



Agenda

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SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Tuesday, February 14, 2017
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
January 10, 2017
- III. PUBLIC COMMENT
- IV. PRESIDENT'S REPORT
- V. DIRECTOR'S REPORT
- VI. NEW BUSINESS
 - 1. Friends Board Report
- VII. OLD BUSINESS
 - 1. Update on Library Needs/Services
- VIII. 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
January 10, 2017
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:

Members Present

Rebecca Allahyari, V.P.
Director Nina Callanan
Joshua Finnell
Susan Gilbert
Latifah Phillips
Rebecca Phillips
David Wagner, President

Excused

Guest

Wendy Hitt
Greg Powell

Staff Present

Pat Hodapp, Library

APPROVAL OF MINUTES

Susan brought up the \$15 million shortfall discussed at the December 4, 2016 meeting to make sure it was clear that the shortfall brought up was the City's shortfall and not the Library's.

Rebecca Phillips made a motion to approve the December 4, 2016 minutes, with the amendment to clarify that the \$15 million shortfall was the City's, seconded by Nina, which passed unanimously by voice vote.

David made a motion to approve the December 13, 2016 minutes, seconded by Joshua, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David welcomed Greg Powell to the meeting and asked if he wanted to speak. Mr. Powell stated that he volunteers for the Library and was interested to see how the Board functions. In response to Pat's question, Mr. Powell stated he volunteers in processing. The Board thanked Mr. Powell for volunteering.

David asked for volunteers to serve on a subcommittee to help with the fundraising opportunity for Southside. Nina shared that she could not actively fundraise because it would be a conflict of interest for her since she fundraises as a profession. David clarified that the subcommittee would be to discuss planning and ideas. Nina stated she could help give guidance. Susan agreed to be a part of the subcommittee. David stated he would contact Elizabeth Martinez and would also see about getting a few Friends members to meet with the subcommittee.

David brought up the planning study subcommittee. The members on the subcommittee include David, Rebecca Allahyari and Rebecca Phillips. David shared that he would like for the subcommittee to go over previous data gathered and continue to work on a clear plan to present to the Mayor and City Councilors to be able to move forward with the study. After discussion was held on funding for the study, Wendy shared that the \$15,000 that was promised by the Friends last year to go toward the study is still available. Pat brought up the City Library endowment and stated she would speak to the Finance Director about the language for the endowment and how it can be used.

DIRECTOR'S REPORT

Pat brought up the Literary award. She shared that the Literary committee met and forwarded their recommendations to the Mayor. The Mayor has selected two authors and the awards will be given at the dinner event held by the Arts Commission in the Fall. Pat stated since this was an inaugural year, two authors were selected. She shared that going forward one author will be selected each year.

In addition to the dinner event, the idea of having public readings with the authors was mentioned. The Convention Center and Lensic are possible venues to consider. There would be a minimal charge to cover the costs. A suggestion to offer some tickets to schools for students to be able to attend was made.

The Southside Library's 10 year anniversary celebration was brought up. Pat stated she would like to make this year the "Year of the Library" to celebrate all three libraries. A mailing list is being worked on and an appeal letter to support libraries will be created and sent. She shared the different ideas brought up by staff for the celebration at Southside. After discussion was held it was agreed that by making this the "Year of the Library", it would be an opportunity to fundraise and create public awareness. The idea of tying the start of the celebration for Southside's anniversary with the kickoff for Summer Reading was brought up. Pat shared that a date has not been set on when Summer Reading will start.

Pat brought up the Cultural Connection report and shared that one of the recommendations made by the committee was for the City to support the assessment being done by the Library Board. Pat stated she would send an email to the Board members to access the report.

NEW BUSINESS

Wendy stated she was looking forward to meeting with the Southside planning subcommittee. In response to David's question regarding the money raised for the Library, Pat stated the money raised for the Library can be held by the Friends. If the money raised is restricted, the money will be used for that specific project.

Wendy went over the amendment made to the Friends by-laws and shared they are posted on the Friends website. Wendy updated the Board on upcoming events being held by the Friends. She shared that the events are also listed in the Friends newsletter.

OLD BUSINESS

Pat provided updates for La Farge. The wireless project has been completed at La Farge and is working well. A date has not been set by Facilities for the ADA project at La Farge. The request to not have the work done during Summer Reading was made. She shared that the deadline for completion was October. A work order was put in to

Facilities to replace the compressor unit in the Community room; the room is currently without heat.

Pat brought up technology and informed the Board that the Library has a five year technology plan in place. The plan is renewed every two to three years. Within the next two years the Library will need to replace approximately 50 staff computers. In speaking with the IT department, there currently is not a plan for replacement of staff computers.

Pat updated the Board members on Library vacancies and informed them that the Library positions are being filled. She shared there is high turnover with the temporary positions because the people in those positions go on to find jobs with benefits.

Latifah brought up the Literary award and expressed her concerns about the committee process. Pat explained the process for this first time award. A suggestion was made to get feedback from those involved for future volunteer committees.

A suggestion to have an action list as part of the minutes to keep track of what is being worked on was made. This would ensure accountability amongst the members. The list could include what the project is, who is in charge, next steps and providing a report back to the Board to show progress. David shared he would email the Board regarding the two committees discussed.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on February 14, 2017 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 Rebecca Allahyari, which passed unanimously by voice vote. The meeting adjourned at approximately 6:50 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder