received for the City vacancy to Board members.

Wendy reported that the Friends devoted hundreds of hours to clearing out the Media room by the date required. They repackaged over 500 boxes of books. Wendy shared that at this time there are no plans for a fundraiser this Fall and will be meeting again in July and see if something comes up then. Pat reported that she is giving part of her proceeds to the Friends which will be enough to fund Spanish/Bi-lingual Books and Babies for another session; there will be two sessions this Fall.

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

The next regularly scheduled meeting will be held on August 9, 2016 in the Community Room, at the Southside Branch Library, 6599 Jaguar Drive, 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 7:07 p.m.

ACCEPTED BY:

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David Wagner, President

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Maria Finley, Recorder