



Agenda

DATE 3/7/17 TIME 1:24r

PREPARED BY Mania Finley

APPROVED BY [Signature]

SANTA FE PUBLIC LIBRARY BOARD MEETING

**Main Library
145 Washington Avenue
Pick Room**

**Thursday, March 16, 2017
5:45 p.m.**

- I. ROLL CALL
- II. APPROVAL OF MINUTES
February 14, 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
February 14, 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.
Joshua Finnell
Susan Gilbert
Latifah Phillips
Rebecca Phillips
David Wagner, President

Excused

Nina Callanan

Guest

Staff Present

Pat Hodapp, Library Director

APPROVAL OF MINUTES

Susan made a motion to approve the January 10, 2017 minutes, seconded by Rebecca Phillips, which passed unanimously by voice vote.

PRESIDENT'S REPORT

David brought up the fundraising committee and stated that they have had two meetings. He shared that it has gone well and the Friends have proved to be very eager and interested in being involved with the venture this year. David discussed the different ideas for fundraisers that the committee has been working on. Rebecca Phillips brought up the fundraising efforts done by Planned Parenthood and shared that it was very successful. It was suggested to ask Planned Parenthood about the mechanism used for collecting donations at their latest fundraising event.

In response to David's question regarding the Friends wanting to put up seed money for the fundraising events and hiring a fundraiser, Pat stated that many fundraisers want to fundraise on a percentage basis. The Library does not have the money to pay for that type of fundraiser. She recommended looking for a fundraiser that is paid by salary. Pat provided the Board with background information regarding the fundraising done for Southside in the past. Pat brought up the dinner event done by the Arts Commission and shared that they hire a consultant who has a specific task that they are responsible for. Pat will ask the Arts Commission who they hired for their event.

The assessment/vision letter was brought up. David shared that the committee has been working on the letter. Once the letter is finalized he would like to present it to different groups. In response to Latifah's question regarding the next step, David shared that once the letter is ready, he would like to focus on approaching a bank or corporation that has a matching foundation. He would also like to approach donors who

have given to the Library in the past. He stated his goal is to raise \$70,000 by the end of this Summer to be able to approach the City.

The idea of having community listening sessions while fundraising was under way was brought up. After discussion was held, it was agreed that Joshua and Latifah would gather information to create a collaborative spreadsheet of stakeholder groups they will be reaching out to. It was also agreed that the planning group would finalize the vision letters “elevator pitch” and background information. The target date for bringing the information back to the Board was set for the Board meeting in March.

Rebecca Phillips shared that she was contacted by an individual who was excited about broadband for the Library. Pat provided the Board with background information regarding broadband and e-rate. She stated she could have Bae Smith, the Technology Manager, give a presentation to the Board on this subject.

DIRECTOR’S REPORT

Pat informed the Board that the Library budget was submitted on time and shared that two expansion requests were submitted; one for personnel and the other for technology.

Pat brought up the meeting she had with Southside staff and Peggy Vasquez regarding the Southside celebration. She stated Peggy works for Tierra Contenta Corporation and is the neighborhood coordinator. It was decided to have the Southside celebration May 20, 2017 and call it a Plaza Fair. Pat informed the Board that different groups are being contacted to participate in the celebration. She shared the ideas brought up for possible giveaways. The Southside celebration committee will be raising funds for this event. Pat stated that kids will be allowed to sign up for the Summer Reading program that day; Summer Reading will start right after Memorial Day.

Pat shared that Adam Reilly, Librarian at Main, has been working on bringing more adult programs to the Main Library. She discussed the different programs being held in March. Pat brought up the children’s programs and mentioned that they have been at their highest levels. She informed the Board that the Library has the budget to have two more Spanish Bilingual Books and Babies. Days and times are being looked at to see when the best time would be to have the program.

In response to Josh’s question regarding grants and if the Friends have received any since 2010, Pat stated that the last grant received was \$10,000 from the Community Foundation in 2015. She stated that the Brindle Foundation has given the Library \$20,000 to \$25,000 consistently since 2006. Pat named past grants received by the Library. Pat stated that she provides the Friends with Library statistics and program information so that they can write the grants; there are currently two Friends Board members, Edelma Huntley and Moira Gehring, spearheading grant writing. Josh stated that a friend of his works for the Knight Foundation. He shared that she has created a tool that maps every grant given to the Library. He stated he would send it to the Board. Discussion was held.

NEW BUSINESS

No New Business

OLD BUSINESS

Pat provided an update on the implementation for timeclocks. She shared that City staff are currently installing timeclocks in City buildings.

DATE OF NEXT BOARD MEETING

The next regularly scheduled meeting will be held on March 16, 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

Susan made a motion to adjourn, seconded by Rebecca Phillips, which passed unanimously by voice vote. The meeting adjourned at approximately 7:16 p.m.

ACCEPTED BY:

David Wagner, President

Maria Finley, Recorder